

# 2011-2012 Parent Handbook

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## District 39

Wilmette Public Schools  
615 Locust Road  
Wilmette, IL 60091  
[www.wilmette39.org](http://www.wilmette39.org)  
847-256-2450

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# From Dr. Lechner

*Dear District 39 Families,*

*Welcome to the 2011-2012 school year! Across our nation, the start of school is the annual event marking the official end of summer. In District 39 we work hard over the summer to get our buildings and classrooms ready for the arrival of 3700 boys and girls...and ready we are!*

*With each new year comes the excitement of new teachers and friends, new academic challenges, opportunities to try new extracurricular activities, and yes, even new school supplies. Join us as we embrace this excitement with your child, as they move to the next grade, armed with skills learned and family support.*



*This electronic handbook, along with the online calendar, will provide a wealth of information about important District 39 policies and procedures; you can easily search for the topics you want. You will also find contact information for each school's staff and PTO or PTA, as well as information for the administrative offices at the MEC. This handbook will always be available on our website and, like the calendar, will be updated as needed throughout the year. I hope this format is helpful to you.*

*We are so fortunate in District 39 to have such dedicated teachers, administrators, staff, and parents. We are all partners in an educational process that creates an environment where there is no ceiling on a student's potential. Please communicate with your child's teachers as often as is helpful and feel free to contact me directly with any questions or concerns. Through open communication, we can work together to provide our children with an exceptional school year.*

*Your partner in education,*

*Raymond E. Lechner, Ph.D., Superintendent  
(847) 512-6030  
lechnerr@wilmette39.org*

# Directory of Contacts • Board of Education

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L/R: John Flanagin, Cindy Levine, Kimberly Alcantara, Alice Schaff, Pamela Davidson, Karen Donnan, Keith Dronen

# Directory of Contacts • District



## Mikaelian Education Center

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## Transportation

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# Directory of Contacts • Schools



**Central School** • safe phone 256-3444  
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Lori Naumowicz, Assistant Principal  
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**Harper School** • safe phone 251-6754  
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(847) 251-6754 • fax 251-4176  
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**McKenzie School** • safe phone 256-0369  
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(847) 251-2295 • fax 251-4067  
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**Romona School** • safe phone 256-0212  
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**Connecting Kids**  
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Kelly Jackson, Assistant Principal-8th  
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Darik Williams, Assistant Principal-7th  
[williamd@wilmette39.org](mailto:williamd@wilmette39.org)

# Organizations & District PTA/Os

Links to:

[Central School PTA](#)

[Harper PTO](#)

[Highcrest PTO](#)

[McKenzie PTA](#)

[Romona PTA](#)

[WJHS PTO](#)

[Village-Wide PTO Board](#)

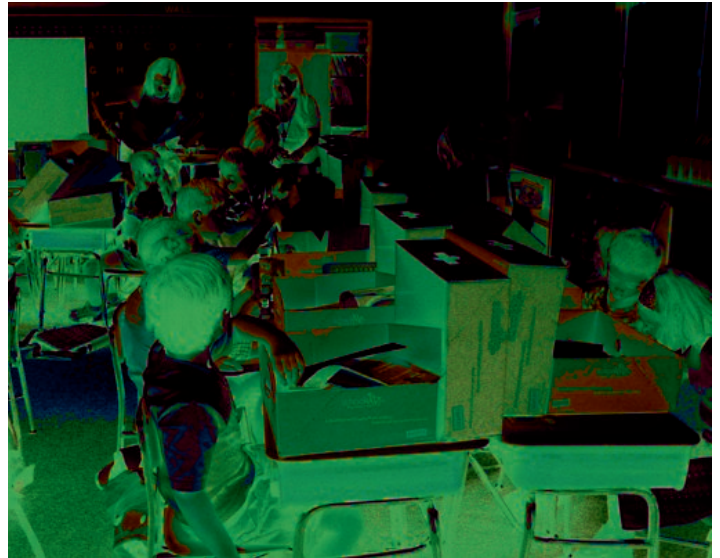
[Community Review Committee](#)

[District 39 Educational Foundation](#)

[Family Awareness Network](#)

[PASS39](#)

[Youth Connection](#)



# MISSION

## DISTRICT 39 PHILOSOPHY OF EDUCATION

“Teaching Tomorrow’s Leaders” is District 39’s mission. To that end, we are committed to delivering the highest quality of education, to fostering the development of sound character, and to instilling a lifelong passion for learning.

## STANDARDS—UNDERLYING COMMITMENT

We will uphold our commitment to providing a high-quality public education for all of our children. We will continue to sustain and improve the following:

- High levels of academic achievement
- The physical and emotional well-being of our children
- Effective and up-to-date learning materials and tools
- Our high-quality staff
- Efficient, fiscally responsible operations
- A reliable technological infrastructure
- Safe, healthy, and appropriate facilities

## VISION

We commit ourselves as a community to helping our children grow as they:

- Retain the wonder and excitement of learning from kindergarten through eighth grade
- Demonstrate increasing courage, confidence, and competence as they learn
- Demonstrate an increasing degree of responsibility and self-advocacy skills for their own learning
- Develop creativity and use critical thinking skills
- Explore, understand, and respect world cultures
- Take an active role in building respectful and caring communities, within and beyond our schools
- Explore and take advantage of a variety of opportunities as they discover their own interests
- Demonstrate an increasing ability to work effectively within groups

## GUIDING PRINCIPLES

Our educational practices are built upon the following core beliefs about the development of our children:

- There is no ceiling on a child’s potential
- Each child’s innate sense of wonder and discovery

- are important in building academic proficiencies
- High expectations inspire high achievement
- Positive relationships between children and their teachers are fundamental to learning
- Children thrive when families, schools, and the community work as partners
- Children need to learn about, understand, and contribute to their own and other communities
- Every child’s individuality must be respected

The Board of Education is comprised of seven community members elected at large to serve staggered four-year terms. The Board of Education works with the Superintendent and administrators to address a range of issues including policy-making, long-range planning, student achievement, staff development, long-term financial stability, and maintenance of buildings.



## BOARD MEETINGS

Members of the public are invited to attend Board of Education meetings, which are usually held the fourth Monday of each month beginning at 7:00 P.M.

at the Mikaelian Education Center (MEC), 615 Locust Road. The specific dates are listed on our online calendar on our website [www.wilmette39.org](http://www.wilmette39.org). The agenda is posted in advance, and several periods for public questions and comments are always included at each meeting. You may request in advance to make a presentation by calling the Office of the Superintendent. Board meetings also are streamed live on the District's website and archived for later viewing. They are broadcast live on local cable television, WCTV Channel 6 in Wilmette, and are rebroadcast at various times. Please contact WCTV at 853-9288 or go to the [Cable Department's web page](#) for exact times. In addition, Board meetings are streamed live on the District 39 website at [www.wilmette39.org](http://www.wilmette39.org).

## COMMUNICATIONS

The District administration and teachers use these methods to communicate:

- K-4 (Parent-teacher conferences twice a year; report cards twice a year)
- 5-6 (Parent-teacher conference annually; report cards twice a year alternating with student progress reports twice a year)
- 7-8 (Parent-teacher conference annually; report cards four times a year)
- Homeroom Advisory Program Grades 5-8
- School curriculum nights (annually)
- School open houses (annually grades K-4)
- New parent orientation for school transitions
- PTA/O communications
- Monthly PTA/O meetings
- District newsletter (three times yearly) and annual report
- Board of Education meetings (monthly)
- District 39 website [www.wilmette39.org](http://www.wilmette39.org)
- Community cable TV channel 6 (WCTV) broadcasts
- Community newspapers

## PARENTAL CONCERNS

Parents are encouraged to communicate with their child's teachers regarding all aspects of the school program. If a specific concern arises, we recommend that the parent first discuss it with the teacher. The

building principal is available as needed to facilitate this process. We recommend that parents give advance notice to the principal and the teacher of an anticipated visit to the classroom. If parents cannot resolve the problem by talking with the teacher or building principal, they should contact the Superintendent.

## DISTRICT 39 WEBSITE

The District 39 website [www.wilmette39.org](http://www.wilmette39.org) is an important communication tool that enhances many aspects of the educational program. The website includes information about our schools; the Wilmette community; the District 39 curriculum; the Board of Education; resources for students, parents, and teachers; and employment opportunities in the District. Parents should check the website's "Current Topics" frequently for important news.



## EMAIL

Email is a quick way to send a message, but it is not appropriate for all types of communication. In some cases email may not be the best way to get a quick reply. Urgent or time sensitive information should be sent to the school office, such as a change in pickup times or to report that your child should not be taking the school bus home. When emailing District 39 employees, please identify yourself with your first and last name as well as the name of your child. Items that require discussion in regards to your child's academic progress, learning expectations, or behavioral issues are often best addressed through a telephone conversation or by scheduling a personal conference with your child's teacher. Topics that

may be sensitive or highly confidential are best discussed in person. For more information go to [Access to Electronic Networks](#), on the District 39 website.

### **AUTOMATED PHONE NOTIFICATIONS**

An automated telephone system is used to facilitate school-to-home communication. The system allows the District administration to record a single message and deliver it via telephone to selected homes or every home in the District. This system has the ability to leave voice mail messages and is compatible with caller ID and privacy manager services. It is used for delivering messages such as school closings, delayed openings, emergency information, and announcements for special events.

### **USE OF STUDENT PHOTOS OR WORK**

Photos of District 39 students and work by District 39 students are used both within the District and occasionally by local news media. The Board of Education maintains a policy stating that no student photos or work will be published on the District 39 website without the express written consent of the parents. District 39 does not generally publish photos with information identifying students. Similarly, the District will not use student photos in District publications or include students in media photos or broadcasts unless parents have provided permission. In the spring during online student registration, parents will complete the Permission Form to Release Student Photo and Work either granting or refusing permission. The media covered by this form includes District 39 printed publications, in-school multimedia presentations, school yearbooks, information on the District 39 website, and media coverage. Forms are compiled in the District's database. The posting of other children's pictures on YouTube, Facebook, Twitter, etc. is highly discouraged. Please be respectful of the privacy rights of others. Safety and security of children is of utmost importance.

### **VILLAGE-WIDE PTO**

The Wilmette Village-Wide Parent Teacher Organization is designed to promote a closer, collaborative relationship between home, school, and the community. Enhancing communication is the primary goal. The Village-Wide PTO board is comprised of volunteers from each of the eight local associations

(six public schools and two parochial schools). The Superintendent and representatives from the Board of Education and the Wilmette Education Association (teacher organization) are members of the board and report to the group at the monthly Village-Wide PTO meetings. The Principals and District administrators also make presentations on a rotating basis. PTA/O presidents and committee members report as well.



In addition to the Village-Wide PTO, each school has a Parent Teacher Association (PTA) or Parent Teacher Organization (PTO). Parochial schools have a Home School Organization (HSO) or a Parish School Organization (PSO). These groups are responsible for sponsoring enrichment programs for the students, designing events to build community spirit, fund-raising, organizing community service projects, and communicating to parents through monthly newsletters. The PTA/Os support the teachers, staff, and children in a variety of ways through volunteer services. Parents and teachers are encouraged to join the PTA/Os, to attend monthly meetings, and to participate actively in the work of their groups. Parents are also invited to attend Board of Education meetings to become informed about the District.

### **COMMUNITY INVOLVEMENT**

Education is a community endeavor, and we invite parent and community involvement in school activities. Over the years, special committees comprised of parents and/or community members have been established to study issues in District 39. In response to a 1973 state mandate for more citizen involve-

ment, a **Community Review Committee (CRC)** comprised of parents, teachers, administrators, and citizens was established. The committee continues to work in an advisory capacity to the Board of Education to research specific topics that will lead to improvements in teaching, learning, or managing the District's operations. The committee makes a formal presentation to the Board of Education in June. For more information visit the [CRC link](#) on the District website.

The **District 39 Educational Foundation** is a non-profit organization dedicated to investing in our children's future. Donations support the Foundation's Gripp Grant program and Math & Science Initiative, which grant funds for educational programs, experiences, and technologies that expand, enrich, and complement the schools' curricula. The Foundation also sponsors the Sam Mikaelian Fine Arts performances to the community and partners with District 39 school administration and the local community to fund identified areas of greatest need. Trustees are community volunteers who serve staggered three-year terms. For information on the Foundation, please visit the [Foundation link](#) on the District website.

The **Family Awareness Network (FAN)** of New Trier Township makes a positive difference in families' lives by building parents' confidence and connections and by helping them connect with other parents, their children, the schools and the community through effective educational programs, active parent networks, and other practical parenting resources. FAN presents a regular speaker series, supports parenting programs in all schools, and encourages parent networks. FAN is an all-volunteer organization that looks forward to your support and participation. Visit FAN's website at <http://www.fan-ntts.org> for meeting announcements and to sign up for the monthly newsletter.

Each school has a **School Improvement Plan (SIP)** team comprised of teachers, staff, parents, and the principal. The Board of Education has charged these teams with the responsibility of developing measurable goals for improving programs, services, school climate, communication and/or teaching and

learning. In addition, teams create action plans to achieve the goals and monitor their implementation throughout the year. The SIP teams present at a Board of Education meeting each year to review the goals, measures and action plans, and to share results. If you are interested in participating on a SIP team, please contact your school principal.



## DAY TO DAY ESSENTIALS

### SCHOOL HOURS

#### Connecting Kids Preschool

Morning ..... 9:05 a.m. to 11:25 a.m.  
 Afternoon ..... 12:40 p.m. to 3:00 p.m.

#### Elementary Schools

Morning Kindergarten ..... 8:55 a.m. to 11:30 a.m.  
 Afternoon Kindergarten ..... 12:40 p.m. to 3:15 p.m.  
 Grades 1-4 ..... 8:55 a.m. to 3:15 p.m.  
 First Bell ..... 8:50 a.m.  
 Class Begins ..... 8:55 a.m.

#### Highcrest Middle School

Grades 5-6 ..... 8:49 a.m. to 3:40 p.m.  
 First Bell ..... 8:35 a.m.  
 Warning Bell ..... 8:44 a.m.  
 Class Begins ..... 8:49 a.m.

#### Wilmette Junior High School

Grades 7-8 ..... 8:00 a.m. to 2:46 p.m.  
 First Bell ..... 7:45 a.m.  
 Warning Bell ..... 7:55 a.m.  
 Class Begins ..... 8:00 a.m.

## EMERGENCY SCHOOL CLOSINGS AND DELAYED OPENINGS

If school must be cancelled for the day or the opening delayed one hour due to severe weather (see schedule below), the information will be broadcast by all major Chicago radio stations beginning at 6:00 a.m. and posted on our website at [www.wilmette39.org](http://www.wilmette39.org). The District also uses an automated telephone system to call District homes and deliver a prerecorded message to announce our school closings and delayed openings. On days when the weather outlook is questionable, listen for possible school cancellations or delayed openings on any major Chicago radio station or check the website rather than calling the school or District office. Parents will be alerted in the event that students must be dismissed before the end of the school day due to an emergency. In the event of a delayed opening, please use this schedule:

### DELAYED OPENING SCHEDULE

#### Connecting Kids Preschool

Morning ..... 10:05 a.m. to 11:25 a.m.

#### Elementary Schools

Morning Kindergarten ..... 9:55 a.m. to 11:30 a.m.

Afternoon Kindergarten ..... 12:40 p.m.-3:15 p.m.

Grades 1-4 ..... 9:55 a.m. to 3:15 p.m.

#### Highcrest Middle School

Grades 5-6 ..... 9:49 a.m. to 3:40 p.m.

#### Wilmette Junior High School

Grades 7-8 ..... 9:00 a.m. to 2:46 p.m.

No early morning special programs will be held except Child Care.



## 2011-2012 EARLY RELEASE DAY SCHEDULE *October 31, 2011*

#### Connecting Kids Preschool

No Morning or Afternoon Preschool

#### Elementary Schools

Morning Kindergarten ..... 8:55 a.m. to 10:20 a.m.

No Afternoon Kindergarten

Grades 1-4 ..... 8:55 a.m. to 12:15 p.m.

#### Highcrest Middle School

Grades 5-6 ..... 8:49 a.m. to 11:45 a.m.

#### Wilmette Junior High School

Grades 7-8 ..... 8:00 a.m. to 10:55 a.m.

### *January 27, 2012*

#### Connecting Kids Preschool

No Morning or Afternoon Preschool

#### Elementary Schools

Morning Kindergarten ..... 8:55 a.m. to 10:20 a.m.

No Afternoon Kindergarten

Grades 1-4 ..... 8:55 a.m. to 12:15 p.m.

#### Highcrest Middle School

Grades 5-6 ..... 8:49 a.m. to 11:45 a.m.

#### Wilmette Junior High School

Grades 7-8 ..... 8:00 a.m. to 10:55 a.m.

### *March 23, 2012*

#### Connecting Kids Preschool

No Morning or Afternoon Preschool

#### Elementary Schools

No Morning Kindergarten

Afternoon Kindergarten ..... 8:55 a.m. to 10:20 a.m.

Grades 1-4 ..... 8:55 a.m. to 12:15 p.m.

#### Highcrest Middle School

Grades 5-6 ..... 8:49 a.m. to 11:45 a.m.

#### Wilmette Junior High School

Grades 7-8 ..... 8:00 a.m. to 10:55 a.m.

### *April 19, 2012 - K-4 Early Release*

#### Connecting Kids Preschool

No Morning or Afternoon Preschool

#### Elementary Schools

No Morning Kindergarten

Afternoon Kindergarten ..... 8:55 a.m. to 10:20 a.m.

Grades 1-4 ..... 8:55 a.m. to 12:15 p.m.

## ATTENDANCE AND SAFE PHONE

Regular, consistent attendance is a prerequisite to successful school life. Children should be absent only in cases of illness or emergency. Absences due to sporting events, special vacations, etc. should be avoided because they tend to minimize the value of school. Medical and dental appointments, as well as special lessons should be scheduled for out-of-school hours. Frequent absences and tardies will be called to the attention of the parent by the building administrator. If a child is absent without sufficient reason for more than ten days during a grading period, a building administrator will contact the parents. A copy of the District 39 policy and administrative guidelines regarding absenteeism and truancy may be obtained by contacting the Superintendent's office.

Students must be present for at least half day to attend school functions. The Health Office is responsible for ensuring that all students are accounted for each day. It is the parent's responsibility to call the school's safe phone and leave a message when their child will not be in school. Parents are encouraged to call ahead and notify the Health Office of any scheduled absences. It is not the responsibility of the classroom teacher to notify the Health Office. The Safe Phone may be called anytime, 24 hours a day, 7 days a week.

### Safe Phones

Central..... 256-3444  
Harper ..... 251-6754  
McKenzie..... 256-0369  
Romona..... 256-0212  
Highcrest..... 853-2900  
WJHS..... 256-2853

## MAKE UP WORK

In the event of an absence, homework may be assigned by the teacher or requested by the parent. The teacher will not be providing make up work in advance for family vacations or other reasons. You may request make up work after your child has been sick for at least one day. Requests should be made directly to the classroom teacher or to the school secretary. Please give the teacher ample time to get the materials together. Do not leave make up work requests on the safe phone.

## REQUESTS FOR EARLY DISMISSAL

Children may be released early from school only by the principal or a designee of 18 years or older. To provide maximum safety for children, teachers have been instructed not to excuse any child without a written request from his/her parents nor to permit any child to leave the school or playground with any unidentified person. The parent or designee of 18 years or older must come to the school office or nurse's office to sign the child out. The school will cooperate fully if an emergency situation should arise.

## STUDENT ASSIGNMENT TO CLASSES

Class placement and discussions begin in the early spring each year. Parent input is one of many considerations in the process of classroom placement, along with teacher and related arts input, class size, balance of boys and girls, academic qualities, and each child's social and emotional needs and learning style. The principal and teachers conduct team conferences at all grade levels; the building administration gives final approval to all placements. Specific classroom assignments are mailed or emailed home prior to the start of the new school year in August. If you feel that **extraordinary** factors exist that the school should be aware of, please submit a letter by mid-March. This is an annual process. Letters submitted after spring break will not be considered.



## TRANSPORTATION

District 39 owns and operates its own fleet of school buses. All students who travel to and from school on District 39 buses pay a transportation fee of \$495 round trip or \$275 one-way per child. Registration and payment for bus transportation for the 2011-12 school year was conducted in the spring using the online student registration system. MasterCard and Visa are accepted.



A prorated fee will be charged for bus transportation provided to students who attend early morning instrumental music and who otherwise do not ride the bus. The fee is \$66 for one morning per week, \$132 for two mornings, or \$198 for three mornings. Registration for bus transportation for early morning music is conducted in the fall.

Families who have moved to District 39 during the summer may obtain information regarding bus transportation at the Mikaelian Education Center, 615 Locust Road. At the beginning of the school year, students, parents, and teachers review the bus safety manual, "Rolling Along," which describes the rules and regulations for safe bus travel. Any actions by bus riders that endanger safety are reported to the principal and a written report is submitted by the bus driver to the Transportation Department. Consequences may include assigned seating, and temporary or permanent bus suspension. **Students must ride their assigned bus and may not ride on a friend's bus.** In addition to transporting some stu-

dents to and from school, District 39 buses are used for other purposes including field trips and school visits. Seat belts have been installed in all District 39 buses. For more information go to the [Transportation link](#) on the District 39 website.

## SCHOOL LUNCH

District 39 offers a hot lunch program in each of its buildings. The lunch program begins on the first full day of school and is in operation each full day school is in session. Monthly menus are available on each school's web page through [www.wilmette39.org](http://www.wilmette39.org). Particular dietary restrictions should be communicated to the school nurse. Children maintain cafeteria privileges as long as their behavior is appropriate. Most children remain at school for their lunch/recess period. Any parent wishing to take his/her child home over the lunch hour must sign the child in and out of the building, according to the school's procedures. The charge for daily lunch is \$3.25 at the elementary schools and Highcrest Middle School, and \$3.60 at Wilmette Junior High School. Each student has an ID number that is used to purchase the daily lunch or milk at the elementary schools as well as a selection of a la carte items at Highcrest and Wilmette Junior High School. Parents may deposit lunch money online, check their children's purchases, and set limits by logging into the School Dining System at [lunch.wilmette39.org](#). If you need your username and your password there is a prompt on the School Dining website.

Application for free and reduced lunch is available for those District 39 families that meet federal guidelines. Information regarding this program is available online and in each school office.

## STUDENT TELEPHONE DIRECTORIES

Telephone directories are published each fall jointly by the District and PTA/Os for the convenience of the students and their families. Any other use or reproduction is prohibited. Annually, parents will update student and family information using the online student registration system. A letter will be emailed or mailed home explaining the procedure and timeline. If desired, parents may request that their child's name, address, or phone number be excluded from the directory.

## **PERSONAL APPEARANCE AND DRESS**

While establishing acceptable standards of dress is a parental responsibility, the school must ensure the health and safety of each student and provide a proper learning environment. Therefore, District 39 expects children to be appropriately dressed, in a safe manner, to wear shoes while on school property, and to dress in such a way as not to distract students or disrupt the educational process. Please refer to your school's student handbook regarding specific policies for students.

Elementary students should have a change of clothing, including dry socks, in their lockers. Students often get wet or muddy playing outdoors at recess, and a change of clothing will help them learn comfortably for the remainder of the day. Footwear should be safe for running and active recess play.

## **RECESS**

Students are expected to go to recess unless it is raining or extremely cold. The school makes that determination. Unless we have a note from a physician, we do not keep children in from recess. During the winter months and during other times, we may have inclement weather. Please send your child to school with appropriate clothing. Boots and snow pants are required to play in the snow during the winter.

## **HOMEWORK**

Homework is defined as academically related work. Assignments given to students by classroom teachers require time outside of the regular classroom to be completed. Regardless of its form, homework is an important part of the instructional program and requires good cooperation between home and school.

### **Philosophy**

Homework is an integral part of the learning process in District 39 schools. It should have relevance to the curriculum and should be a process which facilitates learning. Homework reinforces classroom learning and gives teachers an additional perspective about their students. Considering this, it seems apparent that student effort outside the classroom is necessary for satisfactory advancement.

### **Homework Policy**

Homework assignments are typically given to students in grades K-8. The emphasis should be on quality rather than quantity. Homework should be given on a regular basis, but never as work for work's sake. It should be reasonable in length and purposefully planned.

Assignments should be given as a continuation and reinforcement of classroom work. Home study can develop broader knowledge, good work habits, and a sense of responsibility, which will benefit students throughout their entire lives.

On average, students in grades 1-4 should be assigned 10 minutes per grade, per night. In the upper grades, please limit the amount of help you give to your child and communicate with the teacher about concerns. The teacher will not know if the students are having trouble or if she/he needs to reteach if all of the homework comes in perfectly every time. Consistent homework is a good way to reinforce regular study habits for the future. Another purpose is to place increasing responsibility for learning on the students as they get older. Teachers want to help students practice the concept of budgeting time both in and out of class.

Students in grades 5-8, who do not complete homework assignments, may be assigned homework assistance.

If you find that homework is taking an inordinate amount of time, please contact the teacher right away. General daily limits for homework average about ten minutes per grade level, beginning in first grade.

## **STUDENT DISCIPLINE**

As citizens of District 39, all students have rights to an education, basic security, and due process. The basic elements of due process should be a part of the day-to-day relationship among administrators, staff, and students. The legal rights of the students, staff, and administrators will be protected. If disruptive, destructive, or dangerous behavior threatens the educational process, mental and/or physical well-being of students, staff, and/or property, ac-

tion will be taken. The primary consideration in the implementation of any consequences will be the least extreme action that may solve the immediate problem. The age and maturity of the student must be taken into consideration in the event that further disciplinary action is necessary. Law enforcement personnel will be involved, as needed.

Communication with parents is basic to the resolution of discipline problems. If removal from school is necessary to resolve serious discipline problems, the District 39 policy on suspension will be followed. Disciplinary measures include: removal from classroom; notification of parent(s)/guardian(s); personal counseling; and withholding of privileges. Detention is an additional option, provided the student's parent(s)/guardian(s) have been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. Corporal punishment shall not be used. Certificated personnel are permitted to use reasonable force as needed to maintain safety for other students, school personnel, or persons, or for the purpose of self-defense or the defense of property. 911 will be called if students leave school property without the permission of school authorities. Students are not allowed to bring any **type of weapon** (real or toy) to school, for any reason (play, costume). This includes guns and knives, and any other device which could be used in a threatening way. Matches, lighters, and dangerous substances are also not allowed.

The building administrator may request the assistance of law enforcement officials to conduct inspections and searches, if needed. The search will be conducted in a manner that is reasonably related to its objective of the search. If a search produces dangerous items, school authorities may seize the evidence. If this occurs, the student's parents are contacted, as is the Superintendent. Disciplinary measures will be communicated to the parents and the student.

District 39 has adopted a policy on behavioral interventions for students with disabilities receiving special education services in accordance with their

Individual Education Program (IEP). Please contact the Department of Student and Special Services for details.

## **BULLYING**

Students are prohibited from:

- using any form or type of aggressive behavior that does physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, or other comparable conduct.
- accessing and/or distributing at school any written or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities.
- creating and/or distributing written or electronic material, including Internet material, blogs, and cell phone messages, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.
- harassing or intimidating a student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status.

## **REPORT CARDS & CONFERENCE SCHEDULE**

### **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences help the people most involved in a child's education evaluate his/her progress and plan constructively for his/her continued growth and development. How much a child learns, and how fast, depends on experiences that go far beyond the school day; therefore, parent-teacher conferences are a vital part of home-school communication.

Conferences provide parents with:

- An opportunity for two-way communication between parent and teacher.

- Insight into how a teacher functions with children.
- An opportunity to realize the teacher's sincere interest in the child.
- An opportunity to develop a feeling of common responsibility with the school.
- Help in better understanding their child.

Conferences provide teachers with:

- An understanding of the child's home and background.
- Possibilities for intensive discussion of the child's progress and problems, not possible in a short written report.
- An opportunity to interpret what the school is trying to accomplish.
- An opportunity for give and take with the parent and a gain in mutual respect for each other's point of view in contributing to the child's welfare.
- Information about a child's interests and involvement in non-school activities.

Parent-teacher-child conferences give the child the opportunity to take part in the evaluation process. These conferences provide an opportunity for the teacher and child to build mutual trust in their relationship.

Formal parent/teacher conferences only take place on designated dates. Parents are given directions to sign-up online.

Under the provisions of the School Visitation Rights Act, parents or guardians who are seeking leave from work to attend necessary educational or behavioral conferences at the school should request a verification form from the school principal.

## GRADING AND REPORTING STUDENT PROGRESS IN DISTRICT 39

The purpose of the District 39 kindergarten through grade 8 reporting system is to provide a communication framework among students, parents/guardians, teachers, and administrators that fosters each student's lifelong academic growth and character development. Similarly, our Connecting Kids Preschool reporting system provides a venue for describing

the child's development in pre-academic and social emotional skills. Sample report cards, explanatory brochures, and FAQs are posted on the [Curriculum Department link](#) on the District website.

## REPORTING STUDENT PROGRESS THROUGHOUT THE YEAR

Parents, teachers, and students share information through a reporting system. In addition to a formal cycle of report card dissemination and parent-teacher conferences, this system of reporting student progress may include progress updates between report cards, Curriculum Night and Open House events, intake forms and conferences, student-led and student-participation conferences, communication journals, student portfolios, emails, phone calls, notes, website links, newsletters, Friday folders, student performances and presentations, and the "Parent Portal" at Wilmette Junior High School.

## 2011-2012 SCHEDULE FOR REPORT CARDS AND CONFERENCES

### Connecting Kids Preschool

- November 10 & 11, 2011: Parent-Teacher Conferences
- April 19 & 20, 2012: Parent-Teacher Conferences
- June 6, 2012: Report Cards

### Kindergarten - Grade 4

(Central School, Harper School, McKenzie School, and Romona School)

- October 28, 2011: End of Quarter
- November 10 & 11, 2011: Parent-Teacher Conferences
- January 20, 2012: End of Semester 1 (Quarter 2)
- February 7, 2012: Report Cards
- April 5, 2012: End of Quarter 3
- April 19 & 20, 2012: Parent-Teacher Conferences
- June 7, 2012: Report Cards
- June 8, 2012: End of Semester 2 (Quarter 4)

### Grades 5 - 8

(Highcrest Middle School and Wilmette Junior High School)

- October 28, 2011: End of Quarter 1
- November 7, 2011: (Grades 5&6) Progress Reports, (Grades 7&8) Report Cards
- November 9, 10 & 11, 2011: Parent-Teacher Conferences
- January 20, 2012: End of Semester 1 (Quarter 2)
- February 7, 2012: Report Cards
- April 5, 2012: End of Quarter 3

- April 16, 2012: Progress Reports (Grades 5 & 6); Report Cards (Grades 7 & 8)
- June 7, 2012: Report Cards
- June 8, 2012: End of Semester 2 (Quarter 4)

## PROGRAMS & POLICIES

### K-4 RELATED ARTS CLASSES

All classes begin on the first full day of school. Students are expected to attend these classes just as they do for any core academic area classes. Most are graded classes and are just as important as any other class we provide. There are state standards for related arts as well as the academic courses. We do not allow attendance at these classes to be used as a consequence or reward.

#### Grades 1-4

- Art (once weekly for 60 minutes)
- Music (twice weekly for 30 minutes)
- Physical Education (PE) (daily for 20 minutes)
- Spanish (daily for 20 minutes)
- Technology (once weekly for 30 minutes)
- Library (once weekly for 30 minutes)

#### Kindergarten

- PE (once weekly for 20 minutes)
- Music (once weekly for 30 minutes)
- Library (once weekly for 30 minutes)
- Spanish (twice weekly for 20 minutes)

### IDENTIFICATION & SERVICES FOR GIFTED & ACADEMICALLY TALENTED STUDENTS

District 39 is committed to providing a challenging education to all students including gifted students and students with strong academic abilities. Using student data from a variety of assessments and classroom performance, K-4 teachers, in coordination with the building Differentiation Support Teacher (DST), will differentiate instruction to meet the learning needs of gifted children in the classrooms.

Prior to entering grade 5, students are identified for exceptional ability in either language arts or math or both. The assessments used for this identification include the fourth grade Math and/ or Reading Performance Series scores and Cognitive Abilities

Test (CogAT) scores. The CogAT is administered to all fourth graders in the spring. Using this identification, students are cluster grouped (typically 4 or more identified children) in Highcrest Middle School (HMS) classrooms. Clustering groups of children with strong abilities in classrooms provides opportunities for these students to work together at times and for the teachers to plan differentiated instruction that will challenge these students to promote achievement in reading and math. Additionally, as students enter grade 6, some are identified for placement in an accelerated math class. Assessment scores used for placement in accelerated math include fifth grade Math Performance Series results, fourth grade CogAT results, and a Math Diagnostic test which is taken in the spring of grade 5. All students take all of these assessments. As students transition to WJHS, cluster-grouping continues in Language Arts classes and, in Math, identified students are placed in accelerated classes. District 39 continues to reevaluate the student identification process based on state guidelines and in relation to the services provided for students. Questions about this process should be directed to the school principal.

District 39 services for highly able students emphasize instruction through differentiation of instruction in all classrooms. The staff development program related to differentiated instruction and gifted learners continues to be an integral component of teacher in-service in District 39.

At least one differentiation support teacher is assigned to each school. Working with the classroom teacher, the elementary DST provides direct instruction for students in grades 3 and 4 in all subject areas and works in consultation with teachers at the K-2 level. The middle school and junior high DSTs work with students and teachers in grades 5-8, primarily in language arts. Students in grades 6-8 will be eligible for accelerated mathematics instruction. DSTs assist all teachers with differentiation strategies to support student learning.

### RESPONSE TO INTERVENTION

Response to intervention (RtI) is a method of making educational decisions that benefit all students. The

goal of Rtl is to deliver evidence-based instruction and interventions that match students' academic and behavioral needs.

### **SUMMER ENRICHMENT PROGRAM**

Wilmette Public Schools offer a 5-week Summer Enrichment Program (SEP) to any student enrolled in public, private, or parochial school who was in grades K-7 during the preceding school year. Classes generally last 50 minutes. Children may register for one, two, or three classes. SEP registration forms are mailed in December/January. Registration is conducted by mail or in person at the Mikaelian Education Center (MEC) on a space available basis. Transportation is available for a fee. Catalog is also available online at the District's website starting in January at [www.wilmette39.org](http://www.wilmette39.org).

### **INTERSCHOLASTIC & INTRAMURAL SPORTS**

District 39 offers an interscholastic sports program for students at Wilmette Junior High School (WJHS) as well as an intramural program. Details are included in the back-to-school information and mailings through the year. Contact the Athletic Coordinator at WJHS for additional information or link to [Athletics](#) on the WJHS website.

### **PRIVATE TUTORING**

Parents interested in obtaining a private tutor for their child are requested to contact the Department of Curriculum and Instruction or building principal. Teachers are not to provide private tutoring or lessons for remuneration any child within their class, or sibling of a student currently enrolled in a class taught by the employee. The district is not responsible for the cost.

### **ANNUAL ONLINE STUDENT REGISTRATION**

Each spring the annual student registration and fee payment is required. Using a student web ID number and a student web password parents can verify student and family information, complete school forms (Internet safety, student photo, emergency information, field trip permission) and pay fees (transportation and instructional materials). A letter explaining the procedure and timeline is emailed to all

families. This process was developed as a convenience for parents and to improve the accuracy of student data. Parents who would like assistance registering may contact the school secretary.

### **STUDENT FEES**

The District furnishes textbooks and workbooks as well as art supplies and other instructional materials. In 1975, The Illinois Textbook Loan Program was authorized to provide for the direct loan of textbooks to students enrolled in grades K-12 at public or non-public schools. District 39 participates in this program to the extent that state funds have been made available. The State of Illinois grants school districts a specific dollar amount to be used for textbooks or related materials. These funds rotate annually from kindergarten through grade 4, grades 5 through 8, and grades 9 through 12 and are only used for state approved textbooks and materials. This amount covers only a portion of District 39's total cost of textbooks and materials.

The textbook/instructional materials and related fees for each student in 2011-12 will be as follows:

Kindergarten	\$100.00
Grades 1 - 4	\$195.00
Grades 5 - 6	\$210.00
Grades 7 - 8	\$235.00

The instructional materials fees can be paid through the online student registration and fee payment system in the spring. A letter will be emailed explaining the timeline and procedure. Fees may be charged to MasterCard or Visa. Early Bird discounts apply to these fees if paid by June 13, 2011. A \$4.95 transaction fee for each credit card transaction, whether in person or online will be added.

The fee for choral music is \$85.00 for grades 5 through 8. The instrumental music fee (includes Band and Orchestra) will be \$150 for grade 5, \$305 for grade 6, and \$385 for grades 7 and 8. Other elective courses may require separate materials fees. These fees will be paid after these classes begin in the fall.

A waiver of student fees is available for those District 39 families who properly apply and demonstrate need under the State of Illinois Free Lunch Program guidelines. A copy of the financial criteria for this program and instructions on how to apply for a waiver are available on the [Guide to Financial Assistance](#)

[link](#) on the district website, in each school, or in the Business Office at the Mikaelian Education Center. Need for additional financial assistance should be directed to the building principal.



## BEFORE-SCHOOL CHILD CARE

Before-school child care is offered to District 39 students in grades K-6. Qualified adults supervise the children under the direction of a head teacher. The approximate ratio of students to staff in the before-school program is 10 to 1.

Children can be enrolled for one to five days a week; a family using the program five days a week receives a discount in cost. The semester fees are:

1 day	\$147.00
2 days	\$275.00
3 days	\$371.00
4 days	\$468.00
5 days	\$585.00

Semester 1: August 25, 2011 - January 20, 2012

Semester 2: January 23, 2011 - June 8, 2012

Parents should specify the days their child will participate at the time of registration. Registration obligates parents to pay for a full semester of services. Fees are due in full on the first day of each semester. The child care centers open at 7:00 a.m. Parents are required to sign their child in daily. Children are dismissed when the first bell rings. Please contact the Business Office for details at (847) 512-6036. For more information go to the [Before School Child Care link](#) on our website.

## AFTER-SCHOOL CHILD CARE

After-school recreational and child care activities are provided by the Wilmette Park District. A separate registration procedure is necessary to enroll children in park district programs. For information, please call Wendy Caspersen at (847) 920-3910.

## HOMELESS STUDENTS

Students who are homeless or who have no permanent abode are entitled entry into the schools. Homeless students may enter even without records, physicals or required immunizations. All efforts will be made to place the student in the appropriate educational setting and to obtain necessary records. If any parent has these circumstances, he/she should contact the building principal as soon as possible.

## TITLE I PROGRAMMING

### Reading/Math Programs

Additional reading and/or math services may be provided to students in addition to their regular reading/math in class. To qualify for the reading and/or math program, the District uses standardized test results and teacher recommendation. Before receiving the extra instruction, parents must be informed of the program objectives and must sign a permission form.

Parent involvement is strongly encouraged. Several meetings are provided throughout the year for the purpose of reporting each student's strengths and weaknesses in the areas of reading and/or math, along with sharing instructional strategies to enhance the student's reading/math ability. Every effort will be made to accommodate the schedule of parents if the meeting time(s) are held at a time that a parent cannot attend. Please call the reading/math specialist and/or classroom teacher to set up conferences or special meetings outside the ones that our regular calendar provides.

### Parent Involvement

Parents are encouraged and invited to be a part of their child's overall educational program. We offer a variety of ways for parents to take part in all schools and the time commitment can be as much or as little as desired. For example, parents may be involved in PTA/O, the School Improvement Committee, the

district Community Review Committee, Curriculum Night, Open House, Parent/Teacher Conferences, and parents may also individually sign up to volunteer in the classroom.

### Teacher Qualifications

District 39 teachers and staff members based in buildings receiving Title I funding are “highly qualified” as defined by the No Child Left Behind Act. You are able to request pertinent information from the Assistant Superintendent regarding your child’s teacher as well as any paraprofessionals who serve your child.

### School-Parent-Student Compact

Students are more likely to be successful in school if the school and families work closely together and share a common set of expectations. The purpose of a school-parent-student compact is to communicate a common set of expectations among parents/guardians, students, and the school staff so that every student attains high standards and receives a quality education.

### Parent/Guardian Responsibilities

- Provide a quiet place to do homework
- Set aside a specific time to do homework
- Look over homework and check for understanding
- Sign all papers that require a parent/guardian signature
- Ask questions about what was learned in school each day
- Encourage regular school attendance
- Attend parent/teacher conferences and school events that involve your child

### Student Responsibilities

- Take home materials and information necessary to complete homework
- Ask questions to better understand assignments
- Return homework on time
- Comply with school rules
- Attend school regularly and be on time
- Respect the rights and property of others
- Challenge self, learn as much as one can

### Principal Responsibilities

- Provide an environment that allows for positive

communication between the teacher, parent/guardian, and student

- Set high standards for students by ensuring that curriculum is implemented with integrity and challenges each child appropriately
- Report publicly on school-wide achievement and help teachers and families understand how adopting high standards can lead to school-wide improvement
- Ensure that high-quality professional development for teachers is available
- 

### Teacher Responsibilities

- Prepare quality lessons and challenging learning experiences
- Give corrective feedback on assignments in a timely manner
- Communicate regularly with parents/guardians regarding a student’s progress
- Provide positive support for the academic, social, and emotional growth of students
- Help each child grow to his or her fullest potential
- Demonstrate an enthusiasm for learning

In conclusion, everyone has the responsibility to work toward the common purpose of student learning and development. Any conflicts that arise in this pursuit must be resolved in an effort to maximize the best interests of the learner. All parties are expected to use effective listening skills, reflection, problem solving skills, and thoughtful dialogue at every level to resolve conflicts and seek solutions.



## **DELIVERIES TO STUDENTS**

If it is necessary to bring an item to your child during the school day, please drop it off in the school office and the secretaries will make arrangements to have it brought to the child. Instructional time will not be disrupted for deliveries.

## **VISITING STUDENTS**

Visiting students from other schools are not allowed in the building during the school day. We do not allow other students (even relatives) to visit and sit in a classroom.

## **FIELD TRIPS**

In addition to educational benefits, field trips give students opportunities to develop self-discipline, self-control, consideration for other people, and to learn to behave appropriately in a variety of new situations. Parents are notified in advance of all field trip locations, times, methods of transportation, etc. Online consent by the parent is necessary for participation on field trips. If a student needs medication while on a field trip, the parent should contact the school health office in advance. The administration may place a restriction upon a student's involvement in an out-of-school activity when, in the staff's judgment, it is not in the best interest of the student to participate in the activity. The school will attempt to schedule field trips that are accessible to all children. Most field trip and enrichment activities are funded by PTA/O's.

## **PARTIES AND FOOD**

Treats may be brought to school and must be adhere to District 39 guidelines regarding food in the classroom. Please note that we do not celebrate birthdays at school with balloons, games, crafts, clowns, or other types of entertainment that one would expect at an out-of-school party. Also, to avoid hurting someone's feelings, we ask that you refrain from distributing birthday party invitations at school unless the entire class is invited. Please check with the teacher if you have any questions about these practices.

Elementary classes hold classroom parties for Halloween and Valentine's Day. Additionally, parties occur on the day before winter break and at the end of the year. Please check with the classroom teacher prior to making any plans for these parties. None of these activities are required, and we are happy to provide alternate activities if you so desire.

Teachers may allow time during class for a mid-morning or afternoon snack. We urge you to consider healthy snacks and to avoid sugary snacks, such as candy or cookies. Additionally, teachers may provide specific recommendations for appropriate snack choices at Curriculum Night.

View [Food in Classroom Elementary Practice](#) for more information about District 39's food practices.

## **GIFTS**

Gifts from pupils to District 39 employees are discouraged. The Board of Education considers the writing of letters by students and/or parents to staff members to express gratitude and appreciation as more welcome and appropriate.

## **RELIGIOUS HOLIDAYS**

During fall, winter, and spring, religious holidays occur which relate to these seasons. District 39 recognizes an obligation to direct children's attention to important events in our society including holidays having religious significance. However, in promoting cultural awareness while maintaining religious neutrality, there are some considerations that teachers and administrators should keep in mind as classroom and school activities related to religious holidays are planned. Some holidays have a more religious orientation than others. Because our nation guarantees religious freedom, our schools should exercise caution in planning their activities so that they cannot be construed as religious devotions. The content of any school-wide holiday activities or programs should reflect the historical and cultural aspects of the holiday. Classroom teachers may engage in activities or programs to educate students on the history and

tradition of these holidays, however, no celebration or activities to commemorate holidays that are devotional in nature shall be held in the schools. A copy of the complete Board of Education policy and accompanying administrative guidelines regarding religious holidays may be obtained from the Superintendent's office.

## USE OF SCHOOL BUILDINGS

School buildings are available for activities for community groups operating within District 39, providing such use does not interfere with the proper operation of the schools for the children and are short-term in nature. A rental application form may be obtained from the Business Office by contacting Mary Ann Esler, 847-512-6036, or by emailing [eslerm@wilmette39.org](mailto:eslerm@wilmette39.org). Outside groups must provide liability insurance coverage. Pre-approval is required, and all rental terms and conditions must be honored. Wilmette Public Schools District 39 is subject to the requirements of the Americans with Disabilities Act of 1990, as well as Section 504 of the Rehabilitation Act of 1973. Individuals with disabilities who plan to attend District events and require certain accommodation to allow them to attend and/or participate, or who have questions regarding the accessibility of the facilities, are requested to contact the Administrator for Student and Special Services (TDD equipped).

## HEALTH

### HEALTH SERVICES

Parents have the primary responsibility for the health of their children. The school nurses provide emergency care for students who are sick or injured. The nurse's office is open in each school during school hours. Parents are encouraged to talk with the nurse about any health concerns they have about their child.

Parents may request that their child not participate in physical education classes for up to three consecutive days with a written note to the school nurse, who will then contact the teacher. Physical education excuses for more than three days must be signed by a doctor with the exact time frame of

day(s) a student is to be excused. Students who have been excused from physical education also, will not participate in physical activity at recess.



### STUDENT ILLNESS

To safeguard the health of all the children, parents are requested to keep any child at home who is apparently not feeling well. Communicable diseases like chicken pox, strep throat, scarlet fever, mumps, fifth's disease, pink eye, and any illness with diarrhea must be reported to the school nurse right away, who will notify the Wilmette Health Department.

Children with communicable diseases should remain at home until they have been on an antibiotic for at least 24 hours and cleared by a physician to return. Students should not return to school following an illness until they have been fever-free without fever-reducing medication, vomiting, or diarrhea for at least 24 hours, or until the doctor has provided medical clearance. Illness like mononucleosis should be reported to the nurse so that program modifications can be made.

Head lice (pediculosis) is a nuisance and not a disease. It can be easily treated in individual situations, but lice are highly communicable and can create a

difficult situation in the school. Most people do not like to talk about lice, but all socioeconomic levels can be affected. Pediculosis is not associated with personal hygiene. Lice can be picked up from any close contact, including sharing of combs, brushes, scarves, hats, and caps or from rugs, pillows, sleeping bags, and furniture. Parents should be aware of the stages of lice and are urged to check their children's scalps prior to the opening of school and after any lengthy vacation period. Students are not permitted to attend school if they have head lice or nits (eggs).

## **STUDENTS WITH CHRONIC COMMUNICABLE DISEASES**

Students with chronic communicable diseases may attend school whenever the risk of transmission of the disease and/or the risk of further injury to the student is sufficiently remote (and is outweighed by the detrimental effects of placing the student in a more restrictive setting). Upon being informed that a student has, or is reasonably suspected of having, a chronic communicable disease, an employee shall immediately inform the school principal and the nurse.

The student's medical condition shall be disclosed only to the extent necessary to minimize the health risks to the student and others. The school will make reasonable accommodations when making decisions about programming. The number of personnel aware of the student's condition will be kept at the minimum needed to assure proper care of the student and to detect situations in which the potential for transmission of the disease may increase.

## **PHYSICAL, DENTAL, AND EYE EXAMINATIONS AND IMMUNIZATIONS**

Physical examinations are required of all students, entering preschool, kindergarten, and sixth grades, as well as for students transferring from another state or from another country. Physical examinations must have been completed within the previous twelve months. The date of the physical examination must be recorded on the form with the physician's

signature. The Illinois Department of Public Health and the Illinois State Board of Education also mandate that all children be immunized against diphtheria, pertussis, tetanus, polio, measles, mumps, rubella, varicella and hepatitis B. Illinois state law requires school districts to exclude students who have not met the requirements for a physical exam with current immunizations by October 15.

The Cook County Department of Public Health conducts free immunization clinics. For further information, call (847) 818-2860.

If the physical condition of a child is such that any one or more of the immunizing agents should not be administered, the physician responsible for the performance of the health examinations shall note that fact on the physical examination form. Parents objecting to physical examinations and/or immunizations on religious grounds must submit a signed statement detailing the objection.

A dental examination is required for students in kindergarten, grade 2, and grade 6 by May 15. Physical and dental examination forms are available from the school health office or secretary, or downloaded from District 39's website from the [Health Information link](#).

All kindergartners and any student enrolling for the first time in a public, private, or parochial school shall submit proof of an eye exam. Please note that the Illinois Department of Public Health requires children ages 6 or younger who are attending school to receive lead screening. Documentation of this procedure appears on the physical examination form. Please call your pediatrician should you have questions regarding this screening.

## **EMERGENCY INFORMATION**

In the spring, parents will complete emergency information using the online student registration system. A letter will be mailed home explaining the timeline and procedure. This provides school personnel with necessary information in the event of a child's illness and/or accident. **It is the parents' responsibility to keep the emergency information**

**current.** If changes occur after the online registration, please contact the school health office to make corrections.

Should there be a change in a child's health status at any time, it is the parents' responsibility to inform school personnel. If a health problem persists during the year, the health office may communicate with parents and urge a more definitive examination.

**Parents who will be away for any extended time while their children are in school should give written notice** to the school office, and provide the name and phone number of the person responsible for the children.

## **MEDICATION**

Parents have the primary responsibility for the administration of medication for their children. Only those medications which are absolutely necessary to maintain the child in school and must be given during school hours will be administered. The building nurse or administrative school employee shall be responsible for administering and recording medication given to students. Other school personnel may volunteer to administer medication if they have been instructed by an administrator. If a student needs medication on a field trip, the parent should contact the school health office in advance.

All medications at school are dispensed through the nurse's office, including over-the-counter medications. **For the safety of all students, medications may not be held by a student for self-administration except for EpiPens and asthma inhalers, as authorized by the student's physician. All other medication taken at school must be kept in the health office and administered by school personnel.**

A **Medication Authorization Form**, available from the school nurse, and at [www.wilmette39.org](http://www.wilmette39.org) (click on "For Parents" then "Health Information") is required to be on file in the nurse's office for all prescription, over-the-counter, and self-administered medication (EpiPens and inhalers). This form must be completed and signed by the parent and the child's

physician, and brought to the nurse's office with a bottle of the medication (in its original container). Medication sent to school in baggies, envelopes, school lunches, etc., will not be administered. When having the prescription filled, please ask the pharmacist to give you a second, properly labeled bottle for the school. Unused medication must be picked up by the parent at the end of the school year.

## **VISION AND HEARING SCREENING**

All students in District 39 are screened for visual and hearing acuity. Parents are only notified if a problem is detected. In addition to school screenings, the district, in cooperation with the Wilmette Health Department, offers a free pre-school vision and hearing screening program for children ages 3-5. **Registration** will be conducted in person on Thursday, September 8, 2011 and Friday, September 9, 2011 from 8:30 a.m. to Noon at the Mikaelian Education Center (MEC) at which time an appointment will be scheduled and games used to prepare children for the screening are distributed. The **screening** will be scheduled for Saturday, September 10, 2011 from 8:30 a.m. until 11:30 a.m. at the MEC.

## **SAFETY**

### **SCHOOL SECURITY**

School security at each site in the Wilmette Public Schools includes the following: 1. All doors to the building are secured, including the front entrance door. Signs are posted on all doors indicating that visitors are to report to the front entrance. 2. Visitors, including parents or volunteers, must report to the school office, sign in, and wear a visitor name tag. They must identify the purpose of their visit. 3. Outside doors used for recess and lunch hour activities are equipped with card entry systems to allow supervisors access. In addition, each individual school may decide on other security procedures unique to that facility. Some special security procedures will remain confidential.

### **PERSONAL BELONGINGS**

Please do not allow your child to bring valuable

items such as iPods, electronic games, etc. to school. The school cannot be responsible for the safety of these items or other personal belongings. If your child brings a cell phone to school, it must remain turned off and in his/her backpack or locker for the duration of the school day. It may be turned back on after the student exits the school building.

**EMPLOYEE BACKGROUND CHECKS**

The Illinois School Code and Board of Education policy require that all school employees undergo a fingerprint-based criminal history background check as part of their employment process. Each newly hired employee is also checked against two databases - the Statewide Sex Offender Database and the newly established Statewide Child Murderer and Violent Offender Against Youth Database. This requirement also extends to any firms who hold contracts with the school district whose employees have direct, daily contact with students. This public information is available to parents and students at the following website <http://www.isp.state.il.us/sor>.

**FIRE AND DISASTER DRILLS**

Routine fire and emergency drills are conducted for the safety of students. These drills familiarize students with the location of the nearest exits, the procedure for evacuating the building, and where to take cover in the building in case of a pending disaster, such as a tornado or crisis. Children are taught that the disaster drill signal is distinctly different from the fire drill signal.

**EMERGENCY SHELTER LOCATIONS**

In the event of a school emergency, an off-site location has been assigned for each facility. The following buildings have been identified and confirmed by the responsible parties:

- Central School..... Woman’s Club of Wilmette
- Harper School..... Sacred Heart Convent
- McKenzie School.....St. John’s Church

- Romona School ..... Regina Dominican High School
- Highcrest Middle School..... Wilmette Junior High School
- Wilmette Junior High School ..... Regina Dominican High School



**STREET CROSSING GUARDS**

Paid crossing guards, under the supervision of the Wilmette Police Department, are available to cross children at designated locations before and after school only. Crossing guards are not on duty at lunch, for morning kindergarten dismissal, or for afternoon kindergarten arrival. Children should be taught to cross these streets only when a crossing guard is present and/or at marked pedestrian crosswalks. Preferred walking routes for elementary schools and Highcrest are accessible online from each school’s website.

**BICYCLE SAFETY**

Children in grades 3-8 may ride their bikes to school. After completing the bicycle safety instruction taught in the spring, grade 2 students may ride their bikes to school. Students are strongly encouraged to wear safety helmets. Bicycle riders should walk their bicycles on school property for the safety of all concerned. Failure to abide by this rule will result in the loss of bicycle privileges for the child. Bikes should be parked in the bike racks. For security purposes, all bikes must be chained and locked.

Students are urged to use the safest route to and from school and to be acquainted with bicycle safety rules. It is recommended that all bicycles be licensed

by the Wilmette Police Department. Bicycles are considered vehicles and must be used in a manner which conforms to all laws pertaining to vehicles. Scooters, skateboards, roller blades, etc., all fall into this category. Additionally, none of these items may be ridden on sidewalks or blacktop adjacent to school property.

Prior to bicycle safety instruction in grade 2, parents may accompany their children to and from school on bicycles.

### **ANIMALS ON SCHOOL GROUNDS**

No animals are allowed on school grounds without prior approval from a building administrator.

### **NO SMOKING**

To promote the safety, health, and well-being of all employees and students in the District, smoking is not permitted in District buildings or on District property.

### **DRUG FREE SCHOOLS**

In accordance with the federal Drug Free Schools and Communities Act of 1989, and according to District 39 policy, parents, students, and employees will be given this information about local drug and alcohol counseling, treatment, and rehabilitation or re-entry programs. Local resources include:

Advocate Addiction Treatment Program (847) 795-3900

Alexian Brothers Behavioral Health Hospital (847) 882-1600

Highland Park Hospital - Chapman Center, Chemical Dependency Unit (847) 480-3720

Northwest Community Hospital Youth Center (847) 618-2700

Peer Services Evanston (847) 492-1778 Glenview (847) 657-7337

Resurrection Behavioral Health (847) 493-3575

Resurrection Healthcare/St. Francis Hospital, Mental Health Center (847) 316-6253

### **GENDER EQUITY/SEXUAL HARASSMENT**

No student in District 39 schools shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity offered by the District. District 39 is committed to having a community in which every individual has an equal opportunity to work, learn, and develop to his or her full potential in an atmosphere free from all forms

of harassment. District 39 students and staff shall not be subject to discrimination on the basis of race, color, gender, religion, national origin, ancestry, age, marital status, veteran status, or disability. Students or their parents should notify the District Complaint Officer if they believe that the School Board, its employees, or agents have violated their rights under Federal or State Law or Board of Education policy. The Assistant Superintendent serves as the District Complaint Officer. The grievance procedures are part of Board of Education policy and are available from the Department of Human Resources.

### **REPORTING CHILD ABUSE AND NEGLECT**

State law requires all school staff to report any suspected child abuse and/or neglect to the Illinois Department of Children and Family Services. The Department maintains a centralized "Hotline" to facilitate reporting, 800-252-2873. A copy of the complete Board of Education policy and administrative guidelines regarding the Abused and Neglected Child Reporting Act may be obtained from the Superintendent's office.

### **ASBESTOS MANAGEMENT**

Each District school maintains an asbestos management plan describing asbestos containing materials in the building. Parents are invited to review plans at the school sites or at the Mikaelian Education Center (MEC).



## STUDENT RECORDS

### REGISTRATION OF KINDERGARTEN AND NEW STUDENTS

To be eligible for entry into kindergarten, a child must be five years of age on or before September 1 of the year of entry. Students transferred into the District will be accepted at the grade level determined by the building principal, parent, and recommendation of the previous school of enrollment. A birth certificate, dental, vision, and physical examinations are required by state law for each child entering kindergarten or entering from another school district. Proof of residency is also required, such as a contract for the purchase of property or a lease agreement. If you move within the District, proof of residency is also required. Contact the school principal for additional details.

### SCHOOL RECORDS INFORMATION CHANGE

Parents should give written notice to the school office of any change of address, telephone number, or student emergency information. Parents may share information concerning family illness or change of marital status with the school, if they believe it is in the best interest of the child. This information will be held in professional confidence.

### TRANSFER FROM WILMETTE SCHOOLS

Notice of transfer to another school should be given to the building principal in advance to permit the preparation of transfer records and to be sure district requirements are met. Parents are requested to sign a waiver releasing their child's academic and health records to that school.

### STUDENT RECORD FILES

The Family Educational Rights and Privacy Act of 1974 governs the collection, maintenance, and dissemination of student records and information. The Wilmette Public Schools keeps individual records on each student as follows:

A **student record folder** is kept for each child in the office of the principal of the school attended. It contains basic identifying information, student and parents' names and addresses, phone numbers, student's birth date and place, academic progress reports, achievement and ability test scores, attendance record, and a record of any instructional services received by the student while enrolled in District 39 schools.

Each **student health folder** contains health information, such as: physical and immunization records, record of prolonged illnesses, and vision and hearing screening results. The health folder is maintained in the nurse's office in the school attended. Emergency health information is also on file for each student.

A temporary file is kept for all children referred for a case study evaluation with a 504 plan, or enrolled in learning disabilities, speech/language therapy, or any other special education program. The temporary file may contain referral information, observation and screening data, individualized education plans (IEPs), psychological evaluations, staffing and progress reports, physicians' reports, and records of other agencies having direct contact with the student, and other verified information deemed as relevant to the education of the student. These files are housed in the Department of Student and Special Services at the Mikaelian Education Center (MEC).

### Transfer of Records

According to the Illinois School Student Records Act of 1975 as amended, student records must be trans-

ferred to another school in which the student has enrolled or intends to enroll upon request of the records custodian of the other school, and upon parent request.

Before moving or transferring to a new school, parents are invited to review their child's school records. Records forwarded to the receiving school consist of the pupil's student record folder, student health folder, and temporary file.

### **Upon Eighth Grade Graduation**

Student record folders, health folders, and temporary files for children graduating from eighth grade in June are forwarded to New Trier High School, or to any other public high school designated by the parent, at the close of school. Parents of eighth grade graduates receive a letter each fall from the District stating what records will be sent to high schools and the record transfer procedures.



If parents wish to review and inspect their child's records, they are asked to contact the principal at Wilmette Junior High School for an appointment. Parents may review their child's records at any time during the school year. If parents choose not to review the records at this time, they still have the right to do so at a later date when their child is in high school.

### **Inspection**

Parents are welcome to inspect and review their child's school records by calling the school principal

and scheduling an appointment at a mutually convenient time. Parents will be asked to sign a written form stating which records were examined, which parent or guardian examined them, and the date of the examination. This procedure will verify who in fact has seen the student's records. Parents unknown to the school administrator will be asked for identification. This is done to protect the privacy of the student. Parents are invited to discuss the contents of their child's records with the school administrator.

### **Parental and Student Rights**

Pertaining to student records kept by the school, parents have:

1. The right to inspect and copy, at the parents' expense, any permanent and temporary records. The cost of each copy is not to exceed the current rate. No person shall be denied copies due to an inability to bear such cost. Requests for access and review shall be made to the school principal and shall be granted within 10 school days after the request has been received.
2. The right to challenge the contents of student records. Following the review, the parents have the further right to challenge and correct or delete information deemed either inaccurate, misleading, or otherwise inappropriate at the discretion of the principal.
3. The right to request a hearing before a hearing officer appointed by the Superintendent, should an issue concerning a challenge be unresolved. The hearing is requested by completing a form provided by the school. The hearing appointment shall be set within 15 school days of receipt of the form by the Superintendent or his designee. If the hearing does not resolve the issue, the parents have a further right to request a hearing before the Superintendent of the Educational Service Region.
4. The right to control access and release of school student records and the right to request a copy of information released.

### **School Rights**

The school reserves the right to grant access to, or release specific information from, school student records without parental consent or notification only to:

1. An employee or official of the school, school district, or the State Board of Education, provided such employee or state official has a current demonstrable educational interest in the student and the records are in furtherance of such interest.
2. Any person for the purpose of research, statistical reporting or planning, provided that:
  - a. Such person has the permission of the State Superintendent of Schools.
  - b. No student or parent can be identified from the information released.
3. Pursuant to a court order provided that the procedures outlined in 105 Illinois Compiled Statutes (ILCS) 10/6 are observed.

Students' cumulative records, health file, and special education files, if available, are sent to New Trier upon eighth grade graduation unless otherwise specified. The permanent record includes such information as the student's attendance data, academic transcript, and proof of identity. The schools maintain student temporary records during the period of usefulness to the student and school, and in no case longer than 5 years following graduation, transfer, or permanent withdrawal. The temporary record includes such information as the student's academic testing, progress reports, and special education records. The Board of Education policy and the administrative guidelines regarding student records may be obtained by contacting the Superintendent's office.



## SPECIAL EDUCATION SERVICES

The Department of Student and Special Services offers special educational and related services for children with identified learning needs that limit educational development in the regular classroom setting. In Illinois, the term special education refers to educational provisions made for the education of students who have physical, mental, and/or emotional disabilities.

The District provides screening and/or case study evaluations of children when referred by teachers, parents, or other staff professionals. When a child is diagnosed and eligible, special education instruction, speech and language therapy, and/or school social casework may be provided to individuals or small groups of students while they remain assigned to regular classrooms for the majority of the school day.

Diagnostic services and special programs are provided for children identified as having learning problems. All local programs and services are viewed as supportive services to children, parents, and regular classroom teachers.

Programs available to District 39's children include:

- School health services
- Speech and language services
- Psychological services
- School social work services
- Learning disability services
- Home and hospital instruction services
- 504 Plan
- Other special education services

Further information may be obtained by calling the Department of Student and Special Services or checking the District 39 website, [www.wilmette39.org](http://www.wilmette39.org).

**Services to Private and Parochial School Students**  
 District 39 provides full evaluations and limited special education services for students attending private and parochial schools within District 39 boundaries. Evaluations and services for District 39 students attending private schools outside of the District are provided by the public school where the

private school is located. All procedural matters and program eligibility standards must be in compliance with state and federal rules and regulations, as these services to students, their parents, and to the staff are funded under the auspices of IDEA-2004.

### Special Education Opportunities

All public schools are required to provide a continuum of special education services, individually or in cooperation with other school districts. District 39 offers a comprehensive program, but from time to time relies on external placements for children with special needs. The Low Incidence Cooperative Agreement (LICA) is an educational cooperative of several districts serving students who are deaf and/or hard of hearing. Additionally, District 39 relies upon numerous private placements when needed.



## EARLY CHILDHOOD SERVICES

### Screening

District 39 provides screening services for infants, toddlers, and pre-school children in the community. The purpose of screening children is to identify developmental delays in speech and language, motor development, learning ability, or emotional and social growth. Vision and hearing are also tested. Children who are found to have concerns will be referred for a case study evaluation. This is not a kindergarten readiness screening. The first screening will be September 23, 2011. Additional screenings will be held throughout the school year. Advance registration is required. Parents who have questions about the screening program or wish to register for a screening are asked to call the Department of Student and Special Services at (847) 512-6044.

### Services

District 39 offers a continuum of services to meet the unique educational needs of birth-to-five-year-old children. A developmental playgroup with emphasis on developmental, speech language, and physical development is available for birth-to-three-year old children. Itinerant speech and language therapy is available for preschool children identified with mild to moderate delays. Inclusion consultation with Wilmette community preschools is available on a limited basis to assist in supporting children with disabilities in the community. The District also offers two Early Childhood Programs at Romona School. The half-day Connecting Kids Preschool is an integrated developmental program designed to meet the needs of children with and without disabilities. Students without disabilities pay a yearly tuition. There is also a full-day preschool program providing an intensive level of support for children with special needs that are in the severe to profound range. The staff for both programs includes certified early childhood and special education teachers, speech and language pathologists, physical therapists, occupational therapists, a social worker, a school psychologist, and paraprofessionals. For more information please call Julie Pease, Early Childhood Coordinator at (847) 256-0211 Ext. 6463 or go to the [Preschool Education & Developmental Services link](#) on the district website. Registration forms for tuition paying students as well as other program information can be found on this link.

## EDUCATIONAL RIGHTS OF CHILDREN WITH DISABILITIES

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against individuals with disabilities with respect to admission into and access to treatment, employment, and education in programs and activities. In addition, the Reauthorized Individuals with Disabilities Education Act (IDEA-2004) guarantees a free, appropriate public education to all students with disabilities. This means that special education and related services must be made available at public expense, under public supervision and

direction, and without charge. This program must provide appropriate educational experience, and an Individualized Education Plan (IEP) must be developed for each child. Parents with any questions concerning their rights or their child's rights in regard to special education should contact the Administrator for Student and Special Services at (847) 512-6022.

### **PASS39**

PASS39 (Parent Association for Student Services for District 39) is composed of parents, staff, and community members in District 39. Members facilitate and promote communication and teamwork between parents of children who receive special education support services in District 39 schools and the District staff. The group works collaboratively with District 39 to provide information and resources. For more information, visit the [PASS39 link](#) on the District 39 website.

### **STUDENT SERVICES LINK TO DISTRICT 39 WEBSITE**

The [Student Services webpage](#) is designed to improve communication with parents, giving them information about current student service programs, educational resources, links to related websites,

legal information, and staff contact information.

For specific information about your child's school go to:

### **PLEASE NOTE**

*Dates, times, and locations listed in this handbook may be subject to change. This publication is for the use of District 39 families only. Any other use or reproduction is prohibited.*

# 2011-12 School Year Calendar

## 2011

AUGUST	22	Monday	Opening Teacher Institute Day
	23	Tuesday	Teacher Institute Day
	24	Wednesday	“Meet and Greet” Day
	25	Thursday	EARLY RELEASE for K-4 (Full day for 5-8)
SEPTEMBER	5	Monday	NO SCHOOL - Labor Day
	29	Thursday	NO SCHOOL - Rosh Hashanah
OCTOBER	10	Monday	NO SCHOOL - Teacher Institute (Columbus Day)
	31	Monday	EARLY RELEASE for students - School Improvement Planning
NOVEMBER	10	Thursday	NO SCHOOL/Parent/Teacher Conferences
	11	Friday	NO SCHOOL/Parent/Teacher Conferences
	21	Monday	NO SCHOOL - Professional Development Day
	22 - 25	Tues. through Fri.	NO SCHOOL - Thanksgiving Break
DECEMBER	19	Monday	NO SCHOOL - Winter Recess begins

## 2012

JANUARY	3	Tuesday	School resumes after Winter Recess
	16	Monday	NO SCHOOL - Martin Luther King Day
	27	Friday	EARLY RELEASE - School Improvement Planning
FEBRUARY	20	Monday	NO SCHOOL - Presidents’ Day
	21	Tuesday	NO SCHOOL - Teacher Institute Day
MARCH	23	Friday	EARLY RELEASE - School Improvement Planning
	26	Monday	NO SCHOOL - Spring Break begins
APRIL	2	Monday	School resumes after Spring Break
	6	Friday	NO SCHOOL - Good Friday
	19	Thursday	EARLY RELEASE for K-4 (Parent/Teacher Conferences)
	20	Friday	NO SCHOOL K-4 Parent/Teacher Conferences 5-8 Professional Development Day
MAY	28	Monday	NO SCHOOL - Memorial Day
JUNE	8	Friday	Last day of school for students (if no snow days used)

**Waivers from the State of Illinois have been granted for all holidays.  
Presidents’ Day has been deemed a holiday.**

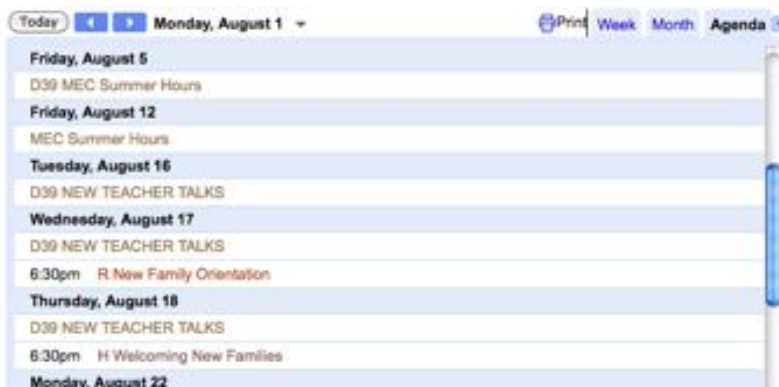
# Accessing District 39 Online Calendar

To see details of an event, click on the name of the event and a pop-up will appear.



Click on the tab marked “Agenda” and you’ll see upcoming events in list format.

Click on the tab marked “Week” to see one weeks’ worth of events in calendar form (especially useful for weeks where a lot is happening, e.g., first week of school).



To choose to view only a select few schools, click on the downward facing triangle in the upper right hand corner; from the list that appears, de-select the schools/calendars you don’t wish to see. This can de-clutter the calendar view for you quite a bit.



If you have a Google Calendar account you can subscribe to any of the D39 calendars so that they appear in your Google Calendars, with live data (i.e., automatically updated). Just click on the “+Google Calendar” button in the lower right hand corner and you’ll be taken to Google Calendars and presented with a list of calendars to choose from.

