

Practices and Guidelines 2020-2021

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

School Hours*

Monday** 8:25 a.m. - 2:30 p.m.

Tuesday-Friday 8:25 a.m. - 3:30 p.m.

Half Days 8:25 a.m. - 11:50 a.m.

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

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

District Calendar

The Skokie School, Chorus, PTO, Band and Orchestra each maintain calendars on the district website. The website link is: www.winnetka36.org/schoolcalendars. Please consult the website for dates that are relevant for your child.

School Administration

Principal Betty Weir

Assistant Principal Larry Joynt

Nurse Marianne Siegel

School Secretary Kath Horton

Attendance Monitor Carol Zalinski

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

Table of Contents

General Information

Tradition of Progressive Education.....	4
Guiding Values.....	6
Early Dismissal.....	7
Delayed Dismissal.....	7
Emergency School Closings.....	7
School Evacuation Site.....	7
FAQs.....	8

School & Parent Communication

Advisory.....	11
Go to School Night.....	11
Reporting and Conferencing.....	11
The Skokie Scoop Home Edition.....	12
School Board Meetings.....	12
Skokie/Washburne PTO.....	12

Legal Information

Equal Educational Opportunities.....	12
Asbestos Survey.....	12
Use of Pesticides.....	13
Harassment Policy.....	13
Student Records and Confidentiality.....	13

Medical Information

School Nurse.....	14
Admission of Pupils.....	14
Health Requirements.....	15
Student Health Office Visits.....	16
Food Allergy Management Program.....	17

School Practices & Guidelines

Absences & Tardies.....	20
Student Discipline.....	21
Reports to Legal Authorities.....	21
Search & Seizure.....	22

Code of Conduct.....22

Problem Solving Protocol.....22

Conduct Expectations.....23

School Building Information

Hallway Expectations.....23

Computer Lab.....23

Internet Access.....23

Entering & Exiting the Building.....24

Emergency & Safety Drills.....24

Food, Gum, & Peanuts.....24

Library/Resource Center.....25

Lockers/Locks.....26

Lost and Found.....26

Lunchroom.....27

School Property.....27

Transportation Logistics

Bicycles.....28

Bicycle Parking.....28

Bus Transportation.....28

Arrival and Dismissal Procedures.....29

Car Traffic.....29

Miscellaneous School Guidelines

Backpacks, Book bags, & Other Carry-All Gear.....30

Behavior Expectations.....30

School Dress.....31

Cell Phones & Electronic Devices.....31

Field Trips.....31

Homework.....32

Kinetic Wellness Program.....32

Parent Absence from Home.....33

Right At School.....33

School Hours.....33

School Supplies.....33

Textbooks, Materials, & Other School Property.....33

Visitors.....34

Daily Schedule.....35

Welcome

The Tradition of Progressive Education

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

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

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

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

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

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

Intrinsic motivation: When considering (or reconsidering) educational policies and practices, the first question that progressive educators are likely to ask is, “What’s the effect on students’

interest in learning, their desire to continue reading, thinking, and questioning?”

Deep understanding: Facts and skills do matter, but only in a context and for a purpose. That’s why we organize around problems, projects, and questions-rather than around lists of facts, skills, and separate disciplines. Teaching is typically interdisciplinary, the assessment rarely focuses on rote memorization, and excellence isn’t confused with “rigor”. The point is not merely to challenge students-after all harder is not necessarily better-but to invite them to think deeply about issues that matter and help them understand ideas from the inside out.

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

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

Guiding Values

The Skokie School is dedicated to providing our students with a strong, comprehensive core of academics, experiences in the fine arts, guidance in well-being and physical education, and the development of an attitude that learning is a life-long process. Integrated learning is a hallmark aimed at developing the student's ability to discover, to interpret critically, and to understand connections between ideas. We are committed to diversity in learning styles. Through these diversities, our hope is that students will develop the powers of intelligence through applications of reflective observation and critical analysis, experience opportunities for choice and decision-making, and develop and enhance the art of questioning.

Core Values:

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

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

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

Emergency School Closings There are times when it is necessary to close the school due to adverse weather conditions or emergencies. There are several ways to access this information. The district website tends to have the most timely information (<http://www.winnetka36.org>) regarding school closings or late start. Radio and television stations will be notified.. The information may also be obtained online at <http://www.EmergencyClosings.com>.

When feasible, the district will implement the phone notification system with information. This allows the superintendent to call each student’s home in the district with a recorded message.

Parents and students should devise a plan to implement if there is an emergency closing during the school day. Students should know where they are to go if their parents are not at home and with whom they are to ride home in such a situation.

School Evacuation Site If for safety reasons, we would need to evacuate the school building and bring the students to a relocation site, parents would be reunited with the students at Carleton Washburne Middle School (across the west lawn) or the Winnetka Presbyterian Church at 1255 Willow Road, Winnetka.

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

Frequently Asked Questions

Please see page references for complete information.

How do visitors/parents enter the building? We ask that all visitors, as well as school personnel and students, use the front entrance to the school building. Students are asked not to open any other doors in the building for visitors during the day even if they know that person. **All visitors, including parents, need to enter the building through the front doors and provide picture identification (driver's license) to the door monitor.** A visitor pass will then be generated by a visitor management system and the visitor will be required to wear a lanyard.

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

Where can my child go if she/he arrives at school early? Students who wish to work with a specific teacher before 8:10 a.m. should make special arrangements with that teacher. Students will be asked where they are going as they enter the building and held accountable for being in that space.

How should students enter and exit the building? Students may enter and exit the school through the front doors at the main entrance or the rear doors near the playground. Students may also exit through the doors on the north side of the building along Elm Street.

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

What do I do if my child arrives late or needs to leave early? If your child arrives late she/he needs to sign in at the front desk to get a pass to enter class for the day. Your child should bring a note to explain the reason for the tardy.

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

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

How do I get in touch with my child during the day if I need to? If you have an urgent matter that requires you to contact your child, please call 847-441-1750 to leave a message for your child. We will make sure that your child receives the message right away and contacts you for further instructions.

What is the school's cell phone policy? We do not allow students to use their cell phones at school. Cell phones are to be turned off and kept in backpacks during the school day.

What is the school's nut/peanut policy? Food allergies present a serious health risk for some of our students. In providing a safe school environment, we request all foods that are brought into school for sharing with their entire class be pre-packaged, labeled, and nut-free. All food brought into the building should be dropped off with the Entrance Monitor to check the ingredients label. From class celebrations, to daily lunches or snacks, we ask each student to respect others' needs that have a serious food allergy. Please do not bring in homemade treats or restaurant/bakery foods that do not have a label because we cannot verify

its contents or where they were stored. Students should not share food among themselves. Students who carry a nut product in their lunch are asked to keep their lunch inside their locker until it is time for lunch. We offer a nut free table at each lunch period. Students who sit at this table may have friends join them as long as the lunches brought to the table are completely nut free. Please contact the Health Office with any questions at 847-441-2194. Please see the district website (<http://www.winnetka36.org>) for more detailed information about our Food Allergy Guidelines. (Please see School Board Policy 7:285)

Are birthday treats allowed for student birthdays? Due to an increasing number of students with food allergies, schools must be extremely careful regarding food items brought into the school building and classrooms. In order to provide a safe and healthy environment NO FOOD treats will be allowed for birthday celebrations. Teachers honor children in the classroom on their special day in a variety of ways and will communicate to parents how they wish to celebrate birthdays in their classroom.

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

Advisory Each student is assigned to an advisor who will be one of his/her core academic teachers. The advisor is partnered with two additional educators in our building, who together with support the social-emotional learning of each student during the morning advisory period.

During the advisory period each day, the advisory teachers will collaboratively plan activities and discussions which will help establish a sense of belonging, help students understand how their brain can be learning ready, foster healthy relations, and develop positive attitudes towards school. We feel that the advisory period is an important part of each student's day and we strongly encourage students to participate enthusiastically in the many-faceted advisory activities. As advisory is at the beginning of each day, it is important that students are in their classrooms ready to go at 8:25 a.m. when the bell rings.

Go to School Night Parents are invited to attend our Go-to-School Night once school commences. It is an opportunity for parents to meet their child's advisor, team, and exploratory teachers. The evening provides families with an overview of the curriculum, classroom expectations, and school policies. Teachers will also clearly outline how they communicate with families.

Reporting and Conferencing Reporting and Conferencing periods are conducted in October and February. Parents are invited to sign up for a conference with their child's teacher to

discuss and share student work. Fifth grade students do not attend the conferences with their parents. **Sixth grade students attend conferences with their parents.** They play a central role in the conversation surrounding the academic goals they have set for themselves in October, and the progress they have made over the course of the school year during the conference in February. Sixth grade student attendance is a reflection of the increased sense of ownership they feel, and their ability to clearly articulate their thinking regarding the processes of learning they engage in on a daily basis.

School & Parent Communication

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

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

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

Legal & Medical Information

Legal Information

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

Asbestos Survey The Asbestos Survey and Management Plan for each school are available for public review. Please contact the Business Manager, 1235 Oak Street, Winnetka, 847-446-9400.

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

Harassment of Students Prohibited Sexual harassment or sexual intimidation of students by District employees or other students is prohibited.

Although sexual harassment may take different forms depending on circumstances, generally it consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature.

It is a violation of District policy for an employee or student to sexually harass a student or to retaliate against any student who reports or cooperates in the investigation of alleged sexual harassment.

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

It must be emphasized that incidents should be reported immediately as self-protection from future incidents and so that appropriate follow-up can be made by school officials. Any form of harassment – verbal, physical, or sexual – is a very serious infraction and may lead to severe disciplinary consequences. (Please see School Board Policy 7:20 and 7:180)

Student Records—Change of Information Parents should immediately notify the school of changes in address, telephone number (home/work), and of changes that need to be made regarding student emergency information. For proof of residency purposes, it is important

that the District Office also be notified when there is a change of address (847-446-9400). Should parents wish to share with the school information that will impact their child, such as an illness or death in the family, or a change of marital status, the school will keep this personal information in the strictest, professional confidence.

Student Record Confidentiality

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

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

Medical Information

School Nurse / Health Office

The school health service provides for emergency care for the sick or injured. We expect students to be well and ready for a full day's work when they report to school each morning. (See www.winnetka36.org/nurses/forms for Health Guidelines.) Students must have an appropriate pass from their teacher to go to the Health Office.

The Health Office is open daily from 8:00 a.m. to 4:00 p.m. The Skokie School nurse can be reached at 847-441-2194. The school nurse is available whenever school is in session and during non-attendance days. Parents and guardians are invited to call the school nurse with any concerns.

Admission of Pupils State law requires appropriate health and immunization records for each child enrolled at Skokie School (forms are available at Skokie or on the district website). These completed forms must be submitted upon enrolling in District 36. **State law requires that**

the child's birth certificate or passport be presented at the time of registration and residency be verified. (Please see School Board Policy 7:60)

Health Requirements

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

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

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

Forms are available in the school office and on the district website:

www.winnetka36.org/nurses/forms. All forms are due on the **first day** of school. (Please see School Board Policy 7:100)

Health Communications

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

Accidents, illness, and injuries occurring at school will be assessed and treated as deemed appropriate at the time. Every effort will be made to inform the parents of the situation as soon as possible. We ask that parents who arrive at school to pick up an ill or hurt child sign-in at the front desk and pick their child up in the Health Office to escort the child out of the building. If the parents are not available, the persons listed on the emergency card will be called. The physician or dentist listed on the emergency card will be contacted if necessary. If the condition, in the opinion of the school nurse or other school personnel, is considered to be an emergency, the paramedics will be called immediately. ***Keeping emergency contact information up-to-date for your child is essential.***

Communicable diseases such as Chicken Pox, Strep Throat, Scarlet Fever, and Mumps must be reported to the school nurse immediately. These diseases must be reported to the Cook County Department of Health. Children with Strep should stay home until they have been on an antibiotic for at least 24 hours. Students should not come to school with suspected strep until they have received the results of the 24-hour throat culture. Students should not return to school

following an illness until they have been fever free for at least 24 hours. Illnesses like Mononucleosis should be reported to the health office so that program modifications can be initiated.

Emergency Health Information is a necessity for every child should an emergency occur. We have parents fill out this information at the beginning of the school year as part of registration.. The school needs the name of your child's physician, dentist, and two alternate responsible adults. The adults named on the emergency form should be aware of their commitment. **It is essential that emergency information be kept up-to-date as telephone numbers, job changes, etc. occur.** Please call the Skokie Health Office (847-441-2194) with any changes.

Health Concerns should be communicated to the school nurse whenever they occur. Students with allergies and asthma can be appropriately cared for if the nurse is made aware of the condition. Parents are encouraged to keep the school informed of any health issues that arise. Students returning to school following an injury, fracture, sprain, or sutures deserve special consideration during their school day. Please let us know about your child.

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

Student Health Office Visits Students who wish to visit the health office should obtain a pass, barring any urgency, from their teacher. Students should not visit the health office during passing periods or trips to the bathroom without the receiving teacher's knowledge of their whereabouts. For those students coming in from recess or KW, please check in with your teacher first, before visiting the health office.

Kinetic Wellness Participation is expected on a daily basis. If students cannot participate in KW, they should bring a note from home. Injuries or illnesses which prevent participation in KW for more than three (3) days require a note from a physician.

Universal precautions are the methods by which school personnel are advised to handle the clean up of any bodily fluid spills in the school setting. The guidelines are recommended by the Center for Disease Control and Prevention in order to prevent direct and indirect transmission of infectious diseases. There is a district-wide policy entitled *Occupational Exposure to*

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

Vision and Hearing screenings are done each year for all students in the Winnetka School District. Parents will be notified within two weeks if it is believed that a child needs to be seen for further evaluation. If parents are concerned about their child's vision or hearing ability, they should contact the school nurse.

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

Pediculosis or Head Lice is not a health problem, but it creates a nuisance both in the school and in the home. For more information please visit the health office section on the district website: <https://www.winnetka36.org/sites/default/files/Head%20Lice%20Procedures-2016%20-17.pdf>

Food Allergy Management Program

The Winnetka Public Schools is committed to supporting our students with food allergies. The following guidelines are in keeping with the Winnetka Public Schools' philosophy, to meet each individual child's needs dependent on developmental level and age-appropriate, social and emotional needs, and meeting each unique individual situation. We are committed to working closely with parents in developing a Plan to provide a safe environment that will support the child and assist in developing self-care. The Board adopted policy 7:285, Food Allergy Management Program, on November 6, 2012.

The State Board of Education and the Illinois Department of Public Health publication *Guidelines for Managing Life-Threatening Food Allergies in Schools* is available at: https://www.isbe.net/Documents/food_allergy_guidelines.pdf

Educating and Training All Staff about Management of Students with Food Allergies

Educating and training of school staff includes the administration of medication with an EpiPen, and providing an in-service training program for staff that work with the student. All staff members will be trained by the school nurse on the management of student allergies. The training will address prevention efforts, information about common allergens, recognition of signs of an allergic reaction including anaphylaxis, how to administer an EpiPen, review of high-risk areas, and steps to take to prevent exposure to allergens. The training will be provided

annually at the start of the school year. The District will retain documentation of those personnel who have received training on a yearly basis. All substitute nurses will be instructed on care, management of anaphylaxis, and awareness of plans for allergic students.

Identifying Students with Food Allergies

The parent will submit an Illinois Food Allergy Emergency Action Plan for their child at the beginning of each school year, or as needed when a student's allergy is identified. The nurse will review the student's plan annually with the parent. If needed, an Individual Health Care Plan and/or a Section 504 Plan for specific individual student accommodations will be completed.

With a parent's written consent, a copy of the student's plan, with the student's photo, will be given to all the student's teachers. The teachers will provide a mechanism to inform substitutes about student allergies. The nurse will inform other staff members about students with allergies, as needed and with the permission of the student's parents. The nurse will specifically inform teachers concerning any accommodations provided in a student's plan. The classroom teacher, in collaboration with the nurse and with input from the parents of the allergic child, will develop a classroom-specific protocol regarding the management of food in the classroom. The teacher will consult with the parent(s) of students with food allergies and the nurse prior to any celebration involving the consumption of food. At the middle school level, students with contact allergies are responsible for wiping their desks. Allergen-free tables will be provided, as needed. A letter from the school nurse and / or the teacher will be sent to all classroom parents informing them that a student with a food allergy is a member of the class and the classroom will be designated as "allergen free".

Managing Food Allergies in the Classroom and on Field Trips

Due to an increasing number of students with food allergies, schools must be extremely careful regarding food items brought into the school building and classrooms. In order to provide a safe and healthy environment NO FOOD treats will be allowed for birthday celebrations or classroom/holiday parties. Teachers honor children in the classroom on their special day in a variety of ways and will communicate to parents how they wish to celebrate birthdays in their classroom.

Parent Provided Individual Classroom Snacks - for "snack time"

ALL CLASSROOM SNACKS brought from home for individual student consumption must be free of all peanuts or tree nuts. A list of acceptable items is available [here](#).

Curriculum-related activities

For curriculum-related activities where food may be served, a [parent permission slip](#) will be provided and include, when possible, a list of all ingredients. Classroom food distribution will be monitored by the teacher.

Field Trips

Plans for lunch and snack will be discussed prior to the field trip. Lunches of children with food allergies should be stored separately to minimize cross-contamination. All students on the field trip will be asked to bring a peanut/nut-free lunch as stated on the field trip parent [permission form](#).

When applicable, a student's EpiPen and the Illinois Food Allergy Emergency Action Plan will be sent on all field trips. Planning for the field trip will include designation of persons carrying and staff trained to administer an EpiPen. The teacher will carry a mobile phone (or other means of communication) and will be instructed to follow the Plan and to call 911 in the event of a suspected allergic reaction.

Preventing Exposure to Known Allergens

Lunchrooms: In all lunchroom areas peanut/nut-free or other allergen-free tables (or areas of tables) will be provided as developmentally appropriate and will be clearly identified. The allergen-free table will be located where it minimizes the isolation of students with allergies. Staff and volunteers on lunch duty shall monitor the students' compliance with the food allergy protocol at allergen-free table(s). The school food service staff at Washburne will provide nut-free options for student consumption. Students with a known food allergy will not be asked to clean areas and tables in the lunchrooms that may expose them to allergens.

Bus: Eating will not be allowed on routine school bus trips or field trips. Exceptions will be provided as needed. Parents are strongly encouraged to inform the bus and any substitute driver when possible about their child's food allergy. The student with life-threatening allergies should be encouraged to sit in the front of the bus.

All students will be encouraged to wash their hands before and after eating and throughout the school day to prevent unintended exposure.

Responding to Allergic Reactions with Prompt Recognition of Symptoms and Treatment

When allergic symptoms are suspected, the teacher or staff member supervising the student shall activate that student's plan with the appropriate medical emergency response including

calling 911, if warranted. The school nurse shall be contacted as soon as possible. Parents will be informed whenever allergic symptoms are suspected in a student with diagnosed allergies.

The location of a student's own EpiPen/medications will be managed by the School Nurse. If developmentally appropriate and approved by the parent, the student may carry their own EpiPen/medications. District provided EpiPens will be available in the nurse's office, emergency bag, all common lunch eating areas, the art room, and other areas as determined appropriate.

Per District policy all administration of medication requires prior written authorization by parent and doctor.

School District Supply of Undesignated Epinephrine Auto-Injectors

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of undesignated epinephrine auto-injectors in the name of the District and provide or administer them as necessary according to State law. *Undesignated epinephrine auto-injector* means an epinephrine auto-injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine auto-injector to a person when they, in good faith, believe a person is having an anaphylactic reaction.

This section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated epinephrine auto-injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school epinephrine auto-injectors.

Upon any administration of an undesignated epinephrine auto-injector, the Superintendent or designee(s) must ensure all notifications required by State law and administrative procedures occur.

Upon implementation of this policy, the protections from liability and hold harmless provisions as explained in Section 22-30(c) of the School Code apply.

No one, including without limitation parents/guardians of students, should rely on the District for the availability of an epinephrine auto-injector. This policy does not guarantee the availability of an epinephrine auto-injector; students and their parents/guardians should consult their own physician regarding this medication.

Plan revised 4/2019

Revised 6/5/19

Revised 4/23/20

School Practices and Guidelines

Absences and Tardies

Absences Regular attendance at school is an essential part of the educational program for each student in District 36. To report your child absent, we request that you utilize the option that is deemed best for your school below. These absence procedures not only help us fulfill the required attendance monitoring obligations but also helps to assure the safety of our students. Whether you call or complete the form, you will be asked the same questions. Please be ready to report the following symptoms when you report an absence due to illness:

- Fever
- Headache
- GI (nausea, vomiting, diarrhea, stomach ache)
- Cold (runny nose, congestion, cough)
- Flu Diagnosis
- Strep Diagnosis
- Sore Throat

Parents are being asked to report symptoms or diagnosis with the school as we strive to support the health of all students and staff. For reference, [here are our District Health Guidelines](#).

We prefer you report your child's absence online, by clicking [this link](#), but if you need to call, please dial our main office line (847) 441.1750.

Students are not to call to report their own absences; we *must* hear from a child's parent/guardian. If a student is too ill to come to school on time in the morning, it is recommended that the student stay home for the remainder of the day. The failure of a parent to call will result in school personnel calling the parent. It is essential we know each child's whereabouts.

Arriving late and leaving early Please call the school if your child is going to be arriving late for any reason. Students arriving late must bring a note and sign in at the front desk when they arrive at school. Students who leave before dismissal time must provide notification to their advisor the day before or first thing in the morning of the day they will be leaving. No student will

be excused from school without written notification by a parent or guardian for anything other than illness, religious holiday, or family emergency. **Appointments or lessons away from school during the school day are discouraged as they interrupt the flow of classes and cause students to miss class.**

Vacations, trips, and private lessons (i.e. instrumental, academic, or athletic) during school hours are unexcused absences. Beginning July 1, 2018, every school district, charter school, or alternative school or any school receiving public funds shall collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. All efforts within the law will be made to ensure that students are not absent from school, except for valid reasons. Illinois law states that a child can miss no more than five percent of the school year's 180 regular attendance days, or nine days.

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

Following any absence, it is the student's responsibility to arrange to make up missed work. Work should be made up within a time period specified by the teacher. Since the middle school curriculum includes many discussions and laboratory experiments, we discourage absences such as vacations taken during the school week when possible. **Teachers are not obligated to provide students with advance work for these types of absences.**

Tardies Students are expected to be at school on time. When they are late, the flow of the class is disrupted. **Tardies are to be minimized** and should occur **only under extenuating circumstances.** Those students who are late should report to the front-hall monitor with a note from a parent explaining the tardy. The monitor will ask the student to sign in and will oversee the accumulation of tardies. Excessive tardiness compromises the learning of the individual and his/her classmates. Individual remediation plans are developed for students who are late more than three times. Parents are asked to make punctuality a family project. Students that are habitually late may lose school privileges including lunch recess and making up time after school and on Saturday.

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

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

excessive.

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

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

Reports to Legal Authorities If, in the opinion of the administrator, a student has committed a crime, the legal authorities will be contacted. The administrator will then inform the student of his or her rights regarding the legal authorities. The student's parents or guardian will be immediately notified.

Search and Seizure Given reasonable grounds for suspicion, school officials may search for and seize weapons, illicit drugs, alcohol, or tobacco brought onto school property or school buses, with or without the permission or presence of the student. (Please see School Board Policy 7:140)

Code of Conduct

The Skokie community is built on respect.

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

Skokie School is a safe place for students to learn. It is the responsibility of everyone in the community to create a climate of learning for themselves and for everyone else. Fundamental to

Skokie School is the right to learn in a supportive and accepting environment.

Problem Solving Protocol Interpersonal communication and problem solving are integral skills to maintain a culture of respect and support at The Skokie School. Students in our school community make constant choices about how to behave and interact with others. We work to develop these skills and characteristics through reflective and restorative conversations. We talk the students through a reflection process where they:

- List out their actions
- Talk through what led to those actions
- Think about how others may have been affected by those actions, and if applicable, make a plan for how to repair that relationship
- Develop a plan for how to handle similar situations more positively and productively in the future, and list out those strategies that they feel will be effective for them
- If applicable, we try to bring students together and facilitate a conversation to help them understand each other's perspectives better and restore their relationship

Conduct Expectations Unkind or demeaning behavior is not permitted at Skokie School. This behavior can take a variety of forms, such as: physical violence, verbal taunts, name-calling, rumors, teasing, put-downs of any kind (including racial, religious, or gender-based threats or intimidation, extortion or stealing, and exclusion from a peer group). The enforcement of this code of conduct is the responsibility of all students and staff. The principals and staff in accordance with district policy determine appropriate consequences.

Hallway Expectations Our hallways are a shared space that we all occupy to get from here to there throughout the day. It is important that each of our school community members are safe, respectful and responsible while in the hallways. In order to create a safe and respectful environment, the expectations are:

- The hallways should remain clean and organized. Backpacks, school supplies and winter gear should be stowed in a locker or in the student's classroom. This will allow everyone to walk safely and shows that we take pride in the appearance of our school.
- All community members are expected to walk in the hallways. This is to ensure safety and maintain a calm environment.
- When walking, stay to the right side of the hallway to allow traffic on the other side to pass safely. The same goes for stairwells.
- Inside voices should be used in the hallway to allow learning to continue in classrooms. If you are traveling in a large group, please whisper.

- Classroom materials should be carried with two hands. iPads should not be used while walking to allow for safety.

Computer Lab The computer lab facilities are open to all students and staff for educational purposes. Printers are available. Students are expected to show respect for the equipment and each other while working in the computer lab. Any tampering with the computers may result in the loss of the privilege to use the computer lab and classroom computer.

Internet Access The classroom teacher and curricular relevance determine the need for Internet access. Students and parents are required to agree to the Internet Acceptable Use Policy during the online registration process prior to gaining Internet privileges. An adult staff member will supervise students using the Internet. Appropriate Internet etiquette and usage will be discussed with students prior to using the Internet. Students are not allowed to check or send personal email while at school. The URL for Winnetka Public Schools Home Page: www.winnetka36.org.

School Building Information

Entering and Exiting the Building Students will be allowed to enter the school building at 8:10 a.m. to prepare for the day. If the weather is inclement or cold, students may enter the building prior to 8:10 a.m., but remain by the door or in the auditorium. At the end of the day, students may exit through the front doors or the north doors on Elm Street.

Students who wish to work with a teacher before 8:10 a.m. should make specific arrangements with that teacher. Teachers will discuss with students how they expect these arrangements to be handled.

Students are to leave the building within ten minutes after dismissal, except when requested by a teacher to remain.

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

Food, Gum and Nuts/Peanuts Gum chewing is *not* permitted at school. All food is to be eaten in the cafeteria. If there is food eaten in a classroom, it is under the supervision of a teacher and appropriate clean up procedures are followed. Food and drink are not to be carried out of the classrooms. Our school custodians work hard, any help we can give them in cleaning up is greatly appreciated.

Library/Resource Center

Student Hours Monday: 8:10 a.m. – 2:30 p.m. Tuesday – Friday 8:10 a.m. – 3:30 p.m.

The Resource Center provides mini-courses, materials, equipment, special programs, and volunteers to help support and supplement the classroom curriculum at Skokie School. Books, magazines, videos, and equipment are purchased for school-wide use through this department.

To be admitted during school hours, including the lunch period, students must have a pass or be a member of a group assigned to an area of the Resource Center by a teacher. Behavior should reflect that of a mature, responsible young adult.

All materials must be checked out before leaving the library. Reference books and magazines are used **ONLY** in the library. Eating is not permitted in any area of the Resource Center unless special permission has been granted.

Access to Library Catalogs Students are able to access the Skokie library catalogs from classrooms or computers at home through WebPac. URL: <http://sklib.winnetka36.org/>. The connection will terminate after 6 minutes. If you need to continue to search, click on the URL and the connection will be reestablished. The WebPac will not be available after 3:30 p.m. on Mondays because of routine maintenance. The WebPac will be operational again on Tuesdays after 8:00 a.m. until the following Monday.

Overdue Books/Lost Books Fines: General collection books - \$.05/school day.
Overnight reserve books - \$.25/school day (must be returned by 8:45 a.m.) Students will be required to pay the replacement cost for a lost book (\$20.00 for hardcover and \$7.00 for soft cover). If a lost book is found and returned within four months, the replacement cost of the book, minus overdue fines, will be returned to the student.

Lockers/Locks Each student is assigned a hall locker. In addition, sixth-grade students are assigned a gym locker. Skokie school uses locks only for kinetic wellness classes. If these locks are lost, they must purchase additional locks from the school at a cost of \$4.00/lock. It is the student's responsibility to keep his/her gym locker locked at all times and to keep the locker combinations confidential. A lock is REQUIRED at all times. If a student loses or misplaces a lock, he/she must replace it immediately. All articles left in the lockers are done so at the student's own risk, but every effort will be made to recover missing or lost property.

Lockers should be kept clean. There will be periodic locker clean-ups during the year. Defacing the lockers is prohibited. Students who damage a locker or lock will be assessed a fine.

A student's school locker is the property of the school and maintained for student use. The locker is used as a storage area for books, school supplies and materials, backpacks/book bags, and outdoor wear. In accordance with the law and policy, the school administrators and/or teachers may examine and inspect locker contents on a regular basis throughout the school year. (See *also* **Student Discipline**.)

Backpacks and bookbags need to be kept in students' lockers and not taken from class to class. Backpacks are to be stored in student lockers and not anywhere else in the building. If backpacks are left in the hallway, they will be removed.

Lost and Found The lost and found will be located in the back of the Auditorium. The lost and found will be cleaned out and items will be donated to charity before winter break, spring break and summer break. Lost items such as money, jewelry, keys, books, etc. should be

handed directly to the hall monitor. Items left on the school bus will be deposited there. *Please identify your personal belongings by labeling them with your name in permanent marker.*

Lunchroom The Skokie School students bring their lunches from home or pick up their hot lunch in the lunchroom, which is ordered online. There are a limited number of microwaves available for those who need to heat their lunch from home. Students are to eat lunch in the cafeteria.

Students are expected to behave appropriately during lunch. Food is to be eaten at the table only and while the student is seated. All refuse should be placed in the appropriate trash and recycling containers. Students are responsible for cleaning the area where they were sitting at their table and the floor adjacent to the table. Students are expected to remain in designated areas during lunch periods. In order to leave the lunchroom or playground, students need a pass from their teacher.

Students are requested to eat their lunch for at least 10 minutes at the beginning of the 35-minute period. After that time they may clean their area and raise their hands to be dismissed by a lunchroom teacher to go outside, or to the Resource Center or Computer Lab if they have a pass.

Students are expected to use good manners in the cafeteria. They are to keep their voices down and are expected to stay seated except when entering, cleaning up, or leaving. Students are to be respectful of self, others, and property. Because we have many students with food allergies, we ask that students only eat their own lunches. If a student has forgotten a lunch, they should let a lunchroom teacher know. The student will be assisted in finding something to eat.

Students are assigned tables in the lunchroom at the beginning of the year. This arrangement will be reviewed as the year progresses.

School Property Students are expected to help maintain high standards of cleanliness in our building. All debris should be deposited in appropriate receptacles. Students are expected to show appropriate respect for school property. We will require payment for any property that is damaged willfully or through carelessness. Correction fluid such as liquid paper and permanent markers are forbidden at school.

Transportation Logistics

Bicycles Bicycles are one of several means of transportation to school. Some students rollerblade or ride scooters to and from school. To keep bikes safe, students should lock them up on the bicycle racks. Scooters and rollerblades must be kept in lockers during the school day. Roller blades must be exchanged for shoes.

We urge all students to use the safest route to school and to be acquainted with bicycle safety rules. We recommend that all bicycles be licensed by the Village of Winnetka Police Department. We suggest the following rules for your child's safety:

1. Wear proper safety gear, including a helmet.
2. Be sure your brakes are operating efficiently, and check that your bicycle is in perfect running condition on a regular basis.
3. Obey all traffic signals; Keep to the right – follow traffic.
4. Use hand signals.
5. Walk your bicycle across streets.
6. Ride on sidewalks or pathways where permitted.
7. Yield right of way to pedestrians.
8. Ride single file when in a group.
9. Have proper lights and reflectors in the front and rear of the bicycle.
10. Never weave or swerve.
11. Keep both hands on handle bars except when signaling.
12. Watch out for sewer grates.
13. Do not carry passengers.
14. In rainy weather, allow much more distance for stopping. Do not take corners too fast – wet pavement is slippery.
15. Be careful when crossing driveways.
16. Be alert at all times when riding your bike.

In collaboration with the Village, walking and bicycle safety practices have been developed. [Click here](#) to review with your child.

Bicycle Parking Bicycle riders park their bicycles in the bicycle racks at the front corner of

the school near Oak Street and enter through the front doors or the racks off Elm Street and enter the building through the back doors. Bicycles may not be parked in any other place.

Bicycles should be locked at all times, and they should be registered with the Winnetka Police Department.

Bus Transportation Information regarding the location of bus stops and fees will be mailed to District families by the Business Office. Bus riders are expected to behave courteously at the bus stop and on the bus. Any students reported for discourteous behavior by the bus driver will lose bus-riding privileges.

The public bus, PACE-route 432, runs along Elm Street approximately every 30 minutes. Details for routing, costs, purchasing a bus pass, etc. can be obtained by calling **PACE at 847-836-7000.**

Bus safety is important to and from school and on field trips. Students should not divert the bus driver from his/her safe driving and maneuvering of the vehicle. Loud talking, boisterous laughing or calling out, general “horsing around”, and/or misusing bus equipment or facilities are all unacceptable. Everyone’s cooperation is critical for safe transportation.

Students riding the bus to and from school must make sure the bus has come to a complete stop before approaching the bus. Adults will assist students at the drop off and pick up spot on Oak street in the morning and after school. **Students may not ride the bus home with other students unless they have a signed note from both the parent of the bus rider and the parent of the guest. Both notes must be given to the entrance monitor before noon on the day of the request.** Bus riding students need to gather their things and hustle to the buses at the end of the day. Teachers have a list of bus-riding students and will support them getting out in a timely manner.

The Skokie School Arrival and Dismissal Procedures

Arrival: The bell rings at 8:25 a.m. Students should leave themselves enough time to get into school and drop their things off at their lockers so that they can be in their classrooms when the bell rings. Teachers will share their own practices about coming in for extra help. Students should arrive on school grounds no earlier than 8:10 (which is when supervision begins) unless they are coming to meet with a specific teacher or visit a space that is available before school (ie the resource center).

Dismissal: There is a great deal of congestion during dismissal due to foot and car traffic from 3 nearby schools. You might consider setting a meeting spot up with your child that is on a nearby side street or further east on Oak or Elm.

Traffic Flow: It is very busy in the area during arrival and dismissal due to our location. Please be mindful about keeping the flow of traffic moving when you are picking up your child. Fifth grade parents can drive through the parking lot to drop off. Sixth grade parents can drop off curbside in front of the school. The front circular drive is closed during arrival and dismissal.

Elm Street: Traffic moves east and west. Cars may pull to the side of the street to wait for a student, but the driver must remain in the car. If you are waiting on the north side of the street, **your child must cross at the crosswalk** to come to the car. It is not safe for children to be crossing in the middle of the street. Please help us keep the students safe and encourage them to cross at the crosswalk.

Oak Street: Traffic moves east and west to the east of Glendale. Traffic moves to the west only when you are west of Glendale. Busses drop off and pick up on Oak Street on the south side of the school building. Please do not park and wait for your child at this location (see the red, bold line on the map).

Other notes on parking and waiting: Please be mindful of the street signs near the building that specify where there is no parking during school hours. Police will ticket cars that violate traffic signs.

Crossing Guard: Our teachers and associates work very hard to ensure students are safe while walking to school. Please help us keep students safe by following their direction when driving, and by encouraging your child(ren) to listen, as well. If a crossing guard is standing in the intersections, that means all four cars should be stopped and not move until he/she returns to the corner.

Miscellaneous School Guidelines

Backpacks, Book bags, and Other Carry-All gear Backpacks and bookbags must be kept in the students' lockers. They are not to be carried from class to class during the school day. Backpacks are to be stored only in the students' lockers, not anywhere else in the building. (See *also* **Search and Seizure**.)

Behavioral Expectations Students are expected to behave in a manner that reflects a positive attitude toward learning and a respect for the rights and property of others. Students have the responsibility to know and adhere to the rules and regulations of the school. High standards of behavior are an essential part of a productive learning environment.

Acceptable behavior is behavior that does not interfere with a student's own learning; the right of other students to learn; and the right and obligation of the teachers to instruct the class.

Student behavior in all areas should not interfere with the rights of other students to move around the building in a comfortable, orderly, safe, and secure atmosphere, free from the abuse of other students.

Appropriate consequences will be employed to encourage proper behavior and to discourage improper behavior.

It is each student's responsibility to be motivated and organized toward academic success as well as to accept ownership of consequences for his/her behavior.

School Dress The purpose of these guidelines for all students is not to inhibit any person's taste in clothes, but rather to better facilitate the process of education through reasonable guidelines of "dress". The dress of students should be appropriate to the age of the student and the educational activity. **An individual's dress cannot be offensive, obscene, or disruptive to the educational process nor pose a danger to any students' health and safety.**

Although current fashion trends may encourage students to dress in certain styles, we are foremost a school and may therefore restrict clothing that is inappropriate to the educational process. Clothing or styles that are unacceptable include: bare midriffs; exposed underwear; very short shorts, dresses and skirts; articles of clothing with suggestive or inappropriate messages including references to sex, drugs, alcohol or cigarettes. In addition, no hats or head coverings may be worn in the building.

Cell Phones and Electronic Devices Students are permitted to use the telephone in their classroom or one of the offices for urgent, unexpected communication. Transportation to after school activities should be made in advance whenever possible.

Cell Phones: We acknowledge that some families choose to provide their fifth and sixth grade students with cell phones for emergency purposes. Cell phones must remain turned off in student backpacks until after dismissal. Students may only use their cell phones outside the school building. Student use of cell phones at dismissal creates a safety hazard. Students

violating the spirit of this rule will be given a warning. Subsequent violations will result in the confiscation of the phone. Confiscated phones will only be returned to a parent. We strongly recommend that arrangements for transportation be made before coming to school. Students needing to make emergency calls may do so at any time in the office.

Electronic Devices Electronic devices such as iPods, smart watches, etc. are disruptive to the learning environment at Skokie School. We recommend that students not bring them to school.

Field Trips In addition to the educational benefit, field trips offer the students an opportunity for growth in self-discipline and self-control and engender consideration for others. These outings also provide students an opportunity to interact with a variety of students.

Parents are notified of all field trips--location, time, method of transportation, etc. *A permission slip signed by the parent is necessary for participation in each field trip.*

Participation in field trips is a privilege. Students are expected to act appropriately and courteously at all times. Students who are considered by their teachers to be unable or unwilling to comply with the safety and conduct regulations will have their field trip privileges suspended. Students excluded from a field trip will be expected to report to school and to complete work in an alternate classroom as assigned by their teachers.

Homework We all expect that our students' best learning will occur when they are rested and come to school prepared each day with homework complete. Homework is important at Skokie School. Often, the next lesson depends on a student's understanding of the previous night's homework. Students should make every effort to complete assignments as thoroughly as they can. If students have a problem, they are encouraged to come to school with questions. Teachers will support and discuss difficulties with them, but at the same time they will expect that students are putting forth their best efforts.

After a student has been absent for three consecutive days due to an illness or health related concern, a parent may request homework assignments. We ask parents to call the main office before 8:00 a.m. of the third absence day so teachers have adequate time to prepare the assignments for parent pickup.

If a child is absent for only one or two days, a classmate can be called to secure the assignments. Many teachers give out assignments over time, distribute the week's tasks/assignments early in the week, and have standing weekly assignments so students often know most of what is expected in advance.

Kinetic Wellness Program All 5th and 6th grade students have kinetic wellness on a daily basis.

Clothing: Fifth grade students will be advised by kinetic wellness teachers throughout the year whether they will have class indoors or outdoors so students can bring the appropriate attire to class with them. During cool weather, fifth-grade students may need sweats and/or jackets. Sixth-grade students wear uniforms every day unless the teacher specifically indicates otherwise. This clothing may be purchased locally and should be clearly marked with the students' names. Uniforms must be taken home and washed weekly. It is also necessary to have sweats at school for days when the weather is cool.

Shoes: Athletic shoes used for kinetic wellness in both fifth and sixth grade must be secured with laces or Velcro straps. Hiking boots, slip-ons, and deck shoes are not acceptable.

Jewelry: Jewelry is not to be worn during class time.

Lockers: All sixth-grade students are assigned a personal locker, which they are to use. Lockers are to be LOCKED at all times. Students are responsible for appropriate care and security of their belongings. If a lock is lost, the student must purchase a new one from the school immediately.

Parent Absence from Home Please advise the school principal, in writing, if you plan to be away for any extended period of time during the school year. We would like to know the dates you will be gone and the name and telephone numbers of the person who will be in charge of your children during your absence. The principal will then notify the appropriate teachers and staff as well as the school nurse.

Right At School: Before- and After-School Program



The District is excited to introduce for the 2020-2021 school year our new before- and after-school partnership with Right at School.

Program Hours

The Right at School Program is offered all days school is in session.

Before School Session will be held @ Hubbard Woods School from 7:00 A.M. to 8:25 A.M. (when regular school supervision starts). Transportation will be provided to Crow

Island, Greeley, and Skokie School from Hubbard Woods to ensure students are able to start their regular school day.

After School Session is held from 3:15 P.M. to 6:15 P.M. Depending on enrollment, programs may be offered at Crow Island, Greeley, Hubbard Woods, and Skokie Schools. Transportation to Right at School will be provided if a specific site is not hosting.

Program Information & Fees

[Click here](#) to learn more about the Right at School Program

[Click here](#) for the fee schedule.

Registration and Enrollment

A one-time enrollment fee of \$60/family is required at the time of registration. Program fees are paid monthly and due the Friday before the month of service begins. Parents will have the opportunity to add or remove days on a monthly basis or to purchase a 10-day pass.

Please note: For staffing and planning purposes, the deadline for registration to determine school location offerings is July 1, 2020.

Please contact Linda Wehrheim (lindawehrheim@winnetka36.org) at the District Office or Carrie Kruzycki (carrie.kruzycki@rightatschool.com) at Right at School with any questions.

School Hours The school day for students begins at 8:25 a.m. Students are expected to be in their respective seats at 8:25 a.m. to conduct the day's initial business. It is imperative that all students be *on time, everyday*. The time between 8:10 a.m. – 8:25 a.m. is an important time for students to organize themselves and their materials. School is dismissed at 2:30 p.m. on Mondays and at 3:30 p.m. Tuesdays through Fridays.

It should also be noted that we do not have adults available to let children in the building prior to 7:30 a.m., unless students are arriving for a specific music rehearsal or club. When students arrive in the building prior to 8:10 a.m., they will be asked to sign in and provide information about their destination. Unless a child has a specific appointment to meet a teacher, students will be asked to wait outside or in the auditorium when it is raining or cold. This is to ensure students are properly supervised in the morning.

School Supplies School supply lists can be accessed on the school website. All student supplies are to be stored in their desk or locker. Students are expected to bring their assignment notebook and all necessary supplies each day.

Textbooks, Materials, Other School Property When textbooks are issued, students must write their names in the front of the books and must cover them as well. Books must be turned in at the end of the year or upon withdrawal from school. Fines are levied when textbooks are damaged beyond ordinary wear. Torn bindings, damaged covers, writing in books, and ink spots are all finable. All fines and fees for damaged or lost textbooks, materials, equipment and other school property must be paid promptly. Students may not be cleared at the end of the school year until all fines are paid.

Visitors All visitors entering The Skokie School are required to sign in with the entrance monitor, provide picture identification (drivers license), and display the badge and lanyard provided while in the building. Visitors are asked to use the front door to enter and exit the building. Students may not open doors in the building even when they know the visitor. Student visitation from other schools is not allowed because of possible class disruption. Visitors under the age of eighteen must be accompanied by a parent or guardian at all times, unless they are participating in a School District-sponsored event.

2020 - 2021 The Skokie School Daily Schedule

Periods	Early Dismissal Monday	Standard Tuesday - Friday
Advisory	8:25 – 8:35	8:25 – 8:45
1st	8:37 - 9:06	8:48 - 9:21
2nd	9:09 - 9:38	9:24 - 9:57
3rd	9:41 - 10:10	10:00- 10:33
4th	10:13 - 10:42	10:36 - 11:09
5th	10:45 - 11:15	11:12 - 11:45
6th	11:18 - 11:48	11:48 - 12:21
7th	11:51 - 12:21	12:24 - 12:57

8th	12:24 - 12:54	1:00 - 1:33
9th	12:57 - 1:26	1:36 - 2:09
10th	1:29 - 1:58	2:12 - 2:45
11th	2:01 - 2:30	2:48 - 3:21
Advisory/Pack Up	Dismissal at 2:30	3:24 - 3:30 (Dismissal at 3:30)