



Parent & Student Handbook

2020-2021

Included in this Parent/Student Handbook are summaries of School Board policies in effect as of the revision date indicated below. Policies represented may be amended during the year without notice. School Board Policies, in their entirety, are available to the public at the District Office and on the District website www.winnetka36.org

Revised 05-01-2020

WELCOME

This handbook provides information about The Winnetka Public Schools District 36. It contains a summary of School Board policies governing the District. These policies are regularly reviewed and updated. Parents are recommended to access School Board Policies in their entirety on the website from the School Board homepage. [This handbook](#) will always be available on our [website](#) and, like the Board meeting calendar and policies, will be updated as needed throughout the year.

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School Practices and Guidelines

Each school also has Practices and Guidelines which provides school specific information for parents.

- [Carleton Washburne School Practices and Guidelines](#)
- [Crow Island School Practices and Guidelines](#)
- [Greeley School Practices and Guidelines](#)
- [Hubbard Woods School Practices and Guidelines](#)
- [Skokie School Practices and Guidelines](#)

Our Vision

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

BOARD OF EDUCATION • MEMBERS

Name	Role	Dates of Service
Dawn Livingston	President	2015-2023
Steve Cirulis	Vice President	2017-2021
Emily Rose	Secretary	2019-2023
Maxie Clarke	Member	2019-2023
Scott Conine	Member	2017-2021
Megan Panje-Wilson	Member	2019-2023
Nat Roberts	Member	2017-2021

The School Board meeting schedule is posted at www.winnetka36.org/Page/58. The public is welcome. Notices of meetings are placed in the District Office, on the District Website, and at the building entrance of the meeting location. Board member biographies, Board communications, Board policies, Board meeting calendar, Board meeting agenda, Board meeting minutes, Board meeting packets, and video podcasts of Board meetings and are available at www.winnetka36.org/Page/58.

Board Meetings

See www.winnetka36.org/page/58 for updated information and location. The following Regularly scheduled School Board meetings for the 2020-2021 school year will be held at the Carleton Washburne School, 515 Hibbard Road, Winnetka, unless otherwise noted.

- August 18, 2020
- September 22, 2020
- October 20, 2020
- November 24, 2020
- December 15, 2020
- January 26, 2021
- February 23, 2021
- March 23, 2021
- April 27, 2021
- May 25, 2021
- June 15, 2021

Directory • District Administration

Administrative Offices 1235 Oak Street, Winnetka, IL; 847-446-9400; Hours: 8:00 A.M.–4:30 P.M.

www.winnetka36.org

Dr. Trisha Kocanda, <i>Superintendent</i>	trishakocanda@winnetka36.org	847-446-9400
Brad Goldstein, <i>Chief School Business Official</i>	bradgoldstein@winnetka36.org	847-501-2522
Kelly Tess, <i>Asst. Supt. of Professional Dept. & HR</i>	kellytess@winnetka36.org	847-501-2683

Superintendent's Office

Linda Wehrheim, <i>Executive Assistant to Superintendent</i> <i>Executive Assistant to School Board</i>	lindawehrheim@winnetka36.org	847-501-2727
Carolin Huh, <i>Registrar/District Office Coordinator</i>	carolinhuh@winnetka36.org	847-501-2721
Annie Lascelles, <i>Crossing Guard/Delivery</i>	annielascelles@winnetka36.org	847-446-9400

Buildings & Grounds

Adam Rappaport, <i>Director of Buildings & Grounds</i>	adamrappaport@winnetka36.org	847-501-3140
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Business Office

Mary Lee, <i>Business Office Administrative Assistant</i>	marylee@winnetka36.org	847-501-2697
Robert de Berard, <i>Accounts Payable</i>	robertdeberard@winnetka36.org	847-501-2604
Amy Huisel, <i>Bookkeeper</i>	amyhuisel@winnetka36.org	847-501-2527
Susan Hasselson, <i>Payroll</i>	susanhasselson@winnetka36.org	847-501-2022

Communications

Katharine Hughes, <i>Communications Coordinator</i>	katehughes@winnetka36.org	847-501-5174
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Curriculum

Barry Rodgers, <i>Dir. of Innovation, Teaching & Learning</i>	barryrodgers@winnetka36.org	847-501-5504
Amara Martini, <i>Curriculum/Tech Administrative Assistant</i>	amaramartini@winnetka36.org	847-501-5468

Human Resources

Karen Foley, <i>Human Resources Administrative Assistant</i>	karenfoley@winnetka36.org	847-501-2777
Jessica Lerner, <i>Benefits</i>	jessicalerner@winnetka36.org	847-501-2832

Student Services

Elizabeth Martin, <i>Director of Student Services</i>	bethmartin@winnetka36.org	847-501-2622
Laura Hershner, <i>Pupil Services Administrative Assistant</i>	laurahershner@winnetka36.org	847-501-2735

Technology Offices 520 Glendale Ave, Winnetka, IL; 847-501-4530; Hours: 8:00 A.M.–4:30 P.M.

Maureen Chertow Miller, <i>Director of Technology</i>	maureenmiller@winnetka36.org	847-501-5399
Lance Gilchrist, <i>Web Coordinator</i>	lancegilchrist@winnetka36.org	847-501-5465
Jenn Marshall, <i>Technology Support Coordinator</i>	jennmarshall@winnetka36.org	847-501-5467
Robert Repp, <i>Network Coordinator</i>	robrepp@winnetka36.org	847-501-2848
Beth Migalla, <i>Information & Database Coordinator</i>	bethmigalla@winnetka36.org	847-501-5416

Directory • School Building Administration

Crow Island School (Grades K–4) 1112 Willow Road; Winnetka, IL; 847-446-0353.

www.winnetka36.org/crowisland

Dr. Julie Pfeffer, <i>Principal</i>	juliepfeffer@winnetka36.org	847-501-4283
Lindy Schmidt, <i>Secretary</i>	lindyschmidt@winnetka36.org	847-501-4738
Christine Demas-Hall, <i>Entrance Monitor</i>	christinedemas-hall@winnetka36.org	847-501-4657
Christine Hahn, <i>Nurse</i>	christinehahn@winnetka36.org	847-446-1048

Greeley School (Grades K–4) 275 Fairview Avenue; Winnetka, IL; 847-446-6060.

www.winnetka36.org/greeley

Joshua Swanner, <i>Principal</i>	joshuaswanner@winnetka36.org	847-501-5054
Gordon Schreiber, <i>Secretary</i>	gordonschreiber@winnetka36.org	847-501-5005
Leslie Jenner, <i>Entrance Monitor</i>	lesliejenner@winnetka36.org	847-501-5082
Jill Fleming, <i>Nurse</i>	jillfleming@winnetka36.org	847-446-2638

Hubbard Woods School (Grades K–4) 1110 Chatfield Road; Winnetka, IL; 847-446-0920.

www.winnetka36.org/hubbardwoods

Beth Carmody, <i>Principal</i>	bethcarmody@winnetka36.org	847-501-3804
Margie Karabas, <i>Secretary</i>	margiekarabas@winnetka36.org	847-501-3875
Rosa Kanellos, <i>Entrance Monitor</i>	rosakanellos@winnetka36.org	847-501-3867
Ashley Jaskowski, District Wide Certified School Nurse	ashleyjaskowski@winnetka36.org	847-501-3863

The Skokie School (Grades 5–6) 520 Glendale Avenue; Winnetka, IL; 847-441-1750.

www.winnetka36.org/skokie

Betty Weir, <i>Principal</i>	bettyweir@winnetka36.org	847-501-5588
Larry Joynt, <i>Assistant Principal</i>	larryjoint@winnetka36.org	847-501-5432
Kath Horton, <i>Secretary</i>	kathhorton@winnetka36.org	847-501-5501
Carol Zalinski, <i>Entrance Monitor</i>	carolzalinski@winnetka36.org	847-501-5505
Marianne Siegel, <i>Nurse</i>	mariannesiegel@winnetka36.org	847-501-5520

Carleton Washburne School (Grades 7–8) 515 Hibbard Road; Winnetka, IL; 847-446-5892

www.winnetka36.org/washburne

Dr. Andrew Fenton, <i>Principal</i>	andrewfenton@winnetka36.org	847-501-3514
Ben Horwitz, <i>Assistant Principal</i>	benhorwitz@winnetka36.org	847-501-3498
Sharon Callahan, <i>Secretary</i>	sharoncallahan@winnetka36.org	847-501-3461
MaryAnn Maurantonio, <i>Secretary</i>	maryannmaurantonio@winnetka36.org	847-501-3444
Nina Eilers, <i>Nurse</i>	ninaeilers@winnetka36.org	847-501-3448

ABOUT OUR SCHOOLS

A Personalized Approach to Your Child's Education

The Winnetka Public Schools has a rich heritage built on a child-centered tradition. The District has long been in the forefront of education as an innovative system and a leader in the development of individualized instruction.

This tradition of emphasis on the child's needs continues today through the constant updating of teaching methods, academic skill-building techniques, and curriculum. In addition, Resource Centers in each school afford opportunities for pursuing special interests or projects and the school program offers a full range of exploratory activities such as vocal music, instrumental music, kinetic wellness, art, and drama.

The most important element in your child's success, however, is the classroom teacher, the one who will know him/her best. In working with your child, the teacher depends on you, the parents/guardians. Close cooperation between the home and school is essential.

Parent-teacher conferences are scheduled at specific times throughout the year and additional conferences can be arranged. If you have a question or a concern, the first people to talk to are the teacher and the principal. If there is still a question, the superintendent is always willing to help. This is the most effective way to deal with a concern. You are invited to visit the schools and to take part in various school activities. All visitors should report to the entrance monitor.

Insurance

Student Accident Insurance is available through an independent group insurance policy. Literature explaining coverage, costs, and enrollment is available at www.winnetka36.org/parents/forms.

Student Services

Each District 36 school offers comprehensive special education and related services for the special needs of its students. For further information, please contact Elizabeth Martin, Director of Student Services, District Office, 1235 Oak Street, 847-446-9400.

Bicycle Safety, Scooters, Skateboards etc.

Children entering third grade and those who are older may ride bicycles to school. All bicycles should be registered with the Winnetka Police Department. Helmets are strongly advised.

Riders are required to walk bicycles on school grounds. Bicycles are to be parked in racks and should be kept locked whenever parked on school property.

Scooters and roller blades must be walked or carried once on school grounds and may not be used on school grounds. They must be kept in lockers during the school day. Roller blades must be exchanged for shoes. See policy 8:30 regarding student conduct on school property.

[The District, in conjunction with the Village of Winnetka has developed these safety skills for walking and bicycle riders.](#)

Elementary Strings Program

Elementary strings students in grades 1–4 have the opportunity to study the violin, viola, or cello. This is a pull-out program during the school day; lessons are 30 minutes per week on a rotational schedule.

Learn more about this program at www.winnetka36.org/elementarystrings.

Chorus

Chorus is a non-fee program offered in each school. Practice times vary in each school. Times and days will be announced by the chorus directors.

DAY TO DAY ESSENTIALS

Health Services

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

Student Illness

To safeguard the health of all the children, if your child is not feeling well and you are uncertain about sending him/her on any given school day, it is best to keep him home and observe him for further symptoms. Children who are ill in the morning should not return to school in the afternoon unless their morning absence and permission to return has been discussed with the school nurse. When keeping your child home, please notify the school nurse or school office by 9:00 a.m. that your child will be absent and the nature of the illness. If your child is out for three or more consecutive days a note may be requested from your physician in order to return to school.

Attendance / Absence Procedures (Policy 7:70)

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.

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](#).

	<p>We prefer you report your child’s absence online, by clicking the link to the right, but if you need to call, please dial our main office line.</p> <p>(847) 446.0353</p>	<p>CI Absence Form</p>
	<p>We prefer you report your child’s absence online, by clicking the link to the right, but if you need to call, please dial our main office line.</p> <p>(847) 446.6060</p>	<p>GR Absence Form</p>
	<p>We prefer you report your child’s absence online, by clicking the link to the right, but if you need to call, please dial our main office line.</p> <p>(847) 446.0920</p>	<p>HW Absence Form</p>
	<p>We prefer you report your child’s absence online, by clicking the link to the right, but if you need to call, please dial our main office line.</p> <p>(847) 441.1750</p>	<p>SK Absence Form</p>
	<p>We prefer you report your child’s absence online, by clicking the link to the right, but if you need to call, please dial our main office line.</p> <p>(847) 446.5892</p>	<p>CW Absence Form</p>

Family Vacations

We place a high value on your child’s attendance and discourage absenteeism that results from a family vacation.

Medical and Dental Appointments

Medical and dental appointments should be scheduled during out-of-school hours.

Excused Absences on Religious Holidays (Policy 7:80) A student shall be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian should give notice to the Building Principal before the student's anticipated absence(s). This notice shall satisfy the District's requirement for a written excuse when the student returns to school.

The District provides each child who is absent from school due to the observance of a religious holiday an equal opportunity to make up any schoolwork requirements, including exams, that are missed due to the absence.

Requests for Early Dismissal

Requests for Leaving School (Crow Island, Greeley, and Hubbard Woods Schools)

A child leaving school should be cleared through the school office and his/her teacher should be notified in writing. At the elementary schools, parents must sign their children in and out of school at the entrance monitor's desk.

Procedure for Leaving School (The Skokie School and Carleton Washburne School)

1. Contact the school or bring a written request initialed by the teacher or advisor to the entrance monitor.
2. Have the entrance monitor issue "Permit To Leave School."
3. Sign out personally with the entrance monitor at time of departure.
4. An adult must sign out students leaving early in person or through call system.
5. Sign in personally with the entrance monitor upon returning during the school day and get a pass to class.

Messages at School

Teachers are not called to the telephone during school hours. If you wish to contact a teacher, leave a detailed message in the teacher's voicemail and the teacher will return your call. Messages for children should be limited to emergencies.

Transportation (Policy 4:110)

All students who travel to and from school on buses pay a transportation fee of \$700 round trip or \$405 one-way per child, if paid by the deadline. There is a late fee assessed for registrations after this date. Students registering late will only be placed on existing routes and stops when space is available. Registration and payment for bus transportation for the 2020-2021 school year was conducted in the spring using the online student registration system. For more information go to the [Transportation link](#) on the District 36 website.

Any bus related questions or concerns can be directed to Mary Lee in the Business Office at (847) 501-2697, as the department manages transportation. Any actions by bus riders that endanger safety are reported to the principal and a written report is submitted by the bus driver to the Transportation Department. Consequences may include assigned seating, and temporary or permanent bus suspension. Students must ride their assigned bus and may not ride on a friend's bus. All vehicles are equipped with seat belts. See Bus Conduct in Student Conduct/Discipline for further information.

Lunch at School

Seventh and eighth grade students may bring lunch from home or purchase lunch. Fifth and sixth grade students may bring lunch from home. On special lunch days, students will have a choice of bringing or buying their lunches.

A supervised, bring-your-own-lunch program is provided in each of the elementary schools. A fee is charged for milk and juice. Registration is required and available during online registration and at the District Office. Lunch options are provided by School PTOs.

DISTRICT PROGRAMS

Right At School: Before - and After-School Program

Right At School, headquartered in Evanston IL is hosted in schools across the country. The School Board recognizes this organization as one providing high quality, community-based programming within the school environment.

This partnership will support the District in its ability to offer after-school programs at Crow Island, Hubbard Woods, Greeley and Skokie schools, affording families the option to keep children within their home school for care. Please note that this offering is dependent on enrolment. Right At School requires a minimum of 15 full-time students to be pre-registered at a location. While we are preparing for programs to be offered at each school, the home school location of students pre-registered by July 1, 2020, will determine how many and which of our school sites will host programs when school begins in the fall. To ensure all families have the option to attend this before and after-school program, transportation services will be provided.

Program Hours

The Right At School Program is offered all days school is in session. Drop-In and 10-pass options will also be available.

Before School Session will be held at 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 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 and Registration

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

[Click here](#) for program fees

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.

Adventures in Learning

The Adventures in Learning summer program is offered on a tuition basis. Students may select from a variety of special interest courses that are not offered during the regular school year. Both enriching and remedial experiences are offered. Information about the program is available at www.winnetka36.org/domain/227.

After-School Sports

The After-School Sports Program is supported by fees paid by participating students. Activities are seasonal and are an outgrowth of the Kinetic Wellness program. Times, days, activities, and fees will be announced in the school newsletters. Parents and students will be required to review and comply with concussion protocols and policies as outlined in Policy 7:305 Student Athlete Concussions and Head Injuries

RESIDENCY & REGISTRATION

Student Residency and Tuition (Policy 7:60)

Only students who are residents of the District may attend a District school without a tuition charge, except as otherwise provided below or in State law. A student's residence shall be verified annually during the registration process.

Legal custody for regular education students means one of the following:

1. Custody exercised by a parent with whom the student resides.
2. Custody granted by order of a court or competent jurisdiction to a person with whom the student resides for reasons other than to have access to the educational programs of the District.
3. Custody exercised under a statutory short-term guardianship, provided that within 60 days of the student's enrollment a court order is entered that establishes a permanent guardianship and grants custody to a person with whom the student resides for reasons other than to have access to the educational programs of the District.
4. Custody exercised by an adult who demonstrates that, in fact, he or she has assumed and exercises legal responsibility for the student and provides the student with a regular fixed nighttime abode for purposes other than to have access to the educational programs of the District.

A student may also attend school in this District on a tuition-free basis if the student has been placed under the temporary guardianship of the Guardianship Administrator of the Department of Children and Family Services and the student was placed by the Department of Children and Family Services with a foster parent or placed in another type of child care facility and the foster parent or child care facility is located in a school district other than the child's former school district and it is determined by the Department of Children and Family Services to be in the child's best interest to maintain attendance at his or her former school district; or the residency of students who are provided special education services by the District is based on the parent or student residency in accordance with the following:

1. The student's parent or guardian resides in the District and
 - a. The parent has legal guardianship; or
 - b. An individual guardian has been appointed by the courts; or
 - c. An Illinois public agency as legal guardianship and the student resides either in the home of the parent or within the same district as the parent; or
 - d. An Illinois court orders a residential placement but the parents retain legal guardianship.

In cases of divorced or separated parents, when only one parent has legal guardianship or custody the district in which the parent having legal guardianship or custody resides is the resident district. When both parents retain legal guardianship or custody, the resident district is the district in which either parent provides the student's primary regular fixed night-time abode; provided that the election district may be made only one time per school year.

2. The student resides in the District and
 - a. The parent has legal guardianship but the location of the parent is unknown; or

- b. An individual guardian has been appointed but the location of the guardian is unknown; or
- c. An Illinois public agency has legal guardianship and has placed the student residentially outside of the school district in which the parent lives.

In cases where an Illinois public agency has legal guardianship and has placed the student residentially outside of Illinois, the last school district of student residence for at least 45 days shall continue to be the district of residence until the student is no longer under guardianship of an Illinois public agency or until the student is returned to Illinois.

A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement, stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the District, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. If the District knows the current address of the child's natural or adoptive parent, the District shall request in writing that the person complete a signed statement or Power of Attorney stating: (a) the role and responsibility of the person with whom their child is living, (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency; and (c) the reason the child lives with the person asserting legal custody over the child, other than to receive an education in the District.

A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition.

When a student's change of residence is due to the military service obligation of the student's legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation if the student's custodian makes a written request. The District, however, is not responsible for the student's transportation to or from school.

If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District, but will be living within the District within 60 days after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of State law, and shall not be charged tuition.

Requests for Nonresident Student Admission

Non-resident students may attend District schools upon the approval of a written request submitted to the Superintendent or designee by the student's parent(s)/guardian(s) for non-resident admission. The Superintendent may approve the request subject to the following:

1. The student will attend on a year-to-year basis. Approval for any one year is not authorization to attend a following year.
2. The student will be accepted only if there is sufficient availability and capacity of instructional space and personnel.
3. The student's parent(s)/guardian(s) will be charged the amount of tuition as indicated on the prior year's Audited Financial Report.
4. The student's parent(s)/guardian(s) will be responsible for transporting the student to and from school and school-related activities.

Homeless Students

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

Challenging a Student's Residence Status

The Superintendent may investigate and determine the residency of any student before or after enrollment in accordance with the law and may require the involved persons to provide additional information to be considered by the District in determining residency. Such information may include, but is not limited to, real estate contracts, leases, financial documents, voter registration, tax documents, bills, and vehicle registrations and licenses. The investigation may include, but is not limited to, interviews, completion of questionnaires, observations, and home visits. At the conclusion of the investigation and after providing the student and the student's parents or other appropriate person an opportunity to discuss the matter, the Superintendent shall make a decision as to the student's residency. If the Superintendent determines that a student attending school on a tuition-free basis is a non-resident of the District for whom tuition is required to be charged, he or she on behalf of the School Board shall notify the person who enrolled the student of the tuition amount that is due, and the date by which the student will no longer be allowed to attend school in the District. The notice shall detail the specific reasons why the Board believes that the student is a nonresident of the District and shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing.

Exceptions

If the person seeking to enroll a student plans to move into the District but will not take possession of their residence until after the student is scheduled to begin classes, enrollment will be permitted only upon tender of a check for one semester's tuition.

- A. If the person and student move into their new residence and present proof of physical presence in the residence with the intent to make it their permanent home to the District within 60 calendar days of enrollment, the District will return their tuition check in full.
- B. If the person and student move into their new residence after this 60 calendar day period has expired, they will be charged tuition for the period they were not residents and a prorated amount of their tuition will be returned.
- C. To qualify students for enrollment in The Winnetka Public Schools, the parents must furnish to the Superintendent one of the following:
 - a. An agreement to purchase residential property in District 36, signed by seller and parents/guardians as buyer, which recites a closing date within 60 calendar days after the enrollment date.
 - b. A copy of a lease agreement, signed by landlord and parents/guardians as tenant, giving the parents/guardians occupancy of a house or apartment in the District within 60 calendar days after the enrollment date; or
 - c. A copy of an agreement with a building contractor, signed by the contractor and the parents/guardians, for the construction of a dwelling in the District with a contract including an occupation date of not later than 60 calendar days after the enrollment date.
- D. Upon receipt of written request, received no later than 30 calendar days prior to school resuming after winter break, tuition may be extended for a second semester with the same provisions as for first semester. The first semester's tuition payment, however, will not be refunded. Under no circumstances may tuition be extended beyond one full school term.

New Student Registration

Any child new to The Winnetka Public Schools should register at the District Office, 1235 Oak Street, Winnetka, Illinois. Evidence of birth date must be presented at registration and proof of residency. The District may review residency status at any time during the course of the school year. An original birth certificate or certified copy of the child's birth certificate must be provided within 30 days of registration. Physical, dental, and eye examination forms are required by the 1st day of school. Children who will be five years old on or before September 1 are

eligible for entrance to kindergarten. If you are interested in appealing this eligibility deadline, please contact the District Registrar at the District Office.

Student Fees

The activity fees for students in grades kindergarten and grades 1-8 during 2020-2021 will be as follows:

Kindergarten	\$127
Grades 1-3	\$194
Grade 4	\$280
Grade 5-6	\$204
Grade 7-8	\$204

The activity fee can be paid through the online student registration and fee payment system in the spring.

A waiver of student fees is available for those District 36 families who properly apply and demonstrate need. A copy of the financial criteria and instructions on how to apply for a waiver are available on the [Registration Forms link](#) on the District website or in the District Office.

Early Entrance and Acceleration

Early Entrance applies to Kindergarten and 1st Grade. For Early Entrance into Kindergarten your child’s 5th birthday must fall between September 2 and October 31 of the school year term. For Early Entrance into First Grade your child’s 6th birthday must fall between September 2 and December 31 of that school year term. The deadline for applications is March 31 for consideration of early entrance for the following school year. Visit the District website at www.winnetka36.org/Page/230 for more information and to begin the Early Entrance application process.

Grade Acceleration applies to 2nd-8th Grade. Single subject acceleration applies to 3rd-8th Grade. Acceleration may be accomplished by either: a) physically moving the student to a higher level class for instruction; or b) using higher level curricular or study materials in the student’s current classroom. The deadline for applications is March 31 for consideration of acceleration for the following school year. Visit the District website at www.winnetka36.org/Page/230 for more information and to begin the Acceleration application process.

SCHOOL BOARD POLICIES AND REQUIRED NOTICES

Food Allergies (Policy 7:285)

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. This plan was revised May 2020.

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 parent provided 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.

Field Trips (Policy 6:240)

Field trips are permissible when the experiences are a part of the school curriculum and/or contribute to the District's educational objectives.

All field trips must have the Superintendent's prior approval, except that field trips beyond a 200-mile radius of the school or extending overnight must have the prior approval of the School Board. The Superintendent shall analyze the following factors to determine whether to approve a field trip: educational value, student safety, parent concerns, heightened security alerts, and liability concerns. On all field trips, a bus fee set by the Superintendent may be charged to help defray the transportation costs.

Parents/guardians of students: (1) shall be given the opportunity to consent to their child's participation in any field trip; and (2) are responsible for all entrance fees, food, lodging, or other costs, except that the District will pay such costs for students who qualify for a fee waiver under Board policy 4:140, Waiver of Student Fees. All non-participating students shall be provided an alternative experience. Any field trip may be cancelled without notice due to an unforeseen event or condition.

Privately arranged trips, including those led by District staff members, shall not be represented as or construed to be sponsored by the District or school. The District does not provide liability protection for privately arranged trips and is not responsible for any damages arising from them.

Recreational Class Trips

Recreational class trips are permissible provided they do not interfere with the District's educational goals. The provisions in this policy concerning field trips are also applicable to recreational class trips, except those regarding educational value.

Non-School Sponsored Trips

The Board recognizes that students may participate in activities that involve District faculty but are not approved or sponsored by the District. The private organization or individuals sponsoring these non-school sponsored trips shall assume any and all liability associated with them. Faculty or staff involved in a non-school sponsored trip must inform the Superintendent and comply with any applicable District guidelines.

Grading, Reporting, and Promotion (Policy 6:280)

Promotion

The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance on State or other testing assessments. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted.

Every teacher shall maintain an evaluation record for each student in the teacher's classroom. A District administrator cannot change the final grade assigned by the teacher without notifying the teacher. Reasons for changing a student's final grade include:

- A miscalculation of test scores,
- A technical error in assigning a particular grade or score,
- The teacher agrees to allow the student to do extra work that may impact the grade,
- An inappropriate grading system used to determine the grade, or
- An inappropriate grade based on an appropriate grading system.

Should a grade change be made, the administrator making the change must sign the changed record.

Conferences and Reporting

Parents shall be informed at regular intervals regarding the progress of their children in school.

The Board endorses the use of various avenues of communication with parents, including the following:

1. Parent-teacher conferences which shall be conducted on a regular basis.
2. Written pupil progress reports which teachers shall submit to parents according to a regular schedule
3. Additional methods for reporting, such as open house, parent education meetings and newsletters shall be the responsibility of each school.
4. Interim reports, through which teachers contact parents to impart information or to arrange a conference when teachers believe additional information should be shared shall be encouraged. Teachers also shall make every effort to be available to meet with parents whenever a parent feels the need requires it.

Student and Family Privacy Rights (Policy 7:15)

Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect information from students must advance or relate to the District's educational objectives as identified in school board policy 6:10, *Educational Philosophies and Objectives*, or assist student's career choices. The District will not utilize class time or use instructional time to administer a survey unless it is of educational benefit to our students and programs, as ultimately determined by the superintendent. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

Surveys Created by a Third Party

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent(s)/guardian(s) may inspect the survey or evaluation, upon their request within a reasonable time of their request.

Survey Requesting Personal Information

School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the District) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent(s)/guardian(s) may:

1. Inspect the survey or evaluation upon, and within a reasonable time of request, and/or

2. Refuse to allow their child to participate in the activity described above. The school shall not penalize any student whose parent(s)/guardian(s) exercised this option.

Instructional Material

A student's parent(s)/guardian(s) may inspect upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

Physical Exams or Screenings

No school official or staff member shall subject a student to a non-emergency, invasive physical examination or screening as a condition of school attendance. The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

The above paragraph does not apply to any physical examination or screening that:

1. Is permitted or required by an applicable State law, including physical examinations or screenings that are permitted without parental notification.
2. Is administered to a student in accordance with the Individuals with Disabilities Act.
3. Is otherwise authorized by Board policy.

Selling or Marketing Students' Personal Information is Prohibited

No school official or staff member shall market or sell personal information concerning students (or otherwise provide that information to others for that purpose.) The term "personal information" means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

The above paragraph does not apply: (1) if the student's parent(s)/guardian(s) has consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions.

Under no circumstances may a school official or staff member provide a student's "personal information" to a business organization or financial institution that issues credit or debit cards.

Nondiscrimination

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under School Board policy 8:20, Community Use of School Facilities. Any student may file a discrimination grievance by using Board policy 2:260, Uniform Grievance Procedure.

Sex Equity

No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student may file a sex equity complaint by using Board policy 2:260, Uniform Grievance Procedure. A student may appeal the Board's resolution of the complaint to the appropriate Intermediate Service Center (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

Pesticide Application Procedures (Policy 4:160)

Before pesticides are used on District premises, the Superintendent shall notify employees and parents/guardians of students.

HEALTH & WELLNESS

School Wellness (Policy 6:50)

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school activities, and meal programs.

Goals for Nutrition Education

The goals for addressing nutrition education include the following:

- Schools will support and promote sound nutrition for students.
- Schools will foster the positive relationship between sound 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:

- School 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.
- During the school day, all students will be required to engage in a daily physical education course, unless otherwise exempted.
- 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 Guideline for Foods Available 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 published jointly by the U.S. Department of Health and Human Services and Agriculture (USDA).

Students with Chronic Communicable Diseases (Policy 7:280)

A student with or carrying a communicable and/or chronic infectious disease has all rights, privileges, and services provided by law and the School Board's policies. The Superintendent will develop procedures to safeguard these rights while managing health and safety concerns.

Physical, Dental, and Eye Examinations and Immunizations (Policy 7:100)

Physical examinations are required of all students entering kindergarten and sixth grade, as well as for students new to the District. Physical examinations must be dated after the start of the previous school year to be considered current. The date of the physical examination must be recorded on the form with the physician's signature. The Illinois Department of Public Health and the Illinois State Board of Education also mandates that all

children be immunized against diphtheria, pertussis, tetanus, polio, measles, mumps, rubella, varicella and hepatitis B. Illinois state law requires school districts to exclude students who have not met the requirements for a physical exam with current immunizations by October 15.

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

A dental examination is required for students in kindergarten, grade 2, grade 6, and students new to the District by May 15. Physical, and dental examination forms are available from the school health office or downloaded from District 36's website from the [Health Information and Forms link](#).

All kindergarteners, and any student enrolling for the first time in a public, private, or parochial school, shall submit proof of an eye exam by October 15. Please note that the Illinois Department of Public Health requires children ages 6 or younger who are attending school to receive lead screening. Documentation of this procedure appears on the physical examination form. Please call your pediatrician should you have questions regarding this screening.

Medication (Policy 7:270)

Parents/guardians have primary responsibility for the administration of medication to their children. The administration of medication to students during regular school hours and during school related activities is discouraged unless necessary for the critical health and well being of the student, to maintain the student in school, or in the event of an emergency. The administration of medication to students is subject to guidelines established by the Superintendent, in keeping with state agency recommendations (e.g., Illinois Department of Professional Regulation, Illinois Department of Public Health, and Illinois State Board of Education).

A Medication Authorization Form, available from the school nurse, and at District 36's website from the [Health Information and Forms link](#) is required to be on file in the nurse's office for all prescription, over-the-counter, and self administered medication (EpiPens and inhalers). This form must be completed and signed by the parent and the child's physician, and brought to the nurse's office with medication in its original container. Medication sent to school in baggies, envelopes, school lunches, etc., will not be administered.

When having a prescription filled, please ask the pharmacist to give you a second, properly labeled bottle for the school. Unused medication must be picked up by the parent at the end of the school year.

Vision and Hearing Screening

Students in District 36 are screened for visual and hearing acuity following state mandates. Parents are only notified if a problem is detected.

SCHOOL SAFETY & SECURITY

Safety (Policy 4:170)

The District's commitment to continuously improve safety and security practices is a critical priority that involves all members of our school community. This past year improvements have included:

- Training staff on emergency procedures, medical conditions, concussion awareness, utilizing STOP the bleed kits, and threat assessment procedures

- Adopting an Intergovernmental Agreement for Reciprocal Reporting between the Winnetka Police Department and The Winnetka Public Schools Board of Education
- Developing a Reunification Plan
- Moving to a lanyard identification system
- Establishing a Threat Assessment Team and [Comprehensive Procedure](#)
- Investing in upgrades to communication systems and 2-way radios

See [Safety and Security - Awareness and Prevention](#) for the most up-to-date information.

All District operations, including the education program, shall be conducted in a manner that will promote the safety and security of everyone on District property or at a District event.

Threat Assessment Procedure

Illinois School Code, added by Public Act 101-455 required School Districts to implement a threat assessment procedure by December 24, 2019. Administration, in conjunction with the Policy Subcommittee, had agreed that this requirement would best be accomplished through an [administrative procedure](#) associated with Policy 4.180: Safety & Security. The Public Act also provides that the procedure must include the creation of a threat assessment team. The purpose of the team is to ensure that the District's Threat/Risk Assessment procedures complies with applicable civil rights and other State and federal laws, ensures that training is provided, and procedures maintained for effective information sharing between the District and local law enforcement agencies and community services agencies, including defining the threshold for law enforcement intervention. Additionally, the team will regularly assess the effectiveness of procedures including central reporting mechanisms and identify policies and procedures or equivalent topics that possibly affect threat/risk assessment.

Parent Communication:

Notification to parents shall occur upon determination that a communication of intent to harm oneself or someone else that may be spoken, written, gestured, or expressed in some other form, such as via text messaging, email, or other digital means has been recorded.

Preventing Bullying, Intimidation and Harassment (Policy 7:180)

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school district or school if the bullying causes a substantial disruption to the

educational process or orderly operation of a school. This item (4) applies only in cases in which a school administrator or staff member receives a report that bullying through this means has occurred and it does not require a district or school to staff or monitor any nonschool-related activity, function, or program.

For purposes of this policy, the term bullying includes cyberbullying, and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student in reasonable fear of harm to the student's person or property.
2. Causing a substantially detrimental effect on the student's physical or mental health.
3. Substantially interfering with the student's academic performance.
4. Substantially interfering with the student's ability to participate in or benefit from the service, activities, or privileges provided by a school.

Bullying, intimidation, and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. Reports of bullying will be investigated following the steps outlined in Policy 7:180.

Harassment of Students Prohibited (Policy 7:20)

The Superintendent shall use reasonable measures to inform staff members and students of this policy by including. For students, age-appropriate information about the contents of this policy in the District's student handbook(s), on the District's website, and, if applicable, in any other areas where policies, rules, and standards of conduct are otherwise posted in each school.

Grades: K-4 (age-appropriate information)

It is the policy of the Winnetka Public Schools to maintain a safe and supportive learning environment that is free from harassment, intimidation and/or bullying and from discrimination on account of actual or perceived race, color, ethnicity, national origin, citizenship/immigration status, religion, gender identity, gender, sexual orientation, disability, or other such protected classes as determined by Illinois state law. Students who engage in prohibited behavior are subject to appropriate intervention and disciplinary action consistent with the Student Behavior Policy 7:190.

This policy is in effect on school grounds, school buses and at all school sponsored activities, programs and events. There two types of harassment that could happen in school:

1. Unwanted Words - Examples include: teasing, making fun of someone, calling someone names, excluding someone from playing, writing mean notes about someone, drawing mean pictures of someone.
2. Unwanted Touch - Examples: hitting, kicking, pushing, grabbing, shoving, pinching, biting, pulling hair or clothes, unwanted hugs or kisses.

Reporting

Students are encouraged to report claims or incidences of harassment to any staff member with whom the student is comfortable speaking. Reports can be made in person, on paper (District Communication Form) or electronically ([District Communication Form on website](#)).

Complaints will be kept confidential to the extent possible given the need to investigate the complaint. Students who make good faith complaints will not be disciplined.

Harassment of Students Prohibited: Grades: 5-8 (age-appropriate information)

It is the policy of the Winnetka Public Schools to maintain a safe and supportive learning environment that is free from harassment, intimidation and/or bullying and from discrimination on account of actual or perceived race, color, ethnicity, national origin, citizenship/immigration status, religion, gender identity, gender, sexual orientation, disability, or other such protected classes as determined by Illinois state law.

Students who engage in prohibited behavior are subject to appropriate intervention and disciplinary action consistent with the Student Behavior Policy 7:190.

This policy is in effect on school grounds, school buses and at all school sponsored activities, programs and events.

Harassment means “to tease, bother, or annoy someone on a persistent basis” There are two types of harassment that could occur at schools: Verbal (Unwanted Words) and Physical (Unwanted Touch)

Sexual harassment means to tease, bother, or annoy someone just because of their gender. Sexual harassment is any behavior that is unwanted and sexual. Examples include: sexual comments, gestures, unwanted touching, grabbing, unwanted hugs/kisses; online harassment (i.e., text messages, emails, IMs, chat, sexting), sexual graffiti, notes, or drawings.

Sexual harassment of students is prohibited. Sexual harassment includes any time a person makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct of a sexual or sex-based nature, including sexual violence, imposed on the basis of gender that interferes with a student’s learning or feeling safe at school.

Reporting

Students are encouraged to report claims or incidences of harassment to any staff member with whom the student is comfortable speaking. Reports can be made in person or electronically. The Communication Form can be found on the student’s District-issued iPad, or by accessing [the form on the District website](#) from a home device.

Complaints will be kept confidential to the extent possible given the need to investigate the complaint. Students who make good faith complaints will not be disciplined.

Teen Dating Violence (Policy 7:185)

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. This includes use or threat to use physical, mental, or emotional abuse to control and individual in a dating relationship; or to use or threaten to use sexual violence in a dating relationship.

Visitor Policy and Criminal Offenses (Policy 8:30)

All visitors to school property are required to report to the Building Principal’s office and receive permission to remain on school property. All visitors must sign a visitors’ log, show photo identification, and wear a visitor’s badge. When leaving the school, visitors must return their badge. On those occasions when large groups of parents/guardians, friends, and/or community members are invited onto school property or when community members are attending Board meetings, visitors are not required to sign in but must follow school officials’ instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Any staff member may request identification from any person on school property, refusal to provide such information is a criminal act. The Building Principal shall seek the immediate removal of any person who refuses to provide requested identification.

Any person who engaged in conduct prohibited by this policy may be ejected from school property. The person is also subject to being denied admission to school events or meetings for up to one calendar year.

Illinois Sex Offender Database

Parents of children attending school may access information regarding registered sex offenders through the Illinois State Police website at www.isp.state.il/us/.

STUDENT CONDUCT / DISCIPLINE

Student Discipline (Policy 7:190)

A student is subject to disciplinary action for engaging in prohibited student conduct, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
 - a. Any illegal drug or controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product.
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

- f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
 - g. Look-alike counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
 - h. Drug paraphernalia, including devices that are or can be used to (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
4. Using, possessing, controlling, or transferring a weapon as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
 5. Using or possessing a cellular telephone, video recording device, tablet, or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs on busses in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of- sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
 6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
 7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
 8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
 9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
 10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
 11. Teen dating violence, as described in Board policy 7:185, Teen Dating Violence Prohibited.
 12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
 13. Entering school property or a school facility without proper authorization.
 14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or

indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.

15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling eavesdropping, vandalism, and hazing.
19. Making an explicit threat on social media accounts, websites, or internet sites against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent.
21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal.

8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, Bus Conduct.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, Suspension Procedures.
12. Expulsion from school and all activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, Expulsion Procedures.
13. Transfer to an alternative program if the students is expelled or otherwise qualifies for the transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity including but not limited to, illegal drugs (controlled substances), look-alikes, alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion. Corporal punishment is prohibited. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Weapons

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun or weapon as defined by Section 921 of Title 18 of the United States Code 18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club or any object if used or attempted to be used to cause bodily harm, including look-alikes of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

Re-Engagement of Returning Students

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving a written complaint from any school personnel, the Superintendent or designee shall report all incidents of battery committed against teachers, teacher personnel, administrative personnel or educational support personnel to the local law enforcement authorities immediately after the occurrence of the attack and to the Ill. Dept. of State Police's (ISP), Illinois Uniform Crime Reporting Program no later than three days after the occurrence of the attack. Any involved student's parent/guardian will also be notified immediately after any occurrence of battery. School grounds includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated [licensed] educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

Bus Conduct (Policy 7:220)

All students must follow the District's School Bus Safety Rules.

School Bus Suspensions

The Superintendent, or any designee as permitted in the School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Prohibited student conduct as defined in School board policy, 7:190 *Student Behavior*.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the Superintendent deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

Electronic Recordings on School Buses

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

Student Interrogation by Law Enforcement (Policy 7:150)

Absent exigent circumstances, law enforcement officers may not interview students about matters unrelated to school. Exigent circumstances include the officers' reasonable fear for the safety of the school environment, the presence of firearms or other weapons, or other emergency circumstances where the safety of the school or community is threatened.

A law enforcement officer may interview a student in school when investigating a school-related incident. The officer must present proper identification to the Building Principal or designee. Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the Superintendent or designee will:

- a. Notify or attempt to notify the student's parent/guardian and document the time and manner in writing;
- b. Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present ensure that school employees (including, but not limited to, a school social worker, psychologist, nurse, guidance counselor, or any other mental health professional) are present during the questioning; and
- c. If practicable, make reasonable efforts to ensure a trained law enforcement officer to promote safe interactions and communications with the student is present during questioning.

A law enforcement officer or representative of the Department of Children and Family Services (DCFS) investigating an allegation of abuse of a District student may interview a student in school provided he/she presents proper identification to the Building Principal or designee prior to the interview. The student's parent/guardian shall be notified of such interview, unless the officer of DCFS representative indicates that the parent/guardian may not be informed to protect the student's safety.

SPECIAL EDUCATION SERVICES

Educational Rights of Children with Disabilities (Policy 6:120)

The School District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals With Disabilities Education Act (IDEA) and implementing provisions of the School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act. The term children with disabilities, as used in this policy, means children between ages 3 and 15 (inclusive) for whom it is determined, through definitions and

procedures described in the Ill. State Board of Education (ISBE) Special Education rules, that special education services are needed.

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the ISBE Special Education rules. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), representation by counsel, and a review procedure.

Parents with any question concerning their rights or their child's rights in regard to special education should contact the Director of Student Services at (847) 501-2622.

Misconduct by Students with Disabilities (Policy 7:230)

It is the intent of North Suburban Special Education District (N.S.S.E.D.) and member districts to comply with the requirement and provisions of Behavioral Interventions in Schools. It is the District's intent to adhere to the following principles when implementing behavioral interventions for students with disabilities receiving special education services in accordance with their IEP's.

- When behavioral interventions are used, they will be used in consideration of the pupil's physical freedom and social interaction and administered in a manner that respects human dignity, personal privacy, and a pupil's right to placement in the least restrictive educational environment.
- Principals, teachers, and other school personnel who work with students with disabilities will receive training and guidance in the use of behavioral interventions from the district or joint agreement.
- The use of interventions will be consistent with the educational goals of enhancing individual students' academic, social, and personal growth.
- The district will endeavor to use more restrictive interventions only on a temporary basis, and such interventions will comply with the relevant procedures and guidelines to be adopted by the North Suburban Special Education District (N.S.S.E.D.) Board/ Behavioral intervention policy committee in the future.
- Districts are responsible to ensure that parents of students with disabilities are fully informed and offered the opportunity to participate in the development of behavioral interventions.
- Procedural protections consistent with the Individual with Disabilities Education Act (I.D.E.A.), will be applicable to the resolution of disputes regarding behavioral interventions.

Isolated Time Out and Physical Restraint (Policy 7:190)

The Illinois State Board of Education (ISBE) has the responsibility to inform school districts, special education cooperatives, and nonpublic facilities approved to serve students with disabilities pursuant to 23 Ill. Admin. Code Part 401 on the implementation of policies designed to ensure school wellness through advisory supports in education, health, and social emotional well-being to offer our children the opportunity to become whole, healthy,

and educated adults. These supports, particularly in the area of social emotional well-being, provide a process for children to acquire the knowledge, attitudes, and skills they need to:

- recognize and manage their emotions
- demonstrate caring and concern for others
- establish positive relationships
- make responsible decisions
- -handle challenging situations constructively

Despite supports, problem behaviors can still occur, and the response of a teacher or an administrator to behavior that has the potential to threaten the well-being of a student or an adult is of paramount importance. Physical restraints and time outs are interventions of the last resort and must be applied judiciously in the rarest of situations. Physically restraining or placing a student in time out can carry many risks to the student's physical well-being, emotional health, self-image, and reputation in the school community. Use of these interventions can also erode trust among stakeholders in the student's education and prevent the student from receiving a Free Appropriate Public Education (FAPE). There are, however, rare incidents in which it may be necessary to restrict a student's movements to ensure the safety of the student or others. State laws and federal guidance provide parameters for use of time out and physical restraints when circumstances warrant.

The Illinois Administrative Code (23 IAC 1.285, as amended by emergency regulations at 43 Ill. Reg. 14314 (eff. 11-20-19)), states the following:

Time out and physical restraint as defined in this Section shall be used only for therapeutic purposes, or as a means of maintaining a safe environment for learning, to the extent necessary to preserve the safety of students and others. Neither time out nor physical restraint shall be used as a form of punishment.

Definitions

Time out - Time out, in Illinois' emergency regulatory language, means "a behavior management technique that involves the monitored separation of a student from classmates with a trained adult for part of the school day, usually for a brief time, in a non-locked setting."

As noted in the Introduction, above, for purposes of the ISBE emergency regulations, therapeutic time out is an intervention used in tandem with other positive intervention strategies, whereas non-therapeutic time out is used for the purposes of maintaining a safe environment for learning. Time out includes situations only when the student is in a monitored enclosure due to exhibiting behavior that poses an imminent danger to self or others, *not* if the student is being disruptive and needs to cool down in a sensory room, reflection area, or other positive or therapeutic supports. If time out is warranted, District 36 only utilized therapeutic time out. The District does not utilize any non-therapeutic time out for any reason.

Physical restraint —In Illinois' emergency regulations, a physical restraint is defined as "holding a student or otherwise restricting the student's movements" and includes only the use of specific, planned techniques (e.g., the "basket hold" and "team control"). Physical restraint shall not impair a student's ability to breathe or speak normally and does not include prone or supine physical restraint, except if all criteria specified in the regulations are met. 23 IAC 1.285(b), as amended at 43 Ill. Reg. 14316 (eff. 11-20-19) and 43 Ill. Reg. 14949 (eff. 12-4-19). Both the federal and State definitions describe physical restraint as consisting of planned holds or techniques to prevent a student's movement (e.g., immobilization of the head, arms, legs, and/or torso) which is only allowable in the event he or she presents an imminent threat to the safety of self or others. Only specifically trained personnel will implement physical restraint and only if a student's behavior is severe enough that this intervention is warranted.

Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

STUDENT RECORDS (Policy 7:340)

School student records are confidential. Information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction by a school employee, regardless of how or where the information is stored, except as provided in State or federal law.

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to object to the release of information regarding his or her child. However, the District will comply with an ex parte court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the student's parent/guardian. Upon request, the District discloses school student records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law.

TECHNOLOGY

Student Social Media Password or Other Account Information (Policy 7:140)

School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

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.

Access to Electronic Networks (Policy 6:235)

Electronic networks, including the Internet, are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication. The School District is not responsible for any information that may be lost or damaged, or become unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Curriculum and Appropriate Online Behavior

The use of the District's electronic networks shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. As required by federal law and Board policy 6:60, Curriculum Content, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in

chat rooms, and (2) cyberbullying awareness and response. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

Acceptable Use

All use of the District's electronic networks must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic networks or District computers. General rules for behavior and communications apply when using electronic networks. The District's administrative procedure, Acceptable Use of the District's Electronic Networks contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

Personal Device(s)

Using or possessing a personal electronic device during the school day is not allowed and must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP), or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Internet Safety

Technology protection measures shall be used on each District computer with Internet access. They shall include a filtering device that protects against Internet access by both adults and minors to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator. The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Ensure staff supervision of student access to online electronic networks,
2. Restrict student access to inappropriate matter as well as restricting access to harmful materials,
3. Ensure student and staff privacy, safety, and security when using electronic communications,
4. Restrict unauthorized access, including "hacking" and other unlawful activities, and
5. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as name and address.

Digital Citizenship

Winnetka Public Schools District 36 uses many resources to teach digital citizenship. Lessons are embedded through instruction via the resource centers, digital literacy classes, and advisories. Resources, curriculum and professional development opportunities are reviewed annually to incorporate best practices for students and staff. Behavior expectations are communicated through student handbooks, practices and guidelines.

Authorization for Electronic Network Access

Each staff member must sign the Authorization for Access to the District's Electronic Networks as a condition for using the District's electronic network. Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted unsupervised use.

All users of the District's computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

The failure of any student or staff member to follow the terms of the District's administrative procedure, Acceptable Use of the District's Electronic Networks, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

2020-2021 WINNETKA PUBLIC SCHOOL DISTRICT 36 CALENDAR

August 24	No School (Teachers Institute Day)	Monday
August 25	No School (Teachers Institute Day)	Tuesday
August 26	School Open (Grades K-8) Half Day Teacher Institute Day in pm	Wednesday
September 7	No School (Labor Day)	Monday
September 28	No School (Yom Kippur)	Monday
October 8	Half Day (Grades K-8) Conferences in PM	Thursday
October 9	No School (Conferences/Reporting Day)	Friday
November 13	No School (Teacher Institute Day)	Friday
Nov. 25-27	No School (Thanksgiving Holiday)	Wed.- Friday
December 19	Winter Vacation Begins (no school)	Saturday
January 4	Schools Reopen	Monday
January 18	No School (Martin Luther King, Jr. Day)	Monday
February 11	Half Day (Grades K-8) Conferences in PM	Thursday
February 12	No School (Conference Reporting Day)	Friday
February 26	No School (Township SEL Institute Day)	Friday
March 27	Spring Vacation begins	Saturday
April 5	Schools Reopen	Monday
May 28	Half Day (Grades K-8) Reporting Day PM	Friday
May 31	No School (Memorial Day)	Monday
June 3	Anticipated Last Day of School (Grades K-7) Half Day Teacher Institute Day in pm	Thursday
June 4,	<i>Emergency School Closing Days (if needed)</i>	<i>Friday</i>
June 7-10	<i>Emergency School Closing Days (if needed)</i>	<i>Mon. Thurs.</i>