



**Skokie**  
School District 68

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**2023-2024**  
**PARENT HANDBOOK**

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# SKOKIE SCHOOL DISTRICT 68 FAMILY HANDBOOK 2023-2024

## PREFACE

The information in this handbook will acquaint you with District 68 and answer some of the questions you may have. This handbook is a summary of the rules, regulations, procedures, and other relevant information necessary for the orderly functioning of the District. The District is governed by Board of Education Policies which are available to the public at the District administrative offices or online at [www.skokie6.org](http://www.skokie6.org). The provisions of the Handbook and the Board Policies may be changed during the year without prior notice.

State and federal laws require school districts to notify parents and students about certain rights, responsibilities, and procedures. You will find that information throughout this handbook. This handbook may be amended during the year without notice to parents.

This handbook is not meant to take the place of personal communication between the home and the school. Please feel free to call your child's school if you have any questions on programs or procedures.

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### Board of Education

Joe Ruffner, President  
Katrina Bell-Jordan, Ph.D., Vice-President  
Jeff Sterbenc, Secretary  
Jinu Joseph  
Emily Lonigro  
Noelle Sullivan, Ph.D.  
Anne Warshaw

### District Administrative Staff

James Garwood, Ed.D., Superintendent of Schools  
Christie Samojedny, Ed.D., Asst. Supt. for Curriculum/Instruction  
Ryan Berry, Asst. Supt./Chief School Business Official  
Sharon Jacobellis, Director of Student Services  
Karina Luviano, Director of EL Services  
Ernie Nelson, Director of Building and Grounds  
Derek Senn, Director of Technology  
Brian Ritz, Coordinator for Curriculum and School Improvement  
John Siegler, Coordinator for Student Services

## BUILDING LOCATIONS:

### Devonshire School

9040 Kostner Ave.  
Skokie, IL 60076  
Phone: 847-568-4901  
Fax: 847-568-4999  
Principal: Daniel Schuth, Ed.D.

### Highland School

9700 Crawford Ave.  
Skokie, IL 60076  
Phone: 847-676-5001  
Fax: 847-676-5099  
Principal: Karen Bradley, Ed.D.

### Jane Stenson School

9201 Lockwood Ave.  
Skokie, IL 60077  
Phone: 847-676-7301  
Fax: 847-676-7399  
Principal: Robyn Huemmer, Ed.D.

### Early Childhood Center

9300 Kenton Ave.  
Skokie, IL 60076  
Phone: 847-568-8901  
Fax: 847-677-8271  
Director: Sharon Jacobellis

### Old Orchard Junior High

9310 Kenton Ave.  
Skokie, IL 60076  
Phone: 847-676-9010  
Fax: 847-676-3827  
Principal: Greg Hanson

### Educational Service Center

9440 Kenton Ave.  
Skokie, IL 60076  
Phone: 847-676-9000  
Fax: 847-676-9232  
Superintendent: James Garwood, Ed.D.

## CHAPTER 1 - WELCOME TO DISTRICT 68

Skokie School District 68 is a district with approximately 1,600 students in three K-5 schools, one 6-8 school, and an early childhood program. This outstanding school district is located approximately five miles north of Chicago within the suburban north shore area. The school district enjoys rich diversity, high achieving students, outstanding professional staff, supportive and involved parents, and community at large. All district facilities have been recently updated and include state-of-the-art technology in order to support and enhance teaching and learning.

District 68 is committed to providing educational opportunities that will prepare children for the challenges of a rapidly changing world—a solid foundation in the basics and the development of independent learners and problem-solvers. The District also recognizes the essential role technology plays in helping children reach their potential and giving them the necessary tools to be successful.

The Vision, Mission, and Key Priorities of the District are established by the Board of Education to provide a framework for providing the children of our community with the highest possible quality of education.

### Mission

District 68 strives to be a learning community that inspires our students to reach their fullest academic and human potential, encourages continuous improvement, and contributes positively to our diverse, multicultural society

### Vision

Our mission is to develop children who are confident and creative learners. We provide a rigorous curriculum and a supportive school environment that promotes high achievement, encourages personal growth, and meets the unique needs of each child.

Parents are encouraged to become active and involved by visiting our schools, talking with administrators and teachers, volunteering in the schools, and attending Board of Education meetings. Informed parents play an important role in ensuring a sound educational program for their children. Your involvement is essential to realizing our vision and in achieving our mission.

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## 2023-2024 SCHOOL CALENDAR

Thursday/Friday, August 17-18	Teacher Institute Day (No students)
Monday, August 21	Teacher Plan Day (No students)
Tuesday, August 22	First day of school for Grades K-8
Wednesday, August 23	First day of school for Early Childhood
Monday, September 4	Labor Day – No School
Wednesday, September 25	Yom Kippur – No School
Monday, October 9	Indigenous Peoples’ Day – No School
Friday, October 13	Parent/Teacher Conference Day – (No students)
Friday, November 3	Teacher Institute Day (No students)
Wednesday, November 22	Student/Teacher Non-Attendance Day
Thursday, November 23	Thanksgiving Day– No School
Friday, November 24	Thanksgiving Holiday – No School
Monday, December 25 - Friday, January 5	Winter Recess (No students)
Monday, January 15	Martin Luther King Day – No School
Friday, February 16	Parent/Teacher Conference Day – (No students)
Monday, February 19	Presidents’ Day – No School
Tuesday, March 19	Teacher institute Day (No students)
Friday, March 22	Student/Teacher Non-Attendance Day
Monday, March 25 - Friday, March 29	Spring Break – No School
Wednesday, April 10	Eid al-Fitr – No School
Monday, May 27	Memorial Day – No School
Thursday, May 30	Last day of school for Early Childhood (If NO snow/emergency days are used.*)
Friday, May 31	Last day of school (If NO snow/emergency days are used.*)

## **THE BOARD OF EDUCATION**

The Board of Education of Skokie School District 68 supports and welcomes input from the community as we all work together to provide the best possible education for the children of the District. If you wish to express your opinion or bring any information to the Board as a whole or to any individual Board Member, please do any of the following:

Email the Board of Education at [boardmembers@skokie68.org](mailto:boardmembers@skokie68.org) or individually at their District email addresses as listed on our website: [www.skokie68.org](http://www.skokie68.org)

## **2023-2024 BOARD OF EDUCATION MEETING SCHEDULE**

All meetings begin at 7:00 p.m. and are held at the District's Educational Service Center at 9440 Kenton Avenue Skokie, IL 60076.

### **2023-2024 School Year**

- August 17, 2023
- September 21, 2023
- October 19, 2023
- November 16, 2023
- December 21, 2023
- January 18, 2024
- February 16, 2024
- March 21, 2024
- April 18, 2024
- May 16, 2024
- June 20, 2024

Board Meetings are held in public. See the District website under [Board of Education](#) for agendas, minutes, Board Briefs, and other information.

## **ADDRESSING THE BOARD**

The District 68 School Board is invested in serving its community and welcomes public input at the designated time during board meetings. It is important, however, to remember that school board meetings are meetings of the Board held in public. They are not back-and-forth dialogues with board members during the meeting, nor are they public hearings unless specifically designated as such. If a member of the public raises an issue or a concern that requires follow-up, the Board President or Superintendent will do so in a timely manner. The Board shall not permit personal attacks against any district employee. Members of the audience are requested to be respectful of individuals expressing their views to the Board and to be respectful of the Board during its deliberations. We thank you for your input and cooperation.

## **FOIA (FREEDOM OF INFORMATION ACT)**

The fundamental right guaranteed by the Act is the right of inspection. While you may obtain copies of records requests, you are not required to purchase copies of records in order to gain access to them.

In compliance with State Law (5 ILCS 140/4), each school district is required to post specific information regarding the school district as part of FOIA (Freedom of Information Act) requirements on its website. If the information you are seeking is not found on the [District website](#), you may request copies of existing documents using the Request for Examination and/or Copies of Public Records Pursuant to the Freedom of Information Act form. This form is provided for your convenience to help expedite the search process-its use is not required, however, all requests should be made in writing. The form is available at the School District 68 Educational Service Center, 9440 N. Kenton Ave, Skokie, IL 60076, or it can be accessed via the website: [www.skokie68.org](http://www.skokie68.org).

When a written request for information is received, the District must comply within five working days. Under certain circumstances, the response time may be extended for up to five additional working days. If this happens, you will be notified at the end of the first five days specifying the reason for the delay.

When copies are requested, a public body may charge fees reasonably calculated to reimburse it for the actual cost of reproducing and certifying public records.

FOIA requests can be sent to: [FOIA@skokie68.org](mailto:FOIA@skokie68.org). Questions concerning requests may be directed to that same email address. Additional information about Freedom of Information Act Requests can be found on the District's website: <http://www.skokie68.org/foia.html>

Effective January 1, 2010, the district will provide the first 50 pages of black and white, letter- or legal-sized copies at no charge. Additional copies will be provided for a fee of 15 cents per page. For color copies or copies on paper sizes other than letter or legal size, the district will charge a fee to cover the actual cost for reproducing the records. For copies in electronic format, the actual cost for purchasing the recording medium will be charged. Fee will not include the cost of any search for and review of records or personnel costs associated with finding or reproducing records. Documents shall be furnished without charge or at a reduced charge where the district determines that waiver or reduction is in the public interest.

**As required by the Illinois Freedom of Information Act, below is a list of the types and categories of records maintained by Skokie School District 68.**

### **Board of Education/Superintendent's Office**

- Administrative Handbooks
- Board of Education Meeting Agendas and Minutes
- Board of Education Meeting Dates
- Board of Education Policies
- District Organizational Chart
- District and School Report Cards
- Parent-Student Handbook

### **Instructional Services**

- Curriculum Guides
- Special Educational Procedure Guidelines

### **Business Services Office**

- Administrator Salaries
- Agreement between Education Association (EA) and BOE
- Agreement between Classified Organization for Employees and BOE
- Audits
- Bidding Specifications
- Budgets
- Contracts
- Financial Statements
- Grants
- Insurance
- Job Descriptions
- Salary Schedules
- Staff Rosters

## **CHAPTER 2 – DAY-TO-DAY INFORMATION**

### **ENROLLMENT PROCEDURES**

Parents new to the community may call the Educational Service Center at 847-676-9000 for information about where their child will attend school. Kindergarten pupils must be five years old on or before September 1 of each school year.

Walk-in registration will be held throughout the school year at the District Office. It is recommended that parents call ahead to make an appointment with the District Registrar at 847-568-7635. The following information is required to enroll your child in District 68:

1. An official birth certificate or other document verifying the date of birth
2. Two proofs of residency (copies of driver's license, lease, or utility bills)
3. A transfer slip from the previous school attended (if applicable)
4. Physician's telephone number and address, if known
5. The name(s) and phone number(s) of a reliable local person(s) to call if you are unavailable in an emergency
6. Any pertinent health information including health, dental, and eye examinations at required intervals

### **CHANGE OF ADDRESS, PHONE NUMBER, EMAIL, OR NAME**

Any change in home address, home or work telephone number, or emergency information must be approved by the District Registrar in order to maintain accurate school records and facilitate communication with parents. Parents may change their information on the Infinite Campus Parent Portal which will generate a communication to the Registrar. NOTE: Parents reporting address changes will also be asked to provide two forms of identification that show both the parent/guardian's name and the new address.

### **PARENTS ABSENT FROM HOME**

If parents are planning to be away for an extended time while the student remains in school, the office staff and teachers should be advised in writing. The name and telephone number of the adult who is in charge of the student during parental absence should be provided.

### **STUDENT RECORDS - CUSTODY**

In order to ensure the safety of students, it is important that the school have up-to-date written legal documentation regarding custody and visitation rights. Without written legal documentation, it will be assumed that both parents have custodial rights. Non-custodial parents may provide contact information to receive copies of school mailings and student reports unless restricted by court order.

### **TRANSFERS**

Parents are asked to call the school office at least one week in advance of a move outside the school's attendance area. This will allow the school and parents adequate time to complete the necessary forms to ensure a timely transfer of school records. The following information will be requested from you before you move:

- Date of move
- New address
- New school child will attend (if known)

### **ELEMENTARY ARRIVAL PROCEDURES**

Supervision begins at 8:30 a.m. In order to provide a safe environment, students may not arrive on the school grounds before supervision begins. The school playground, fields, and courts are not open to play during arrival times.

All exterior doors including the main entrance of the building will be locked at all times. Late arrivals must use the front entrance in order to maintain building security. Students arriving late must be signed in by a parent/guardian.



## **School Hours**

### **Early Childhood**

Morning Class 9:00 a.m. to 11:30 a.m.

Afternoon Class 12:15 p.m. to 2:45 p.m.

### **Grades K-5**

8:40 a.m. to 2:30 p.m. M\*

8:40 a.m. to 3:30 p.m. T-F

### **JUNIOR HIGH ARRIVAL PROCEDURES**

Adult supervisors are present outside of Old Orchard Junior High School starting at 7:45 AM. Students may enter the school at 7:45 AM to eat breakfast in the cafeteria. Students who do not eat breakfast at school enter the school building at 7:55 AM. All students will be brought inside at 7:45 am when there is inclement weather.

### **JUNIOR HIGH DISMISSAL PROCEDURES**

Adult supervisors are present outside of Old Orchard Junior High from the time school lets out until 15 minutes after the last bell. Students who take the bus home are expected to get on their bus immediately after school. Students who walk home are expected to leave school property immediately after school. Students who are picked up by a caregiver are expected to be picked up within the 15-minute window during which adult supervisors are present outside the school at the end of the day.

### **Junior High School Hours**

8:00 a.m. to 2:05 p.m. M\*

8:00 a.m. to 3:00 p.m. T-F

*All schools close approximately one hour early on Mondays to provide additional time for staff to engage in professional development.*

### **SAFETY PROCEDURES FOR STUDENT DROP-OFF AND PICK-UP**

Please follow your school's procedures communicated by your school's principal for dropping student off and picking them up. Students should exit on the passenger side of the vehicle. No vehicle should be left unattended. Please be sure to obey all traffic laws and the staff's specific directions. Violators may be ticketed.

### **BICYCLES, SKATEBOARDS, SKATES, SCOOTERS**

For safety reasons, only fourth grade and older students are allowed to ride bicycles to or from school. Students who ride their bikes to school must walk their bike to the bike rack on school grounds. Bicycles are to be parked and locked in the school bike racks. The school is unable to assume any responsibility for loss or damage to bikes brought to school. Students must follow all bicycle rules of the road when going to and from school. Skokie ordinance requires that students wear helmets.

Riding skateboards, scooters, roller skates, Heely's (shoes with wheels in them), and in-line skates is prohibited on school property during school hours.

### **SCHOOL SUPPLY LIST**

The school supply lists for our schools are posted on the [District 68 website](#). Please visit your child's school page where you will find supply lists as an option in the parent drop-down menu.

## **BRINGING PERSONAL ITEMS TO SCHOOL**

Children should never bring valuable or prized possessions to school. This includes toys and all electronic devices, as well as prized possessions such as jewelry, souvenirs, collections, and large sums of money. Additionally, students should not buy, sell, or trade any items at school or on the bus.

The school is unable to secure children's personal possessions and cannot be responsible for lost or damaged personal property. Similarly, the school is not liable for accidental damage that may occur to personal items it may be necessary for children to bring to school (eye glasses, hearing aids, dental apparatuses, etc.). Parents are urged to label clothing, lunch boxes, boots, coats, backpacks, and other items with name tags or a permanent marker.

## **ARTICLES NOT PERMITTED IN SCHOOL**

Articles that interfere in any way with school procedures, disrupt the educational process, or are hazards to the safety of others are not allowed at school. Such items include, but are not limited to:

- Cigarettes and other tobacco products, including without limitation, electronic cigarettes.
- Drugs, including over-the-counter drugs and look-alike drugs (see section on Medication Policy)
- Alcohol
- Weapons or look-alike items (firearms, knives, etc.)
- Lighters or matches
- Laser pointers
- Aerosol cans

Possession of these items is prohibited at school and may result in detention, suspension, or expulsion. Students who use, possess, distribute, purchase, or sell an explosive, firearm, or any other object that can reasonably be considered a weapon can be expelled in accordance with Board of Education policy. If a student brings a firearm or weapon to school, the criminal justice or juvenile delinquency system will be notified.

## **CELL PHONES AND/OR OTHER ELECTRONIC DEVICES**

**Cell phones and other personal electronic devices may not be used at school.** Items used during the school day without staff permission may be confiscated and held until a parent/guardian can pick them up. Use of a cell phone or electronic device to chat, cheat, signal others, or otherwise violate student conduct rules is prohibited. Students are not permitted to use their cell phone or electronic device to photograph or record audio/video without specific permission from an adult. Under no circumstances are cell phones or electronic devices permitted to be used in the bathrooms or locker rooms. The school assumes no responsibility for the security of these items.

Our schools are places of learning, and we want to minimize distractions in the building. In addition, we want to promote a safe environment where the privacy of all persons is respected. Therefore, students are not allowed to carry their cell phones with them during the school day. Cell phones **must** be turned off and stored in students' lockers before the school day begins through the end of the school day. Please note that a smartwatch may not be used for communicating with others during the school day. The school assumes no responsibility for the security of these items. If students and parents need to communicate during the school day, they should do so through the Main Office.

## **LOST AND FOUND**

Parents are urged to mark all personal belongings with their child's name in permanent marker or with a name tag. Each school maintains a lost and found area where children or parents may claim lost articles such as clothing or school materials. The lost and found is emptied periodically and unclaimed items are donated to charity. Check with the Main Office for valuable items.

## **STUDENT ATTENDANCE**

Regular attendance is essential to school success. Children who are absent unnecessarily miss vital classroom instruction time. Repeated absences have a negative effect on a student's progress, work habits, and attitude. Parents are urged to schedule vacations, appointments, and other avoidable absences on non-school days. Non-medical absences of more than 10 consecutive days will necessitate the child's transfer out of the district.

State law requires that all student absences be verified. Parents are required to contact the school when a student will be absent. Alternatively, absences can be reported through the Infinite Campus Parent Portal. When a child is absent and the parent(s) have not reported the absence, the school will attempt to verify the child's safety by contacting parents using the contact numbers parents have provided to the school. Please be sure that your child's school has all current phone numbers on record. If your child is absent, and you do not report the absence, and you cannot be reached, your child will be marked truant.

### **Absence Procedure/Truancy**

Parents are expected to call the school office or use the Infinite Campus Parent Portal to report their student's absence or late arrival.

At the elementary level and junior high level, parents must include the student's name, grade, teacher, date of absence, and reason for the absence in the message. A student absent from class or school without valid cause (illness, death of a family member, religious observance) will be considered truant, which may result in disciplinary consequences and/or truancy proceedings. Failure to call the absence line will result in the absence being recorded as a truancy. A pattern of truancy will result in an investigation.

Cases of excessive absenteeism and cases of suspected truancy will be acted upon by school officials in accordance with *The School Code of Illinois* and local Village ordinances. The building administration will monitor absences. Students must be in attendance on a regular school day in order to participate in school related activities. A student must be in attendance on the regular school day preceding a school event which occurs on a day of non-attendance.

The Illinois State Board of Education (ISBE) dictates what constitutes a full day of school versus a half day of school, as well as tardies and truanies. According to ISBE:

- Any student who is late for school 30 minutes or less will be marked tardy unless the school bus is late in arriving. (We understand that school buses sometimes run late due to unforeseeable circumstances, and in these instances, students will not be marked tardy.)
- Any student who leaves 30 minutes or less before the end of the school day will be marked with an early pick-up.
- Any student who is in attendance for more than 150 class-time minutes (the lunch/recess hour does not count) but less than 300 class-time minutes will be marked absent for a half day.
- Any student who is in attendance for fewer than 150-class-time minutes (excluding the lunch/recess hour) will be marked absent for the full day.

In the event of a persistent student attendance problem, District staff shall assess reasons for the absences and develop appropriate diagnostic procedures. These procedures may include, but are not limited to, counseling for the student and the student's parent/guardian, health evaluations by the school nurse, and clinical evaluations by local and/or state agencies.

Support services that may be offered to a student with an attendance problem include: parent-teacher conferences, counseling, case study evaluations, alternative educational programs, alternative school placements, and community agencies. OOJH uses the Skokie Police Department with check-ins and truancy.

### **Tardies**

Students are expected to arrive on time because late arrivals cause unnecessary disruption in the classroom and result in lost instruction time. Late arrivals must get a pass from the school office to ensure that the student is not marked absent for the day. We closely monitor students who are frequently absent or tardy. If truancy or tardiness becomes a problem, parents will be contacted to resolve the issue and/or disciplinary actions will take place.

Elementary parents must sign their students in the school office when their student is tardy in order for the tardy to be excused. Students may only be excused for the following reasons: illness, early morning doctor/dentist appointments, religious observances, or specified emergencies. Frequent, unexcused tardiness may be cause for additional disciplinary consequences and possible truancy proceedings.

### **Appointments during the School Day**

Parents are asked to make every effort to schedule appointments outside of the school day to minimize disruptions to the educational process. If it is necessary for students to leave school during the day, they will need to notify the main office at the beginning of the day. Students will not be released unless signed out and accompanied by a parent/guardian. Students must be signed in at the Main Office upon return.

### **Vacations**

Vacations taken during the school year are often detrimental to the student's progress in school. Parents who find that they must take their student from school should notify the Main Office and the student's teachers in advance. The student is responsible for making up all missed work upon return. Students absent for more than ten (10) school days will be transferred out of District 68. Upon return, parents must register the student again at the district office.

### **MISSED WORK FOR EXTENDED ABSENCES DUE TO ILLNESS**

It is the student's responsibility to make up any missed work. Teachers will work with the student to provide sufficient time to catch up on missed coursework. When a student is ill at home for three (3) or more days, the parent may contact the school and homework assignments will be provided within 24 hours. Junior high students who are absent from school for fewer than three (3) days should check their teacher's Canvas page. Not all learning opportunities can be recreated outside of the classroom. Please communicate all extended absences with your child's teacher and the main office.

### **CLOSED CAMPUS**

Students may not leave school grounds unless they have been signed out at the Main Office and are accompanied by a parent or guardian. Once students arrive at school in the morning, they may not leave school grounds at any time. At the end of the school day, once students have left the building/campus, they will not be readmitted, except in an emergency.

### **HOME/SCHOOL COMMUNICATION**

Ongoing parent/teacher communication is important for each child's educational success. Parents who have questions or concerns are encouraged to contact teachers, the school office, or school administrators. All teachers have phones equipped with voice mail in their classrooms, so parents can leave messages. The best time to call is before or after school. Calls made to teachers during instruction time will go directly to voice mail. Parents may also e-mail teachers using the teacher's first initial and last name followed by @skokie68.org.

### **JUNIOR HIGH PARENT CANVAS LEARNING MANAGEMENT SYSTEM**

Canvas is a learning management system that provides students with opportunities to discuss curricular topics with their classmates and teacher, submit assignments, and can be used as their assignment notebook. Parents can access Canvas using their own login. Help creating a parent login is provided during Open House but can also be provided by contacting the school. Once a log-in is created, parents will be able to view curricular topics and assignments in their child's classes.

### **JUNIOR HIGH PARENT PORTAL – INFINITE CAMPUS**

INFINITE CAMPUS is where teachers record student performance levels for academics and learner qualities for junior high students. Attendance is also recorded in Infinite Campus. Parents will have their own login to be able to view performance levels and attendance.

### **OPEN HOUSE**

Early in the school year, a parent orientation is scheduled to give parents an opportunity to meet their child's teacher and learn about subject matter to be covered in the school year.

## **CONFERENCES**

Elementary and Junior High parent/teacher conferences are scheduled for the fall and winter. It is best to come with an open mind and specific questions, and to be willing to share information about the student's study habits at home, responsibilities, special interests, and physical condition. The teacher provides information about the student's progress in the classroom, work habits at school, relationships with other children and adults, special abilities, and health problems. It is important to follow-through with your child on suggestions and goals that are discussed at the conference.

## **THE ILLINOIS DEPARTMENT OF LABOR SCHOOL VISITATION RIGHTS ACT**

The School Code of Illinois provides that employers must grant parents/guardians leave of up to eight hours during any school year to attend school conferences or classroom activities related to the employee's child if the conference or classroom activities cannot be scheduled during non-work hours. Such leave is only available if the employee has exhausted all accrued vacation leave, personal leave, or compensatory leave, and employers are not required to pay for such leave. If necessary, parents/guardians may obtain Visitation Forms from the principal to document for their employer their attendance at school conferences/activities.

## **ACADEMIC REQUIREMENTS**

Students are expected to demonstrate consistent effort and achievement in each of their classes. Each student's educational program, including instructional methods and levels, is determined according to his/her readiness and ability to progress through the various curricula. Assessment of individual progress is based upon each child's developmental and ability levels.

It is the clear intention of the District that retention should be the exception rather than the rule and that every effort should be made to make retention unnecessary. However, there should be early identification of those students who are academically at-risk of not meeting standards and may ultimately be considered for retention. It is understood that the following are intended as guidelines; and that, since each case must be considered individually, variations from these procedures are likely. Promotion to the next grade level will be determined by the administration. In accordance with District procedure, consideration will be given to: chronological age; past academic achievement; mental capacity; social adjustment; social history; emotional stability; physical development; work habits; requirements of the next grade; and special education involvement.

## **STANDARDS-BASED GRADING**

Standards-Based Grading (SBG) is a set of teaching and reporting practices that communicate a student's performance against a predetermined set of learning standards. Utilizing SBG helps to ensure students reach their fullest potential while providing structure, expectations, and feedback about the process of learning to students and families. Standards-Based grading practices:

- Report what students know and are able to do
- Promote student reflection and engagement in the learning process
- Separate academic achievement from learner qualities or behavior
- Provide students multiple opportunities to demonstrate learning
- Strengthen communication between home and school

### **Specific Standards-Based Grading Practices**

In an SBG system, students do not receive percentages of credit or letter grades. Instead, students receive specific feedback on their level of performance toward mastery of a standard. Accordingly, students will not receive zeros (F grade) nor will they receive one-hundreds (A+ grade) or any letter grade. Instead, students will receive an academic grade in most classes according to four performance levels of "Beginning," "Emerging," "Approaching," or "Meeting" for the standards and skills that are assessed.

Students will be graded on behavioral-based learner qualities separate from academic standards. The learner qualities will be graded on four proficiency levels of "rarely," "sometimes," "often," or "always/ consistently" according to how regularly a student demonstrates specific learner qualities.

In an SBG system, extra credit points are not given to students. The goal of SBG is to provide an accurate picture of student learning aligned to the Illinois learning standards. Attaining a high level of points is not a goal that applies to student learning in an SBG system. Effort and achievement beyond standards is something that can be captured within learner qualities or in other forms of feedback.

Students often work in groups on classroom assignments and projects. In an SBG system students will receive an individual grade based on their own learning when they participate in group work.

Providing students with opportunities to retake assessments and redo activities is sound educational practice. We recognize that all students learn at different rates and should be granted multiple opportunities to demonstrate learning. Each teacher will clearly communicate to students and parents their retake procedures. In an SBG environment, homework might be used to practice a skill, to prepare students for upcoming learning, or to reinforce and extend learning, but never to learn material for the first time. Homework should not have an impact on a student's academic grade within an SBG system because it is practice aimed at increasing the student's capacity to meet a standard.

### **REPORT CARD**

The purpose of the report card is to communicate with parents and students about the achievement of specific academic goals and learner qualities. It identifies students' levels of progress, areas of strength, and areas where additional time and effort are needed. The report card is provided 3 times a year at the end of each trimester. Students will receive a performance level for each strand in each class. Students will receive an SBG designation for each learner quality in each class. Teacher comments will be provided.

### **FIELD TRIPS**

Field trips are a part of a child's curricular experience. Parents are notified by the teacher sponsor of all field trip information including location, time, methods of transportation, and other trip details. A universal field trip permission form is completed at the time of on-line student registration. The administration may place a restriction upon a student's participation in a field trip when staff establish a trend of behavior suggesting the student's participation would significantly compromise the learning experience and/or safety of others. In such cases, a student who is not allowed to participate will be provided with learning materials that align with the essential learning objective of the field trip.

### **USE OF STUDENT INFORMATION AND PICTURES IN THE MEDIA**

Information about individual children, including photographs and work, may be used for publications on the District's website or District Social Media sites, provided that the information in no way reflects adversely upon a child or reveals information privileged in school records. Parents may restrict the use of the names and photographs of their children in school-published publicity by opting out on the online registration portal.

### **EARLY CHILDHOOD PROGRAM**

District 68 operates a tuition-based early childhood program for three- and four-year-old children that are in-district residents. Morning and afternoon sessions are available. A sliding scale is offered on tuition as needed. The program is located at the Early Childhood Center (south end of the Old Orchard Junior High School building) and parents must provide transportation to-and-from school. For additional information please contact the Early Childhood Center at 847-677-4560.

### **CHILDCARE PROGRAM**

The Skokie Park District provides extended childcare for before and/or after school options through the S.P.A.C.E. program in each District 68 elementary school for children in grades K-5.

## **DOGS ON SCHOOL PROPERTY**

Skokie School District 68 strictly adheres to the following Village of Skokie Code of Ordinance below:

Sec. 18-37. (c) - Animals in public areas.

*Schools and parks.* It shall be unlawful to permit any dog, even though on a leash, to go or be upon any school premises, public playground, public swimming pool or public park within the Village or upon a path or sidewalk extending through or within any school premises, public playground, or public park within the Village unless otherwise permitted by the governmental authority owning or controlling the property.

## **VIDEO CAMERAS IN COMMON AREAS OF SCHOOLS**

To enhance safety and security within all of our schools, video cameras are installed in all common areas (hallways, foyers, stairways, etc.). These cameras do not record audio and are not monitored unless there is a report of either inappropriate conduct or in the event of unauthorized individuals within the school. Similar to the video cameras in our school buses, in the event of a report of inappropriate conduct, a school administrator will review applicable video footage as part of their investigation. Students who display inappropriate behavior will be subject to consequences.

In the event of an intruder in the school, we will share access to the both archived and live footage with the Skokie Police department to assist them in swiftly resolving any threats to student or staff safety within our schools.

## CHAPTER 3: STUDENT FEES AND SERVICES

### BOOKS AND MATERIALS/TECHNOLOGY FEES

District 68 loans textbooks and other instructional materials to students. Students are expected to take care of these materials at all times. Books are returned to teachers at the end of the school year. If books are lost or damaged, a fine is assessed up to the cost of replacing the book. Student diplomas, certificates, and yearbooks are held until all obligations are paid.

Student Fees will be collected in the fall. We accept cash, check, MasterCard, Visa, and Discover. Fees can be made online through the Infinite Campus Parent Portal.

#### Required Fees

Books and Materials Fee.....\$120  
Technology Fee.....\$15

#### Optional Fees

Bus Fee\* .....\$240  
Parent/Teacher Associations Dues...\$10

\*No bus fee is charged if the residence is more than 1.5 miles from school or if there is a designated hazardous crossing between the home and school. The distance is calculated using our bus routing software.

### FEE PAYMENT

Payment plans along with information and applications for need-based financial assistance for the material and bus fees are available at the Educational Service Center. Free and reduced-priced school meal program applications will be mailed home and made available online four weeks before the beginning of school. Fees can be paid throughout the year online through the Infinite Campus Parent Portal.

### BUS TRANSPORTATION

District 68 offers a fee-based bus service. Parents may sign up for bus transportation by completing the bus transportation request survey or by contacting the transportation department (847-568-7625). Students residing more than 1.5 miles from school are entitled to free bus transportation. Parents may pay the bus fee or apply for a fee waiver at the Educational Service Center (847-676- 9000). Only students who have paid transportation fees, or have had their fees waived, will be allowed to ride the bus. Students may ride only their assigned bus. On a limited basis, with prior administrative approval, bus riders may ride a different bus. One-time requests must be made in writing to the school office by 9:00 a.m. on the date requested.

Riding the bus is dependent upon compliance with rules established for their safe operation. Any actions by bus riders that endanger the safety of students are reported to the school administration and parents. Bus privileges may be withdrawn for violation of the rules. In addition to bus consequences, students may be subject to regular school disciplinary action.

If your child is not going to ride the bus on any given day, notification must be made to the school office by 2:00 pm. Bussed students must ride the bus if we have not received the notification by 2:00 pm.

### ACTIVITY BUS SERVICE

An after-school activity bus is available for those students participating in an after-school activity, free of charge. There is no after school activity bus service on Mondays. Please refer to the District 68 calendar for specific starting and ending dates of this service.

- The K-5 activity bus departs school at 4:25 p.m.
- The 6-8 activity bus departs at 4:00 p.m.



## **BUS RULES AND SAFETY GUIDELINES**

All students who ride buses must follow the District's School Bus Safety Guidelines:

- Students are to board and depart the bus at their assigned stop only.
- Students are not permitted to ride another student's bus.
- Student walkers may not ride the buses.
- Students should be at the bus stop 5 minutes before the scheduled arrival time of the bus.
- While waiting for the bus, students are not to stand or play on the road or street. After exiting the bus, students who must cross the road must do so 10 feet in front of the bus and only when the stop arm is out and the flashers are operating, and must follow instructions from the bus driver.
- Students are to remain seated with seatbelts fastened throughout the entire bus ride.
- Windows are not to be lowered below the safety mark. Students' heads, hands, arms, and feet, and all objects must be kept inside the bus.
- Loud conversation, profane language, throwing objects, and discourteous actions toward the bus driver or other passengers will not be tolerated.
- Students are responsible for any damage to the bus.
- Glass containers, live animals, and large objects may not be carried on the bus.
- Cell phones and other electronics may not be used at any time on the bus.

Students who display inappropriate behavior may have their transportation privileges taken away. Gross disobedience or misconduct may result in suspension from bus-riding privileges. Examples of gross disobedience or misconduct include:

- Prohibited student conduct as defined in the Student Discipline Policy;
- Willful injury or threat of injury to a bus driver or to another rider;
- Willful damage and/or defacement of the bus;
- Repeated use of profanity;
- Repeated willful disobedience of the bus driver's directives; or
- Such other behavior as the administration deems to threaten the safe operation of the bus.

## **VIDEO CAMERAS ON BUSES**

To enhance bus safety, video cameras are installed on all District buses to assist the driver in monitoring student behavior. Students who display inappropriate behavior will be subject to consequences, which may include but are not limited to loss of bus riding privileges, detention, and/or suspension.

## **STUDENT BREAKFAST AND LUNCH PROGRAM**

Students are able to purchase breakfast and lunch every day within the cafeteria. Students are able to purchase meals by scanning their ID card at the register. Daily menus can be found on the school's website. Parents can manage their student's account online through the Infinite Campus Parent Portal. The portal also allows parents to view their students' meal purchase history and current balance. Students can also add money to their account in the Main Office. Meals can be purchased with cash, but students must have their ID cards for all purchases. Students who bring lunch from home may purchase milk.

### **Breakfast**

The daily cost of breakfast is \$1.50 per meal, including milk. Students who meet eligibility requirements for free lunch are also entitled to a free breakfast, and those on the reduced program may purchase breakfast at .30 cents. Junior High Breakfast Time 7:45 a.m.  
Elementary Breakfast Time: 8:25 a.m.

### **Lunch**

Lunch is available for purchase at a cost of \$3.10 per meal. Reduced-price meals cost .40 cents. Students eligible for free meals are also entitled to a free lunch. All meals include low-fat white and non-fat flavored milks. All of our menus are planned using nutritional analysis software to ensure that we meet or exceed all federal program requirements.

## CHAPTER 4: CURRICULUM AND INSTRUCTION

### CURRICULUM OVERVIEW

The District 68 curriculum is aligned with the Illinois Learning Standards and is guided by best-practice research. Each area of the curriculum is designed to be developmentally appropriate from kindergarten through eighth grade and to promote continuous progress toward high academic standards. The curriculum in School District 68 is continually evaluated by staff members to ensure maximum effectiveness. Parents have a right to review instructional materials used by their child(ren)'s classroom teachers.

Students in all grades receive instruction in the basics of language arts (which include reading, writing, foundational language skills, speaking and listening skills), math, science, and social studies. Students in kindergarten through fifth grade also receive instruction in physical education and health, art, music, and library. Sixth through eighth grade curriculum continues instruction from the elementary grades along with technology, art, drama, foreign language, family and consumer science, physical education, general music, and instrumental music (also offered to fourth and fifth graders). Parents may object to their child's participation in some topics such as sex education in health class. A curriculum objection form should be completed and returned to the building principal.

Development of students' critical thinking, problem-solving, social/emotional and technology skills is a high priority within our educational program. Instruction in these areas is accomplished using an integrated approach. Please utilize the links below to see curriculum guides for each grade level:

[Kindergarten - Fifth Grade Curriculum Overview](#)

[Sixth - Eighth Grade Curriculum Overview](#)

### ASSESSMENT AND CONTINUOUS IMPROVEMENT

Skokie School District 68 utilized a variety of assessment tools to help teachers assess student progress. A careful analysis of data identifies where students can improve. Assessment of student learning is an integral part of the educational program. A variety of both formal and informal assessments are utilized to measure student progress against local, state, and national standards. Information from these assessments is used to guide instructional decision-making and evaluate our curriculum and instructional programs. Results from these standardized tests along with locally developed assessments are used to document student growth and analyze curricular strengths and weaknesses.

District 68 utilizes the following standardized assessments:

- Easy Curriculum Based Measure (Easy CBM) – A local assessment that measures foundational skills that underline success in reading and mathematics. All Kindergarten and first grade students will be tested three times a year, along with all second – eight grade students receiving Special Education services in reading and mathematics.
- i-Ready - A local assessment administered to kindergarten students twice a year (winter and spring) and to students in grades 1 - 8 three times a year (fall, winter and spring) to measure academic achievement and growth in reading and math.
- Illinois Assessment of Readiness (IAR) - Illinois' state-wide assessment in English language arts and math. The IAR is computer-based and is administered to students in grades 3–8 once per year in the spring. Illinois Science Assessment (ISA) is administered to students in grades 5 and 8 once per year in the spring.
- Illinois Science Assessment (ISA) - Illinois' state-wide assessment in Science. The ISA is computer-based and is administered to students in grades 5 and 8 once per year in the spring.
- Kindergarten Individual Development Survey (KIDS) - Illinois' state-wide assessment of kindergarten readiness skills. KIDS is an observation-based assessment that takes place within the first 40 days of school each year.
- ACCESS for ELLs – Illinois' state-wide assessment in English language proficiency. ACCESS is administered annually to students in grades K-8 in the winter. ACCESS is computer-based and adaptive to help English learners show their growing proficiency in English listening, speaking, reading and writing.

No single assessment can provide a complete picture of a child's achievement. Classroom performance, teacher observation, and other tests help provide additional information about your child. Questions about your child's test results should be directed to his/her teacher or the school principal.

### **ADVANCING INQUIRY AND MEANING (AIM)**

District 68 believed academically talented children are present across all cultural groups and economic strata. These children possess advanced performance capabilities that translate into specific educational and social-emotional needs. The Advancing Inquiry and Meaning (AIM) program is committed to providing flexible, rigorous, and differentiated learning experiences that enhance students' intellectual curiosity. Additional information about the AIM program is available on the [district website](#).

### **MULTI-TIER SYSTEM OF SUPPORTS (MTSS)**

District 68 meets the academic and social emotional needs of all students using a Multi-Tier System of Supports framework, or MTSS. MTSS is a coherent continuum of evidence-based, system-wide practices to support a rapid response to academic and behavioral needs with frequent data-based monitoring for instructional decision-making to empower each student to achieve high standards.

District 68 provides a continuum of supports to meet the academic, social, and emotional needs of students. The level of support is matched to student need and can vary in intensity and frequency. All students have access to the core general education curriculum. The vast majority of students should be able to access and demonstrate proficiency with the core general education curriculum. Due to the individual differences in learners, differentiated instruction is a necessary component within the general education setting. Students who are not making adequate progress with the core curriculum and differentiation may need small group, supplementary support to address gaps in learning with additional instructional materials and approaches. Students who are not making adequate progress with supplemental support may need more intensive targeted instruction. This intensive support is provided daily in a small group to provide explicit instruction with multiple repetitions and increased opportunities for teacher feedback.

Assessment is a large component of MTSS and is the basis for all instructional decision-making with all students. All students are assessed multiple times per school year through benchmarking to ensure that they are progressing as expected and to identify students in need of additional support. Students who receive supplemental and intensive support are assessed on a frequent basis to monitor their progress and to make needed adjustments to their instruction.

All staff are responsible for all District 68 students and for their continual academic and social-emotional growth. District 68 recognizes the important role of parents in supporting their child's growth. District 68 staff will communicate regularly with parents and collaborate to advance their child's learning.

### **SPECIAL EDUCATION SERVICES**

Children with disabilities have the right to a free and appropriate education in the least restrictive setting. District 68 provides an extensive continuum of services for children with special needs in cooperation with the Niles Township District for Special Education #807. Children can be eligible for special education services beginning at age three. The district provides free developmental screenings for preschool-aged children in all developmental areas including speech and language, learning, social interaction, motor skills, and vision and hearing acuity. Monthly screenings are available within Niles Township schools. If you have questions about developmental screenings or special education services, contact your building principal or Sharon Jacobellis, Director of Special Services, at 847-677-4560 for information.

### **ENGLISH LEARNERS (EL) SERVICE**

District 68 is a diverse community that supports and educates students from over 65 language backgrounds. Our primary goals are to accelerate students' English language growth and to support students' access to the core content subject areas of math, science, and social studies.

### **SUMMER SCHOOL**

The district offers a three-week summer school program (Summer Blast) that focuses on foundational literacy and math skills. Summer Blast students participate in additional classes such as Art, Movement and STEM. In-district students will be recommended by their teachers for participation. Bus service is available to in-district students for free. Summer Blast invitations are shared with parents in March.

The district offers an additional summer school experience for students new to the country. The Newcomer Summer School also runs for three weeks in the summer and focuses on orientation to the community, building relationships, and building oracy and early literacy in English.

### **LIBRARY MEDIA CENTER (LMC)**

The LMC houses a wide variety of educational materials, including books and other media. The LMC teacher assists students and teachers in all areas of the curriculum. The LMC is open to all children in the school, as well as to entire classrooms, small groups, or individuals working on special projects.

### **JUNIOR HIGH USE OF LMC MATERIALS**

Students use their ID card to check out LMC materials. All materials and books have a circulation period of 3 weeks, except reserve and overnight books, which are checked out at the end of the day and are due before school the following school day. Students are expected to present their Student ID card when requesting to check out materials.

### **PRE K – 5<sup>TH</sup> GRADE RECESS**

Children generally go outside for recess, so they should be appropriately dressed for active outdoor play. Staff members provide playground supervision at all times during recess. Students will be outdoors for daily recess except in inclement weather and/or if the wind chill falls below 15 degrees. A doctor's note must be provided to excuse a student from outdoor recess.

## **CHAPTER 5: JUNIOR HIGH INFORMATION**

### **LOCKERS**

Lockers are furnished to students in order to provide safe and secure storage of cell phones, outdoor clothing, lunches, school-related materials, and personal items which students are legally entitled to have in their possession. District 68 maintains ownership of the lockers. The school reserves the right to open lockers, backpacks, and purses (with or without the student's knowledge) for general inspection or when there is a reasonable concern that the student has an illegal or harmful substance or article.

At Old Orchard Junior High, students keep P.E. uniforms and other equipment needed for P.E. class at school in the P.E. locker room. Combination locks are provided for P.E. lockers by District 68. A \$5.00 replacement fee will be charged if a student loses the lock to their P.E. locker. Lockers must always be locked. In order to protect materials stored inside them, lock combinations should be kept confidential and should not be shared.

### **8TH GRADE GRADUATION**

The eighth-grade promotional exercises are provided by the school board and administration to recognize and celebrate the completion of the elementary school phase of the educational process. Participation in these exercises is considered a privilege earned through academic progress and appropriate behavior throughout the school year.

### **JUNIOR HIGH PHYSICAL EDUCATION CLOTHING**

All students are required to wear uniforms for physical education class. P.E. uniforms are distributed at the beginning of the school year. Families will be billed through Infinite Campus or they can pay by cash for the uniform. Students are expected to launder their uniforms when necessary. Students should have proper athletic shoes. During the fall and spring, outdoor physical activity is scheduled. Students should have sweat clothes for outdoor days. Generally, physical education classes will be held outside when the temperature, including allowances for the wind chill factor, is above 40 degrees. P.E. uniforms should be worn during P.E. classes only. P.E. uniforms are not permitted to be worn outside of the P.E. class period due to personal hygiene concerns.

### **INTERSCHOLASTIC SPORTS**

Old Orchard Junior High School offers seventh and eighth grade interscholastic soccer, basketball, volleyball, cheerleading, and track and field. Information regarding tryouts will be distributed at school. It is an honor and a privilege to be a participant representing Old Orchard Junior High School, and this privilege comes with responsibilities. Student participants must realize the importance of academic excellence and maintain satisfactory grades. Student participants will be expected to conduct themselves appropriately at all times in school and at all school-sponsored activities.

Violations of academic and behavioral expectations may result in the revocation of extracurricular privileges, according to the athletic eligibility policy. On game day, students are expected to be in attendance at school in order to participate.

### **Sport Physical Exam Tryout Forms**

All students will be required to have a physical form and signed concussion information form on file no later than the day before tryouts begin. If there is no physical form or concussion information form on file, the student will not be allowed to participate in tryouts. Students must sign-up to tryout in accordance with the tryout process put in place for each sport season. Coaches will allow only students who have met the above criteria to try out for a sports team.

### **Junior High Athletic Eligibility Agreement**

All players and their parents will sign an Eligibility Agreement outlining the participation requirements for students at Old Orchard Junior High School. Students on teams for each season will have this agreement explained to them by the Athletic Director at the beginning of each season. Students must return the signed agreement form before they are allowed to participate.

**Game/Performance:**

Once a student is on an interscholastic team, they must maintain a 2, 3, or 4 for all learner qualities in all classes to play in games. Students may not have any Insufficient Evidence (IE) grades. The student must also maintain a 2 or 3 in all classes, in all learner qualities. The coach will check academic and learner quality status, in all classes, on a weekly basis to determine eligibility for game play. If a student has an in-school suspension or out of school suspension on the day of a game, that student may not participate in the game.

**Automated External Defibrillator (AED)**

The Superintendent or designee shall implement a written plan for responding to medical emergencies at the District's physical fitness facilities in accordance with the Fitness Facility Medical Emergency Preparedness Act. The plan shall provide for an automated external defibrillator (AED) to be available according to State law requirements. This policy does not create an obligation to use an AED nor is it intended to create any expectation that an AED will be present or a trained person will be present and/or able to use an AED. To view an instructional video on CPR and AED that it posted on the District's website, click on the following link: [CPR/Defibrillator Instructions](#).

**VAPING SENSORS AT THE JUNIOR HIGH**

It is a violation of Board policy for students to vape or use e-cigarettes on school grounds, at school, or in our buses at any time. Not only is vaping against the rules, it is also a serious health risk for our students. In order to respond to this health threat, all bathrooms at Old Orchard Junior High have been equipped with highly accurate and state-of-the-art sensors that detect vaping. When a vaping sensor is activated, it alerts the administration who are able to use the video cameras outside of the bathrooms to determine who was in the bathroom at that moment. The administration has developed a response plan to address vaping infractions that includes both consequences and re-education on the harmful effects of vaping. The plan is as follows:

Students who are found to be in possession of tobacco or vaping products, tobacco or vaping paraphernalia/contraband, or any smoking object/device, including but not limited to electronic cigarettes, advanced personal vaporizers, vape pens, vape mods, and all similar devices on school board property (including buses) during the school day, as well as after school hours, will be subjected to the following discipline procedures:

- 1st Offense: 1 day of ISS and a mandatory health session
- 2nd Offense: 1 day of ISS, mandatory health session, and referral to the Skokie Youth Ordinance Court
- All other offenses are dealt with in conjunction with the plan of action established within the Skokie Youth Ordinance Court case review process.

## **CHAPTER 6: TECHNOLOGY**

### **TECHNOLOGY RESOURCES**

District 68 provides a 21st century learning environment with technology resources to enhance student learning. All classroom teachers use document cameras, View boards, and laptop computers to access interactive instructional materials. Students in Kindergarten – 8<sup>th</sup> grade have 1:1 iPads.

### **INTERNET ACCESS**

All District schools are connected to the Internet. Access to District 68's Internet must be for the purpose of education or research and must be consistent with the educational objectives of District 68. Internet use is a privilege, not a right. General rules for behavior and communications apply when using the Internet. District 68's *Computer Use and Network Access Agreement* details the appropriate use, ethics, and protocol for the Internet. Electronic communications may be monitored or read by school officials. Each student and his/her parent(s) or guardian(s) must sign the authorization form before student use is granted. The failure of any student to follow the terms of the *Computer Use and Network Access Agreement* will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

### **USE OF TECHNOLOGY**

Technology is integrated throughout the curricula. Student use of these resources is encouraged. Misuse of technology will not be tolerated. The following behaviors are strictly prohibited: tampering or destruction of computer system software and/or computer hardware, theft of computer programs, tampering, or destruction of files. Consequences may include, but are not limited to, loss of computer privileges, detention, and/or suspension. Students who damage technology devices will be held responsible for the cost of repairs and/or replacement.

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

*Social networking website* means an Internet-based service that allows students to: 1) construct a public or semi-public profile within a bounded system created by the service; 2) create a list of users with whom they share a connection within the system; and 3) view and navigate their list of connections and those made by others within the system.

## **CHAPTER 7: HEALTH SERVICES**

### **HEALTH CLERK**

Students learn best when they are healthy and ready for a full day's work. If a student becomes injured or ill during the course of the school day, the Health Clerk will provide care consistent with first aid. When students are ill and need to go home, the Health Clerk and/or an authorized staff member will contact the parent or guardian. The parent or guardian then must pick up the student and sign them out of school. Students will not be allowed to contact their parents to be picked up without permission from the Office. Students may not leave the building on their own.

### **MEDICATIONS ADMINISTERED AT SCHOOL**

The Health Clerk will not dispense prescription medication or over-the-counter medication of any type without written instructions from both a physician and parents, which detail the name of the drug, dosage, and the time interval in which the medication is to be taken. All such physician orders must be renewed at the beginning of each school year. In addition, the parent or guardian must submit a written request to the school, which includes the above orders along with the telephone number of the physician. All medication (prescription and over-the-counter) shall be brought to school by a parent, and delivered to the health office in the original container labeled with the student's name, name of the drug, the dosage, and the time interval at which the medication is to be taken. School district policy does not allow the school to provide any medications for students.

The Health Clerk will store the medication in a safe and secure place and supervise the administration of all medication. The Health Clerk will keep a record of medication administered and parents will be notified by telephone if over-the-counter medicine provided by the parent has been administered. Students may not bring to school, store, carry, or consume any medication without the supervision of the Health Clerk. Students who use inhalers for asthma and EpiPens for severe allergic reactions must have an emergency health plan, created in consultation with their physician, on file in the health office.

### **ALLERGY AWARENESS**

The increasing incidence of allergies and life-threatening reactions requires an increased awareness of students with allergies. Health Services staff maintains a list of students with allergies with the recommended actions for treatment of an allergic reaction. Health Services staff notifies school staff of students requiring epinephrine administration (EpiPen) for severe allergic reactions. (911 will be called following the use of epinephrine/EpiPen.) Allergy information is provided to staff on a need-to-know basis and for use in planning safe activities for students.

### **GUIDELINES FOR THE SELF-ADMINISTRATION OF ASTHMA MEDICATION AT SCHOOL**

Students shall be allowed to self-administer asthma or use an epinephrine auto-injector (EpiPen) under the following conditions:

1. The medication has been prescribed by a physician, a physician's assistant, or advanced practice registered nurse possessing the proper authority to prescribe medication
2. For an EpiPen, the parent provided written authorization or a written statement from the student's physician, physician assistant, or advanced practice registered nurse, which contains the following information:
  - a. the name and purpose of the EpiPen,
  - b. the prescribed dosage,
  - c. the time at which or circumstances under which the EpiPen is to be administered.
3. For asthma medication, the parent provided the prescription label, which contains the following information:
  - a. the name of the medication,
  - b. the prescribed dosage,
  - c. the time at which or circumstances under which the medication is to be administered.



4. The student's parent/guardian has signed the District's "Self-Administration of Asthma Medication or Use of Epinephrine Auto-Injector Authorization, Hold-Harmless and Indemnity." This agreement is available in the Principal's office.

A copy of this procedure shall be distributed to the parents/guardians of each student within 15 days after the beginning of each school year or within 15 days after starting classes for a student that transfers into the District.

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

Physical examinations and immunizations, as prescribed by the State Department of Public Health, are required of all students within one year prior to entrance into the pre-school program, kindergarten and upon entering 6th grade. The Certificate of Child Health Examination form is available at [www.skokie68.org](http://www.skokie68.org). Parents can get low-cost immunizations through the Skokie Health Department (847-933-8252). Students who have not met these requirements by October 15th are subject to exclusion from school. Transfer students must have a completed health and immunization form returned to the school's health office within 30 days after enrollment as a condition for continued attendance.

### **HEALTH EXAMS**

Health exams are required for students entering preschool, kindergarten, and sixth grade, and those new to the school. The Certificate of Child Health Examination form is available in the school office and at [www.skokie68.org](http://www.skokie68.org). The exam form, completed and signed by a licensed healthcare provider, must be dated within one year prior to the first day of school and must include diabetes screening and lead screening for children who are six years or younger. A tuberculosis (TB) skin test is recommended. The Health History section of the form must be completed and signed by the parent/guardian.

Required school immunizations are:

- Pneumococcal (PVC) (preschoolers only): children entering preschool shall show proof of having received vaccine, per schedule
- Diphtheria, tetanus, and pertussis (DPT): children entering preschool shall show proof of having received four (4) doses of vaccine; children entering Grades K-12 shall show proof of having received three (3) doses of vaccine
- Diphtheria, tetanus and pertussis booster adolescent (Tdap): children entering Grades 6-12 shall show proof of having received one (1) booster dose of vaccine
- Polio (IPV): children entering school at any grade level (pre-K-12) shall show proof of having received three (3) or more doses of vaccine
- Measles, mumps, and rubella (MMR): children entering school at any grade level (pre-K-12) shall show proof of having received two (2) doses of vaccine
- Haemophilus influenzae (Hib): children entering preschool shall show proof of having received vaccine, per schedule
- Chicken pox/Varicella (Varivax): children entering Grade K, 1, 6, 7, or 9 for the first time shall show proof of having received two (2) doses of vaccine
- Hepatitis (HBV): children entering preschool and children in Grades 6-12 shall show proof of having received three (3) doses of vaccine
- Meningococcal (MCV): children entering Grade 6 or Grade 12 for the first time shall show proof of having received one (1) dose of vaccine

Students who do not provide the required immunization and/or exam will be excluded from school according to District policy and Illinois School Code. On October 15, students who have not provided a health exam or required immunizations will be excluded from school. Students new to Illinois schools, who register midterm, have 30 days following registration to comply with the health requirements.

## EYE EXAMS

A complete vision examination for students entering kindergarten and all students attending an Illinois school for the first time. A waiver form is available in the case of an undue burden or lack of access to an optometrist or to a physician who performs eye exams. The State of Illinois Eye Examination Report is available on the website at [www.skokie68.org](http://www.skokie68.org). The eye exam or waiver is due by October 15.

## DENTAL EXAMS

Dental examinations are required for students in kindergarten, second and sixth grade. The dental exam must have taken place within 18 months prior to May 15 of the school year. A waiver form is available in the case of an undue burden or lack of access to a dentist. The IDPH Dental Examination is located on the website [www.skokie68.org](http://www.skokie68.org).

## GUIDELINES APPLICABLE TO MEDICAL AND RELIGIOUS IMMUNIZATION EXEMPTIONS

Parents or legal guardians who object on religious grounds to immunizations and/or health, dental, or eye examinations, or any part thereof, are not required to submit their children to the examinations or immunizations to which they so object if they present to the appropriate local school authority a signed statement detailing the grounds for the objection. If the physical condition of the child is such that any one or more of the immunizing agents should not be administered, the examining physician, advanced-practice nurse, or physician assistant responsible for the performance of the health examination shall endorse that fact upon the health examination form. Exempting a child from health, dental, or eye examinations does not exempt the child from participation in the physical education program.

- **Medical Exemptions:** Medical exemption statements from physicians which indicate an immunization is medically contraindicated are acceptable and should be attached to the student's Certificate of Child Health Examination form. Other statements from physicians indicating a specific medical condition that predisposes a student to a potential health risk if vaccinated should be forwarded to the IDPH Immunization Program Representative for review. If the statement is not approved, a copy of the IDPH letter should be forwarded to the student's parent(s) informing them that the required immunization(s) must be given.
- **Religious Exemptions to Immunization and Examinations:** Use of the Certificate of Religious Exemption form is required for all students entering kindergarten, sixth, or ninth grades when the parent(s) or legal guardian(s) is (are) requesting a religious exemption from a vaccine requirement. The instructions for completing the Certificate of Religious Exemption form and the actual form are available at <http://www.isbe.net/research/pdfs/immun-exam-gdlns-religious-exempt.pdf>.

## VISION AND HEARING SCREENINGS

**Vision Screenings** are done for students in grades K, 2, 8, students receiving special education services, transfer students, and when teachers or parents refer a student.

**Hearing Screenings** are done for students in grades K through 3, students receiving special education services, transfer students and when teachers or parents refer a student.

Screenings for vision and hearing deficits are provided in accordance with the Illinois Department of Public Health and District 68 guidelines. Students with suspected problems are referred for medical follow-up.

Parents/guardians and staff members who suspect a problem with a student's vision or hearing are encouraged to call the nurse and request a screening.

Parents or legal guardians who object on religious grounds to vision screenings for their child may contact the school nurse for additional information.

Note: Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 month.

## COMMUNICABLE DISEASE MANAGEMENT

Control of communicable diseases is managed within the District in accordance with the Illinois Department of Public Health mandates. Students who exhibit symptoms of communicable diseases are excluded from school until a physician indicates they can safely return. Health Services staff alert families of reported communicable diseases within the schools as recommended by the health department.

If a student is required to be in a non-school setting, an appropriate educational program shall be developed and provided.

Every effort will be made to maintain the confidentiality of any student with a chronic communicable disease. Only those individuals with a legal right to know will be informed of the student's identity. The District will not announce or confirm any case or cases of students infected with chronic communicable diseases. All school personnel will be trained annually in the use of universal precautions related to blood borne infections.

Details of the school district's policy and procedures for dealing with individuals with chronic communicable diseases, as well as the District's Exposure Control Plan, are available from your school office.

The following chart lists common illnesses, symptoms, and recommended time out of school

## COMMUNICABLE DISEASES AND EXCLUSION PERIODS

DISEASE	SYMPTOMS	INCUBATION PERIOD	PERIOD OF COMMUNICABILITY	CRITERIA FOR EXCLUSION
Conjunctivitis, bacterial or viral (pink eye)	Red eyes, usually with some discharge or crusting around eyes; may be itchy, sensitive to light; may affect one or both eyes	Bacterial: unknown Viral: varies with etiology	Bacterial: from onset of symptoms until start of antibiotics, or as long as there is discharge from the eye. Viral: variable, before symptoms appear and while symptoms are present	Exclude if purulent drainage until after 24 hours of treatment
Influenza	Sudden onset of fever, chills, headache, malaise, body aches and nonproductive cough	1-4 days	Variable, from 24 hours before onset of symptoms, peaks during first 3 days of illness through 7 days	Exclude until fever-free for 24 hours.
Mumps	Fever with swelling and tenderness of one or both parotid glands located below and in front of the ears.	12-25 days (usually 16-18 days)	Peak infectious time begins 1-2 days before swelling to 5 days after, but may range from 7 days before to 9 days after; communicable from 3 days before swelling until 5 days after	Exclude cases from school, childcare or workplace until 5 days after onset
Strep Throat/Scarlet Fever	Fever, sore throat with pus spots on tonsils, tender swollen glands. Scarlet fever has above symptoms plus a sandpaper-like rash.	2-5 days	Highest during acute infection; no longer contagious within 24 hours after antibiotics	Exclude until after 24 hours of effective antimicrobial therapy and afebrile for 24 hours with the use of fever-reducing medication
Pertussis (whooping cough)	Initially, cold-like symptoms, later cough; may have inspiratory whoop, post-tussive vomiting	5-21 days (usually 7-10 days)	Before cough onset (with onset of runny nose), continuing until child has been on antibiotics for 5 days. If untreated, infectious for 3 weeks after cough begins	Exclude from school until 5 days of appropriate antibiotic treatment or 21 days after cough onset if no treatment is received.
Hand, foot, and mouth disease	Rash in mouth, hands (palms and fingers) and feet (soles); fever; loss of appetite; may be asymptomatic	3-5 days	Most commonly during the first week of illness. Can persist days to weeks after symptoms resolve	Exclude if fever present or if child cannot maintain hygiene or avoid contact with others
Head Lice	Itching and scratching of scalp; presence of live lice or pinpoint-sized white eggs (nits) that will not flick off the hair shaft	7-10 days	While live lice are present	No exclusion necessary. Immediate treatment recommended
Chicken Pox	Fever and rash can appear first on head and then spread to body.	10-21 days; commonly 14-17 days	Until lesions have crusted	Exclude until all lesions have crusted (and at least 5 days)

**Students may return to school only after they are fever, diarrhea, and vomit free for 24 hours without the aid of medication.**

## **WELLNESS POLICY**

Severe food allergies and childhood overweight/obesity rates among children are on the rise, which is resulting in serious health complications for our students. The Child Nutrition and Women, Infants and Children (WIC) Reauthorization Act requires school districts to develop a local wellness policy. Part of that act also calls for the formation of a local wellness policy committee. The local wellness policy committee was made up of community members, parents, teachers, and administrators.

### Goals for Nutrition Education

The goals for addressing nutrition education include the following:

- Schools will support and promote good nutrition for students.
- Schools will foster the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn.
- Nutrition education will be part of the District's comprehensive health education curriculum.

### Goals for Physical Activity

The goals for addressing physical activity include the following:

- Schools will support and promote an active lifestyle for students.
- Physical education will be taught in all grades and shall include a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle.
- The curriculum will be consistent with and incorporate relevant Illinois Learning Standards for Physical Development and Health as established by the Illinois State Board of Education.

### Nutrition Guidelines for Foods Available in Schools During the School Day

Students will be offered and schools will promote nutritious food and beverage choices consistent with the current Dietary Guidelines for Americans and Food Guidance System published jointly by the U.S. Department of Health and Human Services and the Department of Agriculture. In addition, in order to promote student health and reduce childhood obesity, the Superintendent or designee shall establish such administrative procedures to control food sales that compete with the District's non-profit food service in compliance with the Child Nutrition Act. Food service rules shall restrict the sale of foods of minimal nutritional value as defined by the U.S. Department of Agriculture in the food service areas during the meal periods.

### Guidelines for Reimbursable School Meals

Reimbursable school meals served shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program.

## CHAPTER 8: SAFETY

### CODE OF CONDUCT

All students have the right to education, basic security, and due process. Any action that is disruptive to the educational process and/or threatens the safety and well-being of students, faculty or staff will not be tolerated. Consequences may include: removal from classroom, notification of parents, loss of privileges, detention, suspension, or expulsion. Parents should review the code of conduct with their child. Parents are notified of disciplinary actions and may appeal suspensions and expulsions to the Superintendent and finally to the Board of Education.

### CHAMPS: A Proactive and Positive Approach to Classroom Management

Our District adopted CHAMPS to use as our positive approach to classroom management. Students are explicitly taught how to behave responsibly. Students are not only taught how to behave responsibly in the classroom but also in the common areas of the school building. Teachers clearly communicate their expectations on every classroom activity and transition. Expectations that are clarified are:

- **Conversation:** *Can students talk to each other during this activity?*
- **Help:** *How do students get the teacher's attention and their questions answered?*
- **Activity:** *What is the task/objective? What is the end product?*
- **Movement:** *Can students move about during this activity?*
- **Participation:** *How do students show they are fully participating? What does work behavior look/sound like?*
- **Success:** *When students meet CHAMPS expectations, they will be successful!*

### DISCIPLINE

Discipline is used to discourage inappropriate student behavior through consequences that are implemented fairly and consistently. Consistent discipline helps educate children on appropriate behavior and teaches them to make better choices in the future. Students who fail to comply with school/District rules and guidelines will be referred to a building administrator. The administrator will determine consequences for the student's misbehavior and contact parents either by phone and/or referral form.

The development of student self-discipline is a goal of the schools. Self-discipline is regarded as a constructive form of discipline that contributes to individual growth. Staff members work with students to maintain good conduct at all times in the schools and at all school activities including conduct during lunch hour, transportation to and from school, and educational trips.

District 68's disciplinary policies are based on The School Code of Illinois, which requires school districts to establish and maintain a parent/teacher advisory committee to develop and review District discipline policies. These policies must provide that a teacher may remove a student from the classroom for disruptive behavior and must afford due process for students. The policies also require that students be informed of the contents of the District's discipline policy and that parents or guardians be furnished a copy.

Teachers and other certified educational employees shall maintain discipline in the schools in the interest of the safety of students and the establishment of an environment conducive to learning. Acceptable discipline includes engagement of students in purposeful activities and in constructive use of time. Emphasis is to be placed on development of self-discipline according to the level of maturity of the child. Acceptable expectations should be clearly defined for the student.

Corrective disciplinary measures are to be positive in nature. Every effort is to be made to see that the child understands the reason for correction and the purpose of measures taken. If the measures taken do not result in correction of the situation, the teacher may remove the child from the classroom. However, this step should be

taken only after other efforts to handle the situation have not succeeded and the student has been advised that the behavior may result in removal from the classroom.

If it is necessary to remove the student, that student is to be advised that all students have a right to an environment conducive to learning and that the removed student's return to the classroom is conditional upon his/her cooperation in maintaining such an environment.

Discipline is a cooperative effort between parents and school staff. Parents are to be informed and involved in the correction procedures at the discretion of the principal. Discipline is also a crucial part of a student's learning environment. Cooperation among parents, students, and staff will lead to quality education for all students.

### **UNACCEPTABLE BEHAVIORS**

The following list shows examples of some unacceptable student behaviors that may result in disciplinary action as determined by the building administrators:

- Any form of bullying/cyberbullying
- Cheating
- Cutting class
- Disrespect shown to any person in the building or on school grounds
- Disruptive behavior
- Dress code violations
- Excessive absence or tardiness
- Extortion
- False fire alarm or 911 calls
- Fighting
- Gambling (including sports pools)
- Harassment
- Insubordination
- Intimidation and verbal abuse
- Leaving school grounds without permission
- Plagiarism
- Possession of drugs and/or alcoholic beverages (including look-alikes)
- Possession of a weapon or a look-alike weapon
- Public displays of affection or any physical displays of affection (PDA)
- Safety infractions
- Smoking/Vaping
- Theft
- Threatening comments
- Unauthorized technology use
- Use of profanity (written or spoken)
- Vandalism

### **SCHOOL THREATS**

If students write or talk about injuring or killing another student, staff member, or any other person, or about using weapons through any media, these statements will be taken as serious threats. All reports of such threats or statements will be fully investigated. If the information is substantiated, the student(s) involved will be disciplined as appropriate under District and/or building policies and local municipal ordinances. It is important for students to think about what they say, especially when angry or upset. Teachers, social workers, school psychologists, administrators, and services are available to assist students with behavioral or anger management issues.

## **VIDEO CAMERAS IN COMMON AREAS OF SCHOOLS**

To enhance safety and security within all of our schools, video cameras are installed in all common areas (hallways, foyers, stairways, etc.). These cameras do not record audio and are not monitored unless there is a report of either inappropriate conduct or in the event of unauthorized individuals within the school. Similar to the video cameras in our school buses, in the event of a report of inappropriate conduct, a school administrator will review applicable video footage as part of their investigation. Students who display inappropriate behavior will be subject to consequences.

In the event of an intruder in the school, we will share access to the both archived and live footage with the Skokie Police department to assist them in swiftly resolving any threats to student or staff safety within our schools.

## **SOCIAL NETWORKING AND PRIVACY**

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

*Social networking website* means an Internet-based service that allows students to: 1) construct a public or semi-public profile within a bounded system created by the service; 2) create a list of users with whom they share a connection within the system; and 3) view and navigate their list of connections and those made by others within the system.

## **STUDENT APPEARANCE**

### **Dress Code Rationale**

- All students should be able to dress comfortably for school without fear of or actual unnecessary discipline or body shaming.
- All students and staff should understand that they are responsible for managing their own personal "distractions" without regulating individual students' clothing/self-expression.
- Reasons for conflict and inconsistent discipline should be minimized whenever possible.
- Ensure that all students are treated equitably regardless of gender/gender identification, sexual orientation, race, ethnicity, body type/size, religion, and personal style.

### **The following dress code guidelines must be observed:**

- **Students Must Wear:**
  - Shirt
  - Bottoms
  - Shoes (activity-specific shoe requirements are permitted. For example: for PE, science labs)
  - Fabric covering genitals, buttocks, breasts and nipples must be opaque
- **Students May Wear (as long as the "Must Wear" category is still followed):**
  - Midriff baring tops (crop tops)
  - Tank tops (including strapless, spaghetti strap, halter tops, basketball jersey)
  - Shorts, dresses, and skirts
  - Fitted pants, including leggings, yoga pants, skinny jeans, ripped jeans
  - Hats and other headwear must allow the face to be visible, and not interfere with the line of sight of any student or staff. Hoodies must allow the face and ears to be visible.  
\*\*Exceptions to this are based on religious practices and/or individual exemptions given by administration for special circumstances.
- **Students Cannot Wear:**
  - Anything considered an undergarment cannot be used as sole clothing (sports bra, boxer shorts, bathing suit, etc.)

- Clothing or accessories that display or refer to undesirable and/or unhealthy images (such as, but not limited to, alcohol, drugs, cigarettes, violence, or gang-related symbol, vulgar actions or language)
- Hate speech, or any images or language that creates a hostile or intimidating environment based on any protected class.
- Any clothing choices relating to current gang affiliation will not be allowed.
- Winter coats cannot be worn during the school day and must remain in lockers
- Wearable bags (bookbags, purses, fanny packs, drawstring bags, etc.) cannot be carried or worn during the school day and must remain in lockers.
- Students cannot wear their PE uniforms during the school day due to hygiene concerns.

\*\*Clothing must be suitable for all scheduled classroom activities including physical education, science labs, and other activities where unique hazards or conditions exist. Specialized courses may require specialized attire, such as sports uniforms, closed-toed shoes, safety gear, or no hoods/headwear.

- **Enforcement of the Dress Code** - If a faculty member notices a student is out of dress code, the faculty member is to:
  - Speak to the child privately
  - Ask the student if they have anything of their own at school to put on over the item of clothing in question.
  - If the student does not have anything to put on over, the student will have the option to turn the clothing inside out (if that would solve it), or the office can give the student an extra school shirt.
  - Teacher will document it in our student information system as an in-class incident



## **ERIN'S LAW**

Public Act 096-1524, known as Erin's Law, amends the school code to address the prevention of child sexual abuse. In partnership with parents and families, the District is committed to raising awareness and providing resources to further community prevention efforts. Parents are encouraged to review the warning signs of possible child abuse as listed below:

- Unexplained injuries and changes in behavior
- Returning to earlier behavior (regressing to behaviors more appropriate for younger children)
- Fear of going to certain previously welcome locations (neighbors, relatives, friends, etc.)
- Changes in eating habits and/or sleeping patterns
- Changes in school performance and/or attendance
- Risk-taking behavior
- Inappropriate sexual behavior
- Mood swings
- Lack of personal care or hygiene

In addition to the schools, local and national resources committed to child safety, abuse prevention, and intervention include:

- Northwest CASA (Center Against Sexual Assault)-24-Hour Hotline 888-802-8890
- National Child Sexual Abuse Help Line-866-FOR-LIGHT (866-367-5444)
- [www.preventchildabuse.org](http://www.preventchildabuse.org)
- [www.childluresprevention.com](http://www.childluresprevention.com)

## **FAITH'S LAW – SEXUAL ABUSE AND RESPONSE PREVENTION RESOURCE GUIDE**

Public Act 102-0676, also known as Faith's Law, was passed in June of 2023. One of the requirements of the Public Act is that school districts must share with parents the following resource guide on preventing and responding to sexual abuse: [SEXUAL ABUSE AND RESPONSE PREVENTION RESOURCE GUIDE](#)

## **SEX OFFENDER REGISTRATION ACT**

Public Act 94-004 makes information about registered child sex offenders available to the public, including names, addresses, and offenses committed. This information can be viewed on the Illinois State Police website at [www.isp.state.il.us/sor](http://www.isp.state.il.us/sor), or parents may obtain information from their local police department or sheriff's office.

## **ESSA PARENT'S RIGHT-TO-KNOW**

In accordance with the Every Student Succeeds Act (ESSA), school districts who receive Title I funds to support students' academic success are required to notify families they have the right to request, and receive in a timely manner, information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

1. Whether the student's teacher—
  - a. has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
  - b. is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
  - c. is teaching in the field of discipline of the certification of the teacher.
2. Whether the child is provided services by paraprofessionals and, if so, their qualifications. In addition to the information stated above, parents of students in schools that receive funds under this part may request:
  - a. Information on the level of achievement and academic growth of the student, if applicable and available, on each of the State academic assessments required under this part; and
  - b. timely notice that the student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to

succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled. If you have any questions about your child's assignment to a teacher or paraprofessional, please contact your school's principal.

### **EMERGENCY SCHOOL CLOSING**

The District takes the responsibility of deciding whether to close schools seriously. Generally, schools will remain open except for extremely inclement weather. When severe weather conditions exist, parents must decide whether their children can get to school safely. Even when the District decides to keep schools open, parents should review their own situation to determine if they should send their children to school.

Snow, ice, and extremely cold temperatures may affect bus pick-up and drop-off times, sometimes causing buses to run late. If a snow day is called, that decision is made as early as possible and announcements via {see below} follow shortly.

If it is necessary to close schools, parents will be notified by our automated phone notification service, email, and text message if they have opted to receive text messages. In addition, information regarding school closings will be available on our web page at [www.skokie68.org](http://www.skokie68.org).

**In some severe weather conditions, students will be retained at school and buses will be held until it is safe to depart. Non-bus riders may be held in school until conditions are deemed safe to walk home. In an emergency, please do not call the school; the lines are needed for staff and safety communications**

### **ACCIDENTS**

Children should report all accidents occurring on school grounds or on the way to or from school to a teacher or to the school office. Minor accidents which occur during the school day are treated by the health clerks. If the injury appears serious, the health clerk will call a parent. If a parent cannot be reached, the school will call the emergency number provided on the enrollment form. If a parent or designated emergency contact is not available and the injury requires immediate aid, the child will be taken to the nearest hospital by paramedics. A school employee will accompany the child while school staff continues to try locating a parent. District 68's insurance does not cover student accidents. If a student has an accident at school, the parent/guardian must access their own medical insurance. However, in cooperation with District 68, an insurance company offers several different student accident plans at low cost. The decision to purchase one of these plans is at the parent/guardian's discretion. Information about the insurance plan is available online and notice of its availability is emailed at the beginning of the school year. Payment is made directly to the insurance company

### **CRISIS MANAGEMENT PLAN AND EMERGENCY DRILLS**

It is extremely important that the school office have up-to-date home and work telephone numbers, addresses, and emergency contacts on file. Each school maintains an emergency card which lists people who may be contacted if parents cannot be reached in an emergency. Please inform the school office of any changes in contact names and telephone numbers which occur during the year, including your child's current physician. Parents will be contacted in the event a child becomes sick or is injured.

Children will be released only to their parents, legal guardians, or emergency contacts as approved by their parents on student registration forms during an emergency. (In extreme emergencies, verified phone authorization of an additional emergency contact may be acceptable at the principal's discretion.) All parents, legal guardians, or emergency contacts will be required to present proper identification before a student will be permitted to leave the building.

To ensure the safety of our students and staff, and per Illinois' School Safety Drill Act (Public Act 098-0048), District 68 schools perform various safety drills during the school year. Please discuss the seriousness of these drills with your child.

### **Fire Drill Procedures**

During fire drills, each classroom has a prescribed fire emergency evacuation route and an alternate route for exiting the building. Children should follow directions, walk quickly to the assigned location, and wait quietly for further direction from teachers or administrators.

### **Soft Lockdown Procedures**

A soft lockdown is primarily used in two different scenarios. The first is when conditions exist outside of the school building that could potentially present a threat to the safety of the students and staff. The second is a situation inside the building where the school or local emergency responders need to keep students and staff in their classrooms and away from an incident or activity. During soft lockdowns, students and staff can continue normal classroom activities, but they should not leave the classroom or offices until advised to do so. Additionally, no-one is allowed to enter or leave the building until the soft lockdown has ended.

### **Hard Lockdown Procedures**

A hard lockdown is used when a serious/volatile situation exists that could jeopardize the physical safety of the students and staff. During a hard lockdown, staff members will ignore all bells and fire alarms unless they receive verbal instructions from local emergency responders or the conditions (fire, structural damage, etc.) warrant the evacuation of the area. Additionally, no-one will be allowed to enter or leave the building until the hard lockdown has ended.

### **Relocation Procedures**

An evacuation may be necessary whenever it is determined that it is safer outside the building than inside the building. In situations where weather is inclement or students and staff will be required to evacuate for an extended period of time, an off-campus evacuation may be initiated rather than evacuating to the on-campus location. Conditions requiring an evacuation may include a fire, an explosion, a hazardous material release within the building, or some type of structural failure in the building.

### **Severe Weather Drills**

Severe weather drills are conducted once yearly. When a severe weather drill is sounded, students are to follow their teacher in a quiet and orderly manner to the designated safety area and sit on the floor facing an inside wall. Examples of conditions that require a severe weather procedure include severe thunderstorms and tornados.

### **Bus Evacuation Drills**

Once a year students watch a video on how to evacuate the bus in case of emergency.

### **PARENT/VISITOR PROCEDURES**

Adult visitors are welcome. In the interest of security and to keep interruptions to a minimum, visitors are required to report to the main office when they arrive at school. Visitors must enter through the main entrance. They must present a current Illinois driver's license or State ID for admittance. After registration in the office, visitors are required to display a visitor's badge at all times. Student visitations from other schools are prohibited because of the disruptions that may occur.

Individuals talking on cell phones may be distracting to classrooms. This can also make it very difficult for office staff to help others, either on the phone or at the desk. We ask you to help us create an environment free of distractions and disruptions for our students and staff by turning off your cell phone while visiting the school.

Any individual entering District 68 property or attending District-sponsored activities including extracurricular activities, board meetings, or athletic events shall treat others with dignity and respect. This expectation is not intended to deprive any person of his/her right to freedom of expression, but rather to maintain to the extent possible a reasonable and safe, harassment-free educational atmosphere for the school community with minimal disruption. The District encourages positive communication and discourages volatile, hostile, or aggressive behaviors. The District expects public cooperation with this endeavor.

**CARE OF SCHOOL PROPERTY**

Damage to school property is a concern for all members of the community due to rising repair costs. Students and their families are responsible for the cost of repairs and/or replacement if a student damages school property. Police involvement may be required. Please review with your child the school's instructions on proper respect for school property and material.

**INTEGRATED PEST MANAGEMENT POLICY**

Structural and landscape pests can pose significant health hazards to people, property, and environment. District 68 incorporates Integrated Pest Management procedures for control of pests to ensure the health and safety of children, staff, and all others using district buildings and grounds. Integrated Pest Management is a method of pest management that addresses the prevention of pest problems through natural, nontoxic measures. These measures include improved sanitation, the addition of physical barriers, and the modification of habitats that attract or harbor pests. Integrated Pest Management relies primarily on nontoxic cultural and natural control agents in managing pests and only uses chemical pesticides when necessary. When it is determined that a pesticide must be used, the least hazardous material and method of application will be chosen. Parents who wish to be notified of the application of pesticides in the schools or on school grounds should register with the District Office at 9440 Kenton, Skokie 60076.

## CHAPTER 9: BOARD OF EDUCATION POLICY

### GIFTS TO STAFF MEMBERS

Students and their parents are discouraged from the routine presentation of gifts to District employees. Where a student feels a spontaneous desire to present a gift to a staff member, the gift shall not be elaborate or unduly expensive.

The Board shall consider as always welcome the writing of letters to staff members expressing gratitude or appreciation.

### GUIDELINES FOR REPORTS FROM THE DISTRICT TO LOCAL LAW ENFORCEMENT

State law requires a reciprocal reporting system between the School District and local law enforcement agencies regarding criminal offenses committed by students (105 ILCS 5/10-20.14). The Juvenile Court Act of 1987 and the School Code set requirements for the management and sharing of law enforcement records and other information about students if they have contact with local law enforcement.

### TITLE IX COMPLIANCE

School District 68 is in full compliance with regulations for implementing Title IX of the Educational Amendments of 1972, which prohibit sex discrimination in federally assisted education programs. The school district complies fully with the nondiscriminatory provisions of federal and state law pertaining but not limited to students, parents, members of the community, employees, and applicants for employment.

### BOARD POLICIES

The following list below contains links to Board of Education policies that school districts are required to distribute to parents. For a full listing of Board of Education policies, please visit the District's website: [Board Policy Manual](#).

2:260	<a href="#">Uniform Grievance Procedure</a>	7:185	<a href="#">Teen Dating Violence Prohibited</a>
4:130	<a href="#">Free and Reduced-Price Food Services</a>	7:190.	<a href="#">Student Behavior</a>
4:140	<a href="#">Waiver of Student Fees</a>	7:230	<a href="#">Misconduct by Students with Disabilities</a>
6:50	<a href="#">School Wellness</a>	7:270	<a href="#">Administering Medicines to Students</a>
6:120	<a href="#">Education of Children with Disabilities</a>	7:285	<a href="#">Food Allergy Management Program</a>
6:135	<a href="#">Accelerated Placement Programs</a>	7:290	<a href="#">Suicide and Depression Awareness and Prevention</a>
7:10	<a href="#">Equal Educational Opportunities</a>	7:305	<a href="#">Student Athlete Concussions and Head Injuries</a>
7:15	<a href="#">Student and Family Privacy Rights</a>	7:340	<a href="#">Student Records</a>
7:20	<a href="#">Harassment of Students Prohibited</a>	8:70	<a href="#">Accommodating Individuals with Disabilities</a>
7:60	<a href="#">Residence</a>	8:95	<a href="#">Parental Involvement</a>
7:140	<a href="#">Search and Seizure</a>		
7:180	<a href="#">Prevention of and Response to Bullying, Intimidation, and Harassment</a>		