

T H E   S K O K I E   S C H O O L



*Practices and Guidelines*  
2018-2019

T H E S K O K I E S C H O O L

<b>School Hours*</b>	
Monday**	8:25 a.m. - 2:30 p.m.
Tuesday-Friday	8:25 a.m. - 3:30 p.m.
Half Days	8:25 a.m. - 11:50 a.m.

\*Students are welcome to enter the building and head to their advisories at 8:10 a.m. We encourage students to take advantage of this morning time to get organized before the bell rings at 8:25 a.m.

\*\*Students are dismissed at 2:30 p.m. on Mondays for district staff meetings.

<b>School Administration</b>	
Principal	Kelly Tess
Assistant Principal	Betty Weir
Nurse	Marianne Siegel
School Secretaries	Rachel Owen
Attendance Monitor	Carol Zalinski

\*Contact the school by 8:00 a.m. on days that your child will be absent or arrive late - 847-441-1750.

<b>District Calendar</b>
The Skokie School, Chorus, PTO, Band and Orchestra each maintain calendars on the district website. The website link is: <a href="http://www.winnetka36.org/schoolcalendars">www.winnetka36.org/schoolcalendars</a> . Please consult the website for dates that are relevant for your child.

## Table of Contents

### **General Information**

Tradition of Progressive Education.....	1
Guiding Values.....	3
District Calendar.....	4
Early Dismissal.....	5
Delayed Dismissal.....	5
Emergency School Closings.....	5
School Evacuation Site.....	5
FAQs.....	6

### **School & Parent Communication**

Advisory.....	9
Go to School Night.....	9
Reporting and Conferencing.....	9
The Skokie Scoop Home Edition.....	10
School Board Meetings.....	10
Skokie/Washburne PTO.....	10

### **Legal Information**

Equal Educational Opportunities.....	11
Asbestos Survey.....	11
Use of Pesticides.....	11
Harassment Policy.....	11
Student Records and Confidentiality.....	12

### **Medical Information**

School Nurse.....	13
Admission of Pupils.....	13
Health Requirements.....	13

### **Policies & Guidelines**

Absences & Tardies.....	16
Student Discipline.....	17
Reports to Legal Authorities.....	17
Search & Seizure.....	17
Code of Conduct.....	17
Problem Solving Protocol.....	18
Conduct Expectations.....	18

# T A B L E O F C O N T E N T S

## **School Building Information**

Computer Lab.....	19
Internet Access.....	19
Entering & Exiting the Building.....	19
Emergency & Safety Drills.....	20
Food, Gum, & Peanuts.....	20
Library/Resource Center.....	20
Lockers/Locks.....	21
Lost and Found.....	21
Lunchroom.....	21
School Property.....	22

## **Transportation Logistics**

Bicycles.....	23
Bicycle Parking.....	24
Bus Transportation.....	24
Car Traffic.....	24

## **Miscellaneous School Guidelines**

Backpacks, Book bags, & Other Carry-All Gear.....	25
Behavior Expectations.....	25
School Dress.....	25
Mobile Phones & Electronic Devices.....	26
Field Trips.....	26
Homework.....	26
Kinetic Wellness Program.....	27
Parent Absence from Home.....	27
School Hours.....	27
School Supplies.....	27
Textbooks, Materials, & Other School Property.....	28
Visitors.....	28

## Welcome

### The Tradition of Progressive Education

During most of the twentieth century, the term “progressive education” has been used to describe ideas and practices that aim to make schools more effective agencies of a democratic society. The Skokie School endeavors to maintain these principles. The education of engaged citizens, according to this perspective, involves two essential elements: *respect for diversity* (each individual is recognized for his or her own abilities, interests, ideas, needs, and cultural identity) and the *development of critical, socially engaged intelligence* (each individual is able to understand, collaborate and participate effectively in the affairs of the community to achieve a common good).

Progressive education is a mindset, a collection of beliefs that guide our educational practice. It is the “north star” that guides us toward our goals for children and families in a democratic society. It is the stem of the umbrella that holds together our vision of education. Below is a list of progressive values described by Alfie Kohn, a leading voice in progressive education. We judge ourselves by how closely we emulate these values everyday in our classrooms.

**Attending to the whole child:** We strive to help children become good learners and active members of a democratic process.

**Community:** Children learn with and from one another in a caring community, and that’s true of moral as well as academic learning. Interdependence counts at least as much as independence. Practices that pit students against one another in some kind of competition, thereby undermining a feeling of community, are deliberately avoided.

**Collaboration:** In place of rewards for complying with the adults’ expectations, or punitive consequences for failing to do so, we place an emphasis on collaborative problem-solving.

**Social justice:** A sense of community and responsibility for others isn’t confined to the classroom. Students are helped to locate themselves in widening circles of care that extend beyond self, beyond friends, beyond their own ethnic group, and beyond their own country. Opportunities are offered not only to learn about, but also to put into action, as commitment to diversity and to improving the lives of others.

**Intrinsic motivation:** When considering (or reconsidering) educational policies and practices, the first question that progressive educators are likely to ask is, “What’s the effect on students’ interest in learning, their desire to continue reading, thinking, and questioning?”

**Deep understanding:** Facts and skills do matter, but only in a context and for a purpose. That’s why we organize around problems, projects, and questions-rather than around lists of facts, skills, and separate disciplines. Teaching is typically interdisciplinary, the assessment rarely focuses on rote memorization, and excellence isn’t

confused with “rigor”. The point is not merely to challenge students-after all harder is not necessarily better-but to invite them to think deeply about issues that matter and help them understand ideas from the inside out.

**Active learning:** Students play a vital role in helping design the curriculum, formulate the questions, seek out (and create) answers, think through possibilities, and evaluate growth. Their active participation in every stage of the process is consistent with the overwhelming consensus of experts that learning is a matter of constructing ideas rather than passively absorbing information or practicing skills.

**Taking kids seriously:** We take our cue from the children. We are attentive to differences among them (Each student is unique so a single set of policies, expectations, or assignments would be as counterproductive as it would be disrespectful.) The curriculum isn’t just based on interest, but on these children’s interests. Naturally, teachers will have broadly conceived themes and objectives developed at each grade level. We don’t just design a course of study for students: we design it with them, and we welcome unexpected detours as opportunities to enhance learning.

## Guiding Values

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.

---

### **Core Values:**

1. Reflection
2. Life-long Inquiry
3. Whole Child
4. Civic Responsibility
5. Student Voice
6. Creativity and Innovation
7. Collaboration
8. Meaningful, Purposeful, and Experiential Learning

T H E S K O K I E S C H O O L

*Parent Handbook 2018-19*

**2017-18 WINNETKA PUBLIC SCHOOL DISTRICT 36 CALENDAR**

August 23-24	No School (Teachers Institute Day)	Thursday, Friday
August 27	School Open (Grades K-8) Half Day Teacher Institute Day in pm	Monday
September 3	No School (Labor Day)	Monday
September 10, 19	No School (Rosh Hashana and Yom Kippur)	Monday, Wednesday
October 18	Half Day (Grades K-8) Conferences in PM	Thursday
October 19	No School (Conference Reporting Day)	Friday
November 9	No School (Teacher Institute Day)	Friday
November 21-23	No School (Thanksgiving Holiday)	Wed.- Friday
December 24	Winter Vacation Begins (no school)	Monday
January 7	Schools Reopen	
January 21	No School (Martin Luther King, Jr. Day)	Monday
February 7,8	No School (Conference Reporting Day)	Thursday, Friday
February 18	No School (Teacher's Institute Day)	Monday
March 25	Spring Vacation begins	Monday
April 1	Schools reopen	Monday
April 19	No School (Good Friday)	Friday
May 24	Half Day (Grades 1-8) teacher In-service PM	Friday
May 27	No School (Memorial Day)	Monday
June 6	Anticipated Last Day of School (Grades K-7) Half Day Teacher Institute Day in pm	Thursday
June 7, 10, 11, 12, 13	To be used in the event of emergency closings	Friday



## Early Dismissal

On Mondays, students are dismissed at 2:30 p.m. for district staff meetings. **On scheduled “half days,” students are released at 11:50 a.m.**

---

## Delayed Dismissal

In the event of inclement weather at the time of dismissal (severe thunderstorm, lightning) students will be held in the building in their advisories until it is determined that it is safe enough for them to be outside. Signs reading “Dismissal Delayed” will be placed along the sidewalk to indicate to parents that children are being held in classrooms. We will also send a message via the district alert system letting parents know that we are holding the children past dismissal.

---

## 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 <http://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.

## School Evacuation Site

If for safety reasons, we would need to evacuate the school building and bring the students to a relocation site, parents would be reunited with the students at Carleton Washburne Middle School (across the west lawn) or the Winnetka Ice Rink at 490 Hibbard Road Road, Winnetka.

**\*Please bring identification to ensure a safe and orderly student release.**

---

## Frequently Asked Questions

Please see page references for complete information.

### **How do visitors/parents enter the building?**

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 that person. **All visitors, including parents, need to enter the building through the front doors and provide picture identification (driver's license) to the door monitor.** A visitor pass will then be generated by a visitor management system.

---

### **May my child ride the bus home with a friend?**

Students may not ride the bus home with other students unless they have a signed note from both the parent of the bus rider and the parent of the guest. Both notes must be given to the entrance monitor before noon on the day of the request.

---

### **Where can my child go if she/he arrives to school early?**

The Resource Center is open at 7:30 a.m. each morning. Students are welcome to come read, go over homework, answer the question of the day, or work on the monthly challenge. Students who wish to work with a specific teacher before 8:10 a.m. should make special arrangements with that teacher.

---

### **How should students enter and exit the building?**

Fifth grade students enter the school through the rear doors near the playground and exit through the doors on the north side of the building along Elm Street.

Sixth grade students enter and exit through the front main entrance of the school.

Children who take the bus enter and exit through doors located at the south end of the building on Oak Street next to the bus drop off and pick up area. This area is supervised by an adult before and after school.

---

**What do I do if my child arrives late or needs to leave early?**

If your child arrives late she/he needs to sign in at the front desk to get a pass to enter class for the day. Your child should bring a note to explain the reason for the tardy.

If your child needs to leave early she/he should bring a note to give to the advisor first thing in the morning stating the reason for leaving early. **Parents must come into the building to sign their child out for the rest of the day.**

---

**What do I do if my child forgets his/her lunch?**

We have a table set up in the front foyer where forgotten lunches can be dropped off. The table is organized and labeled by lunch periods and your child will come by before the lunch period to pick it up. Our attendance monitor will guide you to the correct area of the table for your child.

---

**How do I get in touch with my child during the day if I need to?**

If you have an urgent matter that requires you to contact your child, please call 847-441-1750 to leave a message for your child. We will make sure that your child receives the message right away and contacts you for further instructions.

---

**What is the school's cell phone policy?**

We do not allow students to use their cell phones at school. Cell phones are to be turned off and kept in backpacks during the school day.

---

**What is the school's nut/peanut policy?**

Food allergies present a serious health risk for some of our students. In providing a safe school environment, we request all foods that are brought into school for sharing with their entire class be pre-packaged, labeled, and nut-free. All food brought into the building should be dropped off with the Entrance Monitor to check the ingredients label. From class breakfasts and celebrations, to daily lunches or snacks, we ask each student to respect others' needs that have a serious food allergy. Please do not bring in homemade treats or restaurant/bakery foods that do not have a label because we cannot verify its contents or where they were stored. Students should not share food among themselves. Students who carry a nut product in their lunch are asked to keep their lunch inside their locker until it is time for lunch. We offer a nut free table at each lunch period. Students who sit at this table may have friends join them as long as the lunches brought to the table are completely nut free. Please contact the Health Office with any questions at 847-441-2194. Please see the district website (<http://www.winnetka36.org>) for more detailed information about our Food Allergy Guidelines. (Please see School Board Policy 7:285)

---

### **How are birthday treats handled as it relates to the school's nut/peanut policy?**

Birthday celebrations are arranged through your child's advisor. Please contact your child's advisor well in advance of a birthday to make arrangements. We ask for only those foods that are commercially prepared, labeled, and contain no nuts to ensure all students have the opportunity to join the celebration.

---

### **Who do I contact about bus issues?**

If you have concerns about bus behavior or unsafe actions of students on the bus, please contact us at 847-441-1750. For issues related to bus operation please contact the district office at 847-446-9400.

---

## School & Parent Communication



### 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.

---

### Go to School Night

Parents are invited to attend our Go-to-School Night once school commences. It is an opportunity for parents to meet their child's advisor, team, and exploratory teachers. The evening provides families with an overview of the curriculum, classroom expectations, and school policies. Parents are encouraged to bring their questions as well as share the hopes and dreams they have for the school year. Teachers will clearly outline how they communicate with families by providing contact information.

---

### Reporting and Conferencing

Reporting and Conferencing periods are conducted in November and March. Parents are invited to sign up for a conference with their child's teacher to discuss and share student work. Fifth grade students do not attend the conferences with their parents. **Sixth grade students attend conferences with their parents.** They play a central role in the conversation surrounding the academic goals they have set for themselves in November, and the progress they have made over the course of the school year during the conference in March. Sixth grade student attendance is a reflection of the increased sense of ownership they feel, and their ability to clearly articulate their thinking regarding the processes of learning they engage in on a daily basis.

---

### ***The Skokie Scoop Home Edition***

This newsletter will include information and updates from Skokie. Look for it to arrive electronically on Friday. *The Scoop* provides our most recent calendar of events and highlights school activities and specific information for parents.

---

### **School Board Meetings**

Regular School Board meetings are typically held on the third or fourth Tuesday of each month, beginning at 7:15 p.m. Additional meetings are held from time to time. Meeting dates and locations are available on the website, [www.winnetka36.org/calendar/board](http://www.winnetka36.org/calendar/board).

---

### **Skokie / Washburne PTO**

Skokie / Washburne PTO is a parent led, volunteer organization whose purpose is to further enrich the experience of our children at the schools and in the community in order to secure the highest quality education possible. Our PTO pursues this mission through volunteer support in the schools as well as annual fundraising efforts and financial support. The PTO collaborates among parents, teachers and administrators to most effectively involve parents in their students' middle school years. For further information, or to get involved, please contact [skokiewashburnepto@gmail.com](mailto:skokiewashburnepto@gmail.com).

---

## Legal & Medical Information

### Legal Information

#### **Equal Educational Opportunities**

Equal educational and extracurricular opportunities shall be available for all. Any inquiry regarding this statement should be directed to our school principals or the superintendent of schools. (Please see School Board Policy 7:10)

---

#### **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.

---

#### **Use of Pesticides**

Pests can pose significant problems to people, property, and the environment. Pesticides pose similar risks. Children spend a great deal of time in schools and face greater potential for health effects resulting from pest and pesticide exposure. (Please see School Board Policy 4:160)

---

#### **Harassment of Students Prohibited**

Sexual harassment or sexual intimidation of students by District employees or 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.

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.

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

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. (Please see School Board Policy 7:20 and 7:180)

---

## **Student Records – Change of Information**

Parents should immediately notify the school of changes in address, telephone number (home/work), and of changes that need to be made regarding student emergency information. For proof of residency purposes, it is important that the District Office also be notified when there is a change of address (847- 446-9400). 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.

---

## **Student Record Confidentiality**

School student records are confidential and information from them shall not be released other than as provided by law. Any record that contains personally identifiable information, or other information that would link the document to an individual student, is a school student record if maintained by the District, except: (1) records that are kept in the sole possession of a school staff member are destroyed not later than the student's graduation or permanent withdrawal, and are not accessible or revealed to any other person except a temporary substitute teacher, and (2) records kept by law enforcement officials working in the school.

Parents may review their child's records by contacting the school office to schedule an appointment. Appointments should be scheduled 48 hours in advance. (Please see School Board Policy 7:340)

---



## Medical Information

### 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. (See [www.winnetka36.org/nurses/forms](http://www.winnetka36.org/nurses/forms) for Health Guidelines.) 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 at 847-441-2194. 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.

### Admission of Pupils

State law requires appropriate health and immunization records for each child enrolled at Skokie School (forms are available at Skokie or on the district website). These completed forms must be submitted upon enrolling in District 36. **State law requires that the child's birth certificate or passport be presented at the time of registration and residency be verified.**

(Please see School Board Policy 7:60)

### Health Requirements

**In order to meet the health and safety needs of your child, the following health records are needed for entry into Skokie:**

**New Students** to the district must have a child health examination with immunizations up to date, a dental exam, and an eye exam.

**6<sup>th</sup> Grade Students** need a child health examination, a dental exam, and a Tdap (defined as tetanus, diphtheria, acellular pertussis) immunization.

Forms are available in the school office and on the district website: [www.winnetka36.org/nurses/forms](http://www.winnetka36.org/nurses/forms). All forms are due on the **first day** of school. (Please see School Board Policy 7:100)

### Health Communications

Please make every effort to provide the required health information right away.

**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 immediately. 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 Mononucleosis 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. **It is essential that emergency information be kept up-to-date as telephone numbers, job changes, etc. occur.** Please call the Skokie Office (847-441-2194) with any changes.

**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 Office Visits** during the school day requires a pass from the classroom teacher unless an emergency arises.

**Medications** needed during during the school day are dispensed *only* through the health office. Students are not allowed to bring, carry, or keep medicines in their lockers at any time. Arrangements can be made for either rescue or emergency medication in accordance with our School Board Policy 7:270 and described in the **Administration of Medication to Students** form (found on the reverse side of our medication permit). This "permit" can be viewed on our district website. Medication permits are required for all medicines, including any supplements and "over the counter" products. The medication permit must be on file in the health office before the school nurse can dispense medicine to a student.

**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.

**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 trans-

mission of infectious diseases. There is a district-wide policy entitled *Occupational Exposure to Blood-borne Pathogens* which is available in the district office. We make every effort to maintain a clean and orderly environment, both in the classrooms and in common areas. This includes both routine cleaning and the occasional needs which arise from spills, accidents or illnesses. All of our cleaning supplies and practices are supported through government recommendations to maximize health and safety for all.

**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 child's vision or hearing ability, they should contact the school nurse.

**Lifts up stairs** are available at Skokie to those students needing crutches or wheelchairs to get around the building. Students may ride the lift only when supervised by an adult.

**Pediculosis or Head Lice** is not a health problem. Head lice can be a nuisance but they have not been shown to spread disease. The Winnetka Public Schools implements consistent practices that are adopted and informed by the American Academy of Pediatrics and the National Association of School Nurses. Students diagnosed with head lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun. The district does not implement a no-nit policy. More information is available in the health office and on the district website.

## School Practices and Guidelines

### Absences and Tardies

#### Absences

All students must be accounted for every day. Absences should be reported by a parent or guardian to the attendance line (847-441-1750) before 8:00 a.m. each and every day that a student is absent. There is a 24-hour voicemail that allows parents to call at any hour when they decide their child will not be able to attend school. Students are not to call to report their own absences; we *must* hear from a child's parent/guardian. 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. The failure of a parent to call will result in school personnel calling the parent. It is essential we know each child's whereabouts.

#### 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 notification 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 written notification by a parent or guardian for anything other than illness, religious holiday, 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.**

**Vacations, trips, and private lessons (i.e. instrumental, academic, or athletic ) during school hours are unexcused absences.**

A student may not leave and travel to and from appointments on his/her own. At the appropriate time, the **parent must sign the student out at the main entrance with the hall monitor.** We emphasize that such absences be minimized.

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.

#### Tardies

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 under 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 after school and on Saturday.

## **Student Discipline**

In all disciplinary action, the staff should be mindful of the fact that they are dealing with individual personalities and that it is sometimes more important to discover the causes of misbehavior than merely to suppress it. Thoughtful discipline can be a means of fostering growth toward maturity and responsibility.

Cooperation among parents, teachers, and administrators is both necessary and desirable. In order for students to benefit from disciplinary procedures, it is important that they understand the reasons for such actions. Discipline should be fair and constructive, not arbitrary or excessive.

A teacher may remove any student from the learning setting whose behavior interferes with the lessons or participation of fellow students; a student's removal must be in accordance with Board policy and administrative procedures.

Teachers shall not use disciplinary methods which may be damaging to students, such as ridicule, sarcasm, or excessive temper displays. Corporal punishment may not be used. Teachers may use reasonable force as needed to keep students, school personnel, and others safe, or for self-defense or defense of property. (Please see School Board Policy 7:190)

---

## **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. (Please see School Board Policy 7:140)

---

## **Code of Conduct**

*The Skokie community is built on respect.*

Respect others  
Respect yourself  
Respect differences  
Respect feelings  
Respect learning  
Respect property

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 above Code of Conduct statements were created and are annually reviewed by Principal's Advisory with input from students' parents and staff.

---

## **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, a central component of which being the 6-Step Problem Solving Protocol. They are listed here for your reference throughout the year:

### **6-Step Problem Solving Protocol:**

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. The principals and staff in accordance with district policy determine appropriate consequences.

---

## School Building Information



---

### Computer Lab

The computer lab facilities are open to all students and staff for educational purposes. Printers are available. 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 agree to the Internet Acceptable Use Policy during the online registration process prior to gaining Internet privileges. 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: [www.winnetka36.org](http://www.winnetka36.org).

---

### Entering and Exiting the Building

To help the flow of traffic in the building during busy times of the day, 5<sup>th</sup> grade students enter the building through the west or back doors of the school. 6<sup>th</sup> 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, 5<sup>th</sup> grade students may exit through the north doors. 6<sup>th</sup> 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.**

---

## Emergency and Safety Drills

The school conducts various emergency/safety drills (i.e. fire, tornado, soft lockdowns, hard lockdowns, and bus drills) regularly in order to acquaint the students with the nearest exits, instructions for evacuating the building, and proper procedures to utilize when in a moment of crisis.

## Food, Gum and Nuts/Peanuts

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. More information on Food Allergy Guidelines is available on the District 36 website.

## Library/Resource Center

Student Hours	
Monday: 7:30 a.m. - 2:30 p.m.	Tuesday - Friday 7:30 a.m. - 3:30 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.

---

## 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 in the back of the Auditorium. 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.*

---

## 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 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.

---



## Transportation Logistics

### 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

6<sup>th</sup> 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). 5<sup>th</sup> 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.**

---

## 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 both the parent of the bus rider and the parent of the guest. Both notes must be given to the entrance monitor before noon on the day of the request.** 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. Children should not exit vehicles from the driver’s side of the car. Students should exit on the curbside only.

---

## Miscellaneous School Guidelines

### 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. (*See also Search and Seizure.*)

---

### 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.

---

### 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.

---

## Mobile Phones and Electronic Devices

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.

**Mobile Telephones:** We acknowledge that some families choose to provide their fifth and sixth grade students with mobile telephones for emergency purposes. Mobile telephones must remain turned off in student backpacks until after dismissal. Students may only use their mobile telephones outside the school building. Student use of mobile 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.

**Electronic Devices** Electronic devices such as iPods, mobile 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.

---

## 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 8:00 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.

---

## Kinetic Wellness Program

All 5<sup>th</sup> and 6<sup>th</sup> 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.

---

## 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 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.

---

## School Supplies

School supply lists can be accessed on the school website. 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.

---

## 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.

---

## Visitors

All visitors entering The Skokie School are required to sign in with the entrance monitor, provide picture identification (drivers license), and display the badge provided while in the building. 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*. Visitors under the age of eighteen must be accompanied by a parent or guardian at all times, unless they are participating in a School District-sponsored event.

---