

WOLCOTT SCHOOL

THORNTON SCHOOL DISTRICT 154



2019-2020

STUDENT PARENT  
HANDBOOK

<b>Table of Contents</b>	<b>Page</b>
Welcome from Dr. Hurlburt, Superintendent/Principal	5
<b><u>SECTION 1 – District/School Information</u></b>	
Overview	6
Thornton School District 154 Board of Education	6
Administration & Office Staff	6-7
School Contact Information	7
Staff Members/Job Responsibilities	7
School Calendar & Early Dismissal Dates	8
Levels of Communication	9
Emergency School Closings	9
Change in Emergency Contact Information	9
Equal Opportunity & Equity	9
Visitors	9-10
School Volunteers	10
Video & Audio Monitoring Systems	10
<b><u>SECTION 2 – Attendance &amp; Instruction Procedures</u></b>	
Student Absences	10-11
Truancy	11
Tardiness	11
Homework	11
Make-up Work	11-12
Grading Reporting, Promotion & Retention	12
Grade & Extracurricular Eligibility	12
Honor Roll & Effort Honor Roll – Grades 5-8	13
Grade Point Values	13
Effort Grades	13
Honor Roll	13
Honor Roll Breakfast	13-14
Home & Hospital Instruction	14
<b><u>SECTION 3 – Fees &amp; Waivers</u></b>	
Fines, Fees, & Charges; Waiver of Student Fees	15
Unpaid Registration Fees	15
Textbooks & Library Books	15
Breakfast, Lunch, & Free/Reduced Meals	15
<b><u>SECTION 4 – Arrival, Departure &amp; Transportation</u></b>	
Wolcott Street	16
Harriet Street	16
Hubbard Street	16
Crossing Guards	16

Bicycle Regulations	16
General Procedures for Walkers & Bicycle Riders	16-17
Door Information & Arrival Times	17
Dismissal Information	17
1:00 Dismissal Dates	17
Closed Campus	17
Bus Transportation for School & School-Sponsored Activities	17-18

### **SECTION 5 – Medical**

Required Health Examinations & Immunizations	19
Eye Examination	19
Dental Examination	19-20
Exemptions	20
Exemption from Physical Education Requirement	20
Care of Students with Diabetes	20
Students with Food Allergies	21
Communicable Disease	21
Head Lice	21-22
Student Medication	22

### **SECTION 6 – Uniform Policy & Student Appearance**

General Information	23
School Uniform Policy	23-25
Consequences	25
Dress Down Policy	25-26

### **SECTION 7 – Building Conduct Procedures, Level System, & Field Trips**

Building Conduct Procedures & Student Discipline Overview	27
Building Conduct Procedures – Level System	27
Behavior Ineligibility	36
Detentions & Saturday Detention	29
In-School Suspension (ISS)	29
Out-of-School Suspension (OSS)	30
Bus Suspension	30
Expulsion	30
Level Renewal for Wolcott’s School-wide Level System	31
Search & Seizure	31
Field Trips	31

### **SECTION 8 – Technology**

Internet Acceptable Use Policy	30
Internet Policy	30
1:1 Wireless Device Program	31
Parent & Student Wireless Device Program Agreement	32
Cost for Repair/Replacements	32

Prohibited Student Conduct - Electronic Devices	32
<b><u>SECTION 9 – Special Education &amp; Response to Intervention</u></b>	
Education of Children with Disabilities	34
Accommodating Individuals with Disabilities	34
Discipline of Students with Disabilities	34
Response to Intervention	35
Intervention Periods	35
Advisory Periods for Junior High Students	35
<b><u>SECTION 10 – Student Privacy &amp; Records</u></b>	
Student Records	36
<b><u>SECTION 11 – Homeless, Title I &amp; English Language Learners</u></b>	
Homeless Child’s Right to Education	36
Title I Parents Right-To-Know Information	36
English Language Learners	37
<b><u>SECTION 12 – Extra-curricular Activities &amp; School Related Organizations</u></b>	
Extracurricular Activities	39
Athletic Association	39
Cal Ridge Conference	39
Parent Teacher Association	39
Music Organization	39
<b><u>SECTION 13 – Miscellaneous</u></b>	
Animals on School Property	40
Bats, Balls & Other Sporting Equipment	40
Bringing Money & Other Valuables to School	40
Flexible Seating	40
Invitations & Gifts	40
Mandated Reporters	41
Messages for Students	41
Safety Drill Procedures & Conduct	41
School Visitation Rights	41
Skates, Skateboards, Rollerblades & Scooters	41
Student Visitation	41
Teen Dating Violence	41
Treats & Snacks	42

**Welcome from the Superintendent/Principal**

Dear Parents and Guardians:

Wolcott School personnel along with the Thornton School District 154 Board of Education are committed to providing all students at Wolcott School with the highest quality of educational experiences.

Please review the information in this student and parent handbook with your child(ren). Please make sure you complete and return the parent student handbook sign-off sheet to the school office on or before Wednesday, August 28, 2019.

In order for Wolcott School to continue a tradition of excellence, it is necessary that an orderly educational environment be maintained. Children are expected to adhere to the procedures for their benefit as well as the benefit of other students.

Sincerely,

Dr. Thomas Hurlburt  
Superintendent of Schools  
Thornton School District 154

## **SECTION 1 – School/District Information**

### **Overview**

This handbook is a **summary** of the school’s procedures and expectations and is **not** a comprehensive statement of policy. The Board of Education’s comprehensive Policy Manual is available for public inspection through the District’s website, **www.d154.org**, or at the Board of Education office, located at:

Thornton School District 154  
Wolcott School  
200 North Wolcott Street  
Thornton, IL 60476

### **Thornton School District 154 Board of Education**

The School Board governs the school district and is elected by the community. Regular Board of Education meetings are held each month on the second Monday beginning at 7:00 p.m. in the Wolcott School Library. Special meetings are called when necessary, with the posting of those meetings being placed on the front door at Wolcott School and on the District’s website, **www.d154.org**. The public is invited to all meetings.

Parents and community members who wish to make a presentation to the Board of Education are requested to submit their written request to appear on the agenda through the Superintendent’s Office to the Board of Education at least one week prior to the meeting. An “open forum” is provided at each regular meeting of the Board of Education for public comment or questions to the Board of Education members.

### **Thornton School District 154 Board of Education Members**

Current School Board members are:

Mrs. Marge Schweitzer	President	<a href="mailto:mschweitzer@wolcottschool.com">mschweitzer@wolcottschool.com</a>
Mrs. Kimberly Buczkowski	Vice-President	<a href="mailto:kbuczkowski@wolcottschool.com">kbuczkowski@wolcottschool.com</a>
Mrs. Aubrey Durkin	Secretary	<a href="mailto:adurkin@wolcottschool.com">adurkin@wolcottschool.com</a>
Ms. Bevin Heiden	Member	<a href="mailto:bheiden@wolcottschool.com">bheiden@wolcottschool.com</a>
Mrs. Jessica Johnsen	Member	<a href="mailto:jjohnsen@wolcottschool.com">jjohnsen@wolcottschool.com</a>
Mrs. Amy Pelke	Member	<a href="mailto:apelke@wolcottschool.com">apelke@wolcottschool.com</a>
Mrs. Martha Ruiz	Member	<a href="mailto:mruiz@wolcottschool.com">mruiz@wolcottschool.com</a>

### **Administration & Office Staff**

The School Board has hired the following administrative and office staff to operate the school:

Dr. Thomas Hurlburt	Superintendent of School/Principal
Mrs. Megan Drangsholt	Student Services Director
Mrs. Cynthia Eastman	School Secretary/Health Aide/Athletic Director
Mrs. Daniella Byrd	Bookkeeper

### **School Contact Information**

Wolcott School  
200 North Wolcott Street  
Thornton, IL 60476

Phone Number: (708) 877-2526  
Website: [www.d154.org](http://www.d154.org)

Fax Number: (708) 877-2537

### **Staff Members/Responsibilities**

Mrs. Kathy Beckman	EL Teacher/Media Specialist
Ms. Heather Bode	Visual Arts
Mrs. Bernadette Bryant	Occupational Therapist Assistant
Mrs. Kelly Carlson	Math Resource Specialist/4th Grade Teacher
Mrs. Amanda Corie	Specialized Instruction, Co-teacher
Mr. Derek Eisensee	Part-time Custodian
Mrs. Carol Figley	1 <sup>st</sup> Grade Teacher
Mr. Peter Frezza	Maintenance
Mrs. Gina Glaser	Instructional Paraprofessional
Ms. Jessica Gobeli	Specialized Instruction, Co-teacher
Mr. Nicholas Gniedziejko	Physical Education/Jr. High Health
Mr. Kent Lemmon	General Music/Band/Chorus
Mrs. Kamesa Mann	Jr. High/6 <sup>th</sup> Grade Homeroom
Mrs. Beverly McGrath	2 <sup>nd</sup> Grade Teacher
Mrs. Sherry Passo	School Social Worker
Mrs. Darlene Perez	3 <sup>rd</sup> Grade Teacher
Mrs. Tracey Ramirez	Guest Teacher
Ms. Megan Reynolds	EL Teacher
Ms. Ashley Simon	5 <sup>th</sup> Grade Teacher
Mr. Edward Skeoch	Jr. High/8 <sup>th</sup> Grade Homeroom
Mrs. Carrie Smith	Permanent Guest Teacher
Ms. Trina Stine	Instructional Paraprofessional
Mrs. Christine Stolzenbach	Kindergarten Teacher
Mr. Paul Williams	Jr. High/7 <sup>th</sup> Grade Homeroom
Mrs. Amanda Wyman	Jr. High/Communication Arts/6 <sup>th</sup> Grade Homeroom

**School Calendar & Early Dismissal Dates 2019-2020**

<b><u>Date</u></b>	<b><u>Event</u></b>	<b><u>Time</u></b>
August 21	First Day - 1 <sup>st</sup> - 8 <sup>th</sup> Grades	8:30a-3:05pm
August 26	First Day - Kindergarten	8:30a-12pm
September 2	Labor Day - No School	
September 3	First Full Day - Kindergarten	8:30a-3:05pm
September 18	Staff Professional Development	1p Dismissal
October 14	Columbus Day - No School	
October 16	Staff Professional Development	1pm Dismissal
November 20	Staff Professional Development	1pm Dismissal
November 25	Teacher's Institute Day	
	P/T Conferences	3:30-8pm
November 26	P/T Conferences	9a-12pm
November 27	Thanksgiving Break - No School	
November 28	Thanksgiving - No School	
November 29	Thanksgiving Break - No School	
December 18	Staff Professional Development	1pm Dismissal
December 23	Winter Break Begins - No School	
January 6	School Resumes	
January 15	Staff Professional Development	1pm Dismissal
January 20	MLK's Birthday - No School	
February 17	Presidents' Day - No School	
February 19	Staff Professional Development	1pm Dismissal
February 27	Teacher's Institute Day	
	P/T Conferences	3:30-8pm
February 28	P/T Conferences	9a-12pm
March 2	Casimir Pulaski Day - No School	
March 18	Staff Professional Development	1pm Dismissal
April 10	Spring Break Begins - No School	
April 20	School Resumes	
April 22	Staff Professional Development	1pm Dismissal
May 20	Staff Professional Development	1pm Dismissal
May 25	Memorial Day - No School	
May 29	Last Day of School (if no emergency days required)	



### **Levels of Communication**

When there is an issue to resolve, the first level of communication is to address the staff member involved with the concern. If no resolution is reached, the second level would be to consult with Administration. The third level is to bring the matter to the Board of Education.

*No level should be skipped at any time.* The procedure ensures that a problem or concern is resolved by using the proper channels and that appropriate open communication is maintained.

See the District's website, [www.d154.org](http://www.d154.org), for more information on the Board of Education.

### **Emergency School Closings**

In cases of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. Closure updates will be provided on the District's website, [www.d154.org](http://www.d154.org). School closings for any reason will be announced by 6:00 a.m. A Phone Notification System call will be made to the phone number on file in the school office. ***If your contact number changes, please be sure to update it in the school office.*** If we dismiss early for an emergency, all after-school functions are automatically cancelled.

### **Change in Emergency Contact Information**

Please notify the school office when there is a change in place of residence and/or home, cell, or work telephone numbers. All emergency information should be kept current.

### **Equal Opportunity & Equity**

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, gender, age, religious beliefs, physical or mental disability, or status as homeless.

No student shall 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.

### **Visitors**

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in at the office and will be given a Visitor lanyard. They are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

They are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself/herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

### **School Volunteers**

All school volunteers must complete the "Volunteer Application Form" from the Volunteer Handbook, complete a Background Check, and be approved by the Superintendent prior to assisting at the school. Volunteer Handbooks are available in the school office. Some teachers utilize parent volunteers in the classroom who have met the volunteer requirements. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the Principal.

### **Video & Audio Monitoring Systems**

A video and/or audio monitoring system may be in use on school busses and in public areas inside and outside the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

## **SECTION 2 – Attendance, Instruction & Grading Procedures**

### **Student Absences**

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reasons as approved by the Principal. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the Principal. The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent/guardian is required to call the school at (708) 877-2526 before 9:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. Failure to do so shall result in an *unexcused absence*. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

### **Truancy**

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be addressed by the District. Students who miss 5% or more of the prior 176 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the District may take further action, including:

- Appropriate school interventions
- Referral to ISC 4
- Possible retention

### **Tardiness**

Tardiness interrupts the learning process and negatively affects performance. Tardiness impacts the student, his/her peers, and staff.

- Parents must notify the school if their child is going to be late and provide a specific reason for the tardiness.
- Students who arrive after 8:30 a.m. must report to the office for a pass to class.

- After three tardies, ***upon arrival to school or classes within the school day***, in a trimester, the student will be issued a detention during lunch or 1 hour after school. Subsequent tardies during the trimester will result in further discipline.
- For chronic tardiness, a meeting will be set up with administration and a Saturday school or in-school suspension may be given.

### **Homework**

Homework is used as a way for students to practice and reinforce what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher and grade level. Teachers usually are available in their classrooms to assist students before or after school; however, arrangements should be made in advance.

### **Make-up Work**

If a student's absence is excused, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers.

### **Grade Reporting, Promotion, & Retention**

Progress Reports and Report Cards are issued to all students three times a year. We encourage families to regularly monitor student grades through School Insight, our online Student Management System. Access to the system requires a valid email address and information is available at the school office.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests, and other testing. A student will not be promoted based upon age or any social reason not related to academic performance. The decision to retain a student is made by a team of teachers and administration.

### **Grade & Extra-curricular Eligibility**

Student eligibility is determined on a weekly basis. A student becomes ineligible if:

- One failing grade ("F").
- "D" average in two or more classes.
- Students can try out while ineligible; however, the sponsor makes the final decision.
- Students are given a verbal notification of eligibility on the last day of the school week.
- Parent/guardian receives written notice via email and/or mail.
- Eligibility period begins the last day of the school week and continues until the second Monday.

- Students must be present in school for a minimum of half day prior to participating in an extra-curricular activity.
- Behavior ineligibility is discussed on page 36.

**Honor Roll & Effort Honor Roll – Grades 5-8**

**Grade Point Values**

<b>A</b>	5 points	Accelerated Classes (Honors Algebra – 8 <sup>th</sup> grade; Honors Pre-Algebra – 7 <sup>th</sup> grade)
	4 points	Core Classes (Reading, English, Math, Science, Social Studies)
<b>B</b>	4 points	Accelerated Classes
	3 points	Core Classes
<b>C</b>	3 points	Accelerated Classes
	2 points	Core Classes
<b>D</b>	3 points	Accelerated Classes
	2 points	Core Classes
<b>F</b>	0 points	Accelerated and Regular Classes

**Effort Grades for Core Classes, Visual Arts, Communication Arts, Music, Physical Education, & Health**

<b>1</b>	Student gives his/her best effort.
<b>2</b>	Student needs to work harder.
<b>3</b>	Student is giving little effort.

**Honor Roll**

High Honor Roll	3.75 GPA and up
Honor Roll	3.25 - 3.74

**Effort Honor Roll**

Student will be placed on the Effort Honor Roll if he/she receives **all** 1s for effort in **all** core and special classes.

**Honor Roll Breakfast**

An invitation to the Honor Roll Breakfast will be given to those students who make the established grade point average **and** have **1s** for effort in all core classes **and** special classes. Those students who make the established grade point average but who do not receive all **1s** for effort in core classes and special classes will receive the honor roll certificates; however, they will not be invited to the Honor Roll Breakfast. We feel strongly that effort is as important as final grades.

### **Homebound & Hospital Instruction**

A student who is absent from school or whose physician anticipates his/her absence from school because of a medical condition may be eligible for instruction in the home or hospital. For information on homebound or hospital instruction, contact the school at (708) 877-2526.

## **SECTION 3 – Fees & Waivers**

### **Fines, Fees, & Charges; Waiver of Student Fees**

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent/guardian to pay fees or certain charges. Students whose parent/guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment. Applications for fee waivers are available in the office and may be submitted to the school by a parent/guardian. A student is eligible for a fee waiver if the student currently lives in a household meeting the income guidelines used for the federal free meals program. The Superintendent will give additional consideration where one or more of the following factors are present:

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Seasonal employment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

Within 30 days, the Superintendent will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process, you may contact the Superintendent at (708) 877-2526.

### **Unpaid Registration Fees**

Registration fees not paid by December 2, 2019 may be turned over to a collection agency. The parent/guardian will be responsible to pay the collection agency fee.

### **Textbooks & Library Books**

- If a textbook or library book is lost or damaged, a replacement fee will be assessed. A refund will not be issued if the original book is found. Damage includes, but is not limited to, writing in books or food or liquid spilled on books.
- Fees assessed will be equal to the purchase price for a replacement copy. Individuals **cannot** purchase a replacement copy.

### **Breakfast, Lunch, & Free/Reduced Meals**

For breakfast, students in grades K-5 can enter the building at 8:10 a.m. and grades 6-8 can enter at 8:15 a.m. to purchase a breakfast for \$1.90. For lunch, students bring a sack lunch from home or purchase a school lunch for \$3.25 and/or milk for \$0.40. Free or reduced price meals are available for qualifying students. Applications are available on the District's website, [www.d154.org](http://www.d154.org), under the "Parent Resources" section or you may contact the office.

## **SECTION 4 – Arrival, Departure, & Transportation**

### **Wolcott Street**

- Parking **is permitted** on the west side of the street in accordance with posted traffic signs, including handicapped zones.
- Parking or dropping-off **is not permitted** in front of the yellow barricades.
- On the east side of the street, parking **is allowed**; however, **students must cross the street at the crossing guard.**

### **Harriet Street**

- This is a **drop-off only zone.**

### **Hubbard Street**

- Parking **is permitted** on the entire street in accordance with posted traffic signs, including handicapped zones.

### **Crossing Guards**

- The Thornton Police Department in cooperation with District 154 provides crossing guards throughout town.

- Students who are disrespectful or insubordinate to a crossing guard will receive a disciplinary consequence.

### **Crossing Guard Locations**

Indianwood & Chicago Road  
Eleanor at Williams

Margaret at Hunter  
Margaret at Schwab

Eleanor at Julian  
Margaret at Wolcott

### **Bicycle Regulations**

- Students in grades 4 through 8 and those students who have turned 9 years old prior to the start of school are allowed to ride bicycles to school.
- Bicycles should be locked to the bike rack.
- Bicycles must be walked between the school and the tracks.
- The school will not assume any liability for bicycles brought to school.

### **General Procedures for Walkers & Bicycle Riders**

- The Thornton Police patrol school zones.
- Do not accept a ride from a stranger or talk to a stranger.
- Walk on sidewalks, not in the street.
- Do not walk along the tracks.
- Stay off of other people's property.
- Do not walk down Chicago Road.
- Do not throw or kick snow, sticks, stones, or debris.
- Watch the traffic carefully at all times.
- Fighting, wrestling, hitting, or any gross misconduct will result in disciplinary consequences.
- See the approved walking route on the last page of the handbook.

### **Door Information & Arrival Time**

- Students may arrive as early as 8:00 a.m. and are considered tardy if they are not in their homeroom by 8:30 a.m.
- Grades K-4 enter Door D. Students may play on the playground until 8:20 a.m.
- Grades 5-8 enter the front door, Door A.
- Students in activities (i.e. band, athletics, or academic assistance) may arrive at their designated time.

### **Dismissal Information**

School dismisses at 3:05 p.m. with the exception of one day per month when dismissal is at 1:00. (See dates below.) Students with or without a parent or not admitted to the school for



books, assignments, personal articles, or other purposes after 3:30 p.m. when the office is closed. Students can retrieve such articles between 3:05 p.m. and 3:30 p.m. **ONLY**.

### **1:00 Dismissal Dates**

Wednesday, 9/18/19	Wednesday, 10/16/19	Wednesday, 11/20/19
Wednesday, 12/18/19	Wednesday, 1/15/20	Wednesday, 2/19/20
Wednesday, 3/18/20	Wednesday, 4/22/20	Wednesday, 5/20/20

### **Closed Campus**

Wolcott School is considered a CLOSED CAMPUS between 8:00 a.m. and 3:05 p.m., and students are not permitted to leave school grounds upon arrival or during the lunch period.

### **Bus Transportation for School and School-Sponsored Activities**

The District provides bus transportation to and from school for all students living 1.5 miles or more from the school. Parents must, at the beginning of the school year, select one bus stop from a list provided by the school at which a student is to be picked up, and one stop at which a student is to be dropped off.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline will be handled by the bus driver. In the case of a written disciplinary referral, student bus concerns will be investigated and handled by the Principal. Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year. In the interest of the student's safety and in compliance with State law, students are expected to observe the following rules:

- Choose a seat and sit immediately upon entering the bus.
- Do not stand in the entrance or aisle.
- School personnel may assign permanent seats.
- Do not move from one seat to another while on the bus.
- Keep all parts of the body and all objects inside the bus.
- Loud conversation, singing, boisterous conduct, unnecessary noise, or profanity is not allowed. Use of cell phones is not allowed.
- Enter and exit the bus only when the bus is fully stopped.
- All school rules apply while on the bus or at a bus stop.
- Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services and/or suspension from school with the possibility of expulsion.
- Use the emergency door only in an emergency.
- In the event of an emergency, stay on the bus and await instructions from the bus

driver.

- Appropriate, non-distracting behavior is required for the bus driver to safely operate the bus. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
- Do not open windows.
- Keep the bus neat and clean.
- Wait at your bus stop on time.
- Never tamper with, damage, or deface anything in or on the bus or any of the bus or school equipment.
- Keep bookbags, books, packages, coats, and other objects out of the aisles.
- Keep all body parts clear of the aisles when seated.
- Eating is not permitted on the bus.
- Parents will be liable for any damage created by students on the bus.

Students may be suspended from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. If a student is suspended from riding the bus, the School Board may lengthen the suspension from the school bus for a period in excess of 10 days for safety reasons. The District's regular suspension procedures will be used to suspend a student's privilege to ride a school bus. It is the parent/guardian's responsibility to transport the student to school.

Video and audio cameras are active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel. For questions regarding school transportation concerns, contact the Principal at (708) 877-2526.

## **SECTION 5 – Medical**

### **Required Health Examinations & Immunizations**

The forms are available on the District's website, [www.d154.org](http://www.d154.org), under the "General Information" tab.

All students are required to present appropriate proof the student received a health examination and immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering Kindergarten or first grade;
2. Entering sixth grade; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

The required health examinations must include a statement from a physician assuring "risk-assessed" or screened for lead poisoning.

Failure to comply with the above requirements by October 15, 2019 will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term shall have **30 days** following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, 2019, the student must present by October 15, 2019 an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

### **Eye Examination**

The form is available on the District's website, [www.d154.org](http://www.d154.org), under the "General Information" tab.

All students entering Kindergarten or school for the first time must present proof before October 15, 2019 of an eye examination performed within one year prior to entry to Kindergarten or the school. Failure to present proof by October 15, 2019 allows the school to hold the student's report card until the student presents: (1) Proof of a complete eye examination, or (2) an appointment card for an eye examination that will take place within 60 days after October 15, 2019.

### **Dental Examination**

The form is available on the District's website, [www.d154.org](http://www.d154.org), under the "General Information" tab.

All children entering Kindergarten, second, and sixth grades must present proof of having been examined by a licensed dentist before May 15, 2020. Failure to present proof allows the school to hold the child's report card until the student presents: (1) Proof of a completed dental examination, or (2) an appointment card for a dental examination that will take place within 60 days after May 15, 2020.

### **Exemptions**

A student will be exempted from the above requirements for:

1. Religious or medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
4. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

### **Exemption from Physical Education Requirement**

If a student has been ill or has injured a body part, the parent/guardian can submit a request to the school office for an exemption from P.E. class for up to 2 days. After 2 days, a doctor's note is required.

### **Care of Students with Diabetes**

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the School Principal. Parents/guardians are responsible for and must:

- Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- Sign the Diabetes Care Plan.
- Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the Principal at (708) 877-2526.

### **Students with Food Allergies**

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules. If your student has a life-threatening allergy or life-threatening chronic illness, please notify the Principal at (708) 877-2526.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed support so your student can access his/her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. The District may be able to appropriately meet a student's needs through other means.

### **Communicable Diseases**

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

- Parents are required to notify the school's health aide if they suspect their child has a communicable disease.
- In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
- The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
- A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

### **Head Lice**

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

- Parents are required to notify the school's health aide if they suspect their child has head lice.
- Children who are infested will be sent home following notification of the parent or guardian.
- The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
- A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school health aide and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

### **Student Medication**

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the

school dispense the medication to the child by completing a “Student Medical Authorization Form,” which can be obtained from the school office.

No school or district employee is allowed to administer to any student, or supervise a student’s self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student’s parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student’s discretion, provided the student’s parent/guardian has completed and signed an Authorization for Student Self-Medication Form. The EpiPen® and/or an asthma inhaler can be stored in the nurse’s office. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student’s self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student’s parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student’s self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

## **SECTION 6 – School Uniform Policy/Student Appearance**

Wolcott School has a uniform policy that all students must follow. Students are expected to wear uniforms in a neat, clean, and well fitting manner while on school property and/or in attendance at school sponsored activities. The uniform must adhere to the guidelines as described below:

### **General Information**

- Uniforms with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- Hats, coats, bandanas, sweatbands, and sunglasses may not be worn in the building during the school day.
- Gang related colors, symbols, apparel, chains, or jewelry is not allowed.
- Visible temporary or permanent tattoos or armbands are not allowed.
- If there is any doubt about dress and appearance, the building administration will make the final decision.
- Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

### **Shirts**

- Shirts must have collars and be in the style of polo, oxford, or button down.
- Shirts in shades of blue, green, or purple are allowed.
- Shirts must be tucked in at all times for students in grades 5-8 with appropriate belt.
- Shirt buttons, with the exception of the top button, must remain buttoned at all times.
- Undershirts must be in allowable school shirt colors (shades of blue, green, or purple). White undershirts are allowed.
- Collarless, sleeveless, bare midriffs, low cut, or turtleneck style of shirts are not allowed.

### **Pants, Jumpers, & Skirts**

- Solid navy or khaki colored pants, jumpers, or skirts are required. Cargo pants, joggers, sweat pants, athletic pants, stirrup/stretch/yoga pants, leggings, denim, or jeans are not allowed.
- Shorts may be worn between the start of school and November 30, 2019. Students may resume wearing shorts on March 1, 2020.
- Shorts, jumpers, and skirts must be no shorter than knee length.
- Capris are allowed as long as they meet all other requirements.
- Students in Kindergarten through 4<sup>th</sup> grades may wear gym clothes purchased from the Wolcott School Athletic Association (see next page).

### **Belt**

- Students in 5<sup>th</sup> through 8<sup>th</sup> grade must wear a solid color black or brown belt with a plain buckle.

### **Socks, Shoes, & Boots**

- Shoes with *no more than two colors* from **black, grey, brown, navy, tan,** and **white** are allowed.
- Logos that do not exceed the two allowed colors on the shoes are allowed.
- Open toe, back, or sides are not allowed.
- Plain socks in solid white, navy blue, black, or brown are allowed and must be worn at all times.
- Solid footed stockings, hose, or tights are allowed for girls in plain white, navy blue, black, or brown.
- Sandals, clogs, or flip flops are not allowed.
- Solid color dress boots up to the ankle in black or brown are allowed.
- Hiking boots are not allowed.
- Students can wear snow boots into school but need approved uniform shoes to change into during the school day.

### **Sweaters**

- Sweaters of all types may be worn as long as they are solid white, blue, green, or purple and either button or zip in the front with no hood and no pockets.
- Sleeveless vests are allowed as long as they follow all other criteria for sweaters.
- The color of the shirt must show when wearing a sweater.

#### **K-4 P.E. Clothing**

- On days that their class is scheduled for P.E., students in grades K-4 ***may*** wear Wolcott School shirts and sweatpants sold by the Wolcott School Athletic Association. This outfit will replace the school uniform but must be worn as a whole and cannot be mixed with the uniform. (e.g., a student cannot wear a Wolcott School Athletic Association shirt with uniform shorts.)
- The purchase of gym clothes is optional and students may choose to wear either the gym uniform or a school uniform.
- All students must wear gym shoes for gym class.

#### **5-8 P.E. Uniforms**

- Students in grades 5-8 are required to dress for gym class in the purple Wolcott gym uniform available for order at the school office.
- Gym shoes must be left at school for gym use only.
- Gym uniforms must be labeled with the student's last name on the shirt back and the leg of the shorts.
- Students should be prepared to go outside for gym class. Sweatshirts or other long sleeve clothing of a solid white, navy blue, dark purple, black, or grey color may be worn over the Wolcott gym uniform and may have a hood. Sweatpants of a solid black, grey, or navy blue color may be worn. Wolcott School logos on the sweatpants and sweatshirts are allowed.

#### **Jewelry**

- Piercings are allowed to ears only. Earrings are to be no longer or larger than one inch.

#### **Hair Styles & Headwear**

- Use of unusual atypical hair coloring is not allowed (no "off colors").
- Hair cannot be cut in distracting designs (i.e., swooshes, initials, words, designs, etc.)
- Hair cut and shaped in a Mohawk style is not allowed.
- Headwear cannot be worn in the building.
- Girls may wear hair ornaments designed to keep hair off the face.
- Hair ornamentation which is causing a disruption to the educational process will result in a written warning.



### **Consequences**

- Through Friday, September 13, 2019, students will be given a “Verbal Warning” (up to 3) on a referral form for any uniform violations, then a uniform violation will result in a detention.
- All uniform violations after September 13, 2019 will result in a detention.
- Students new to the school district will be given two weeks to comply with the uniform policy.

### **Dress Down Policy**

Students are expected to wear clothing in a neat, clean, and well fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols or chains.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school. Jeggings are not allowed.
- Leggings are allowed as long as the shirt or sweater is below the mid-thigh.
- Sleepwear or pajama pants are not allowed.
- Hats, coats, bandanas, sweatbands, and sunglasses may not be worn in the building during the school day.
- The length of shorts or skirts must be knee length.
- Appropriate footwear must be worn at all times.
- Visible temporary or permanent tattoos or armbands are not allowed.
- If there is any doubt about dress and appearance, the building administration will make the final decision.
- Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.
- Only students who receive a “Dress Down” notice are eligible or they will receive a detention.

## **SECTION 7 – Building Conduct Procedures, Level System, & Field Trips**

### **Building Conduct Procedures**

The purpose of the building conduct procedures and level system matrix is to ensure that each child has the opportunity to attend Wolcott School, receive a quality education, and participate to the fullest extent in school activities. We thank all parents, guardians, and students for supporting us and working with us in our efforts to provide a quality education for each student. Our goal is for each student to take responsibility for their choices and actions and to learn that there are both positive and negative consequences, while also learning strategies to ensure success in making future choices.

The level matrix will be used to guide decisions about discipline and there will be a team approach amongst administration, the dean, and teaching staff to implement positive reinforcement/incentives and consequences.

Our goal is also to build relationships with students through this process so that our students can learn problem solving strategies, organizational strategies, interpersonal conflict resolution strategies, and they can work on self-regulation and reflect on past actions to guide future decisions.

One of the positive incentives for grades 6-8 will be a dress down day on the last day of every other week. By having it scheduled, students will know that they are eligible unless otherwise communicated to them from the dean via written and/or verbal communication. There will also be other opportunities for students to participate in positive incentive activities throughout the year and those will be determined by the school team.

Further information and definitions about discipline can be found in the student handbook and there is an appendix found on the next page that includes the level system matrix for you to reference.

### **Student Discipline Overview**

The grounds for disciplinary action apply 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.

**Building Conduct Procedures – Level System**

A common behavior matrix is adopted as the basis for expected behavior within the educational environment in all areas of the building and grounds and at any school-sponsored activity. The Level System is instituted schoolwide and divides behaviors and patterns of behaviors into a seven level system with a progression of consequences. See the Level System Matrix below. Every student begins on Level 7 and moves up or down based on following school wide expectations.

**Level System Matrix**

Level System Matrix

Level 7 (All students begin here)	Level 6	Level 5	Level 4	Level 3	Level 2	Level 1
<input type="checkbox"/> Grade eligible <input type="checkbox"/> No demerits <input type="checkbox"/> No Homework Club referrals <input type="checkbox"/> No incomplete classwork <input type="checkbox"/> No late homework <input type="checkbox"/> No tardies <input type="checkbox"/> No unexcused absences <input type="checkbox"/> No uniform violations <input type="checkbox"/> No infractions from levels 1-6	<input type="checkbox"/> Demerits (1-4 per trimester) <input type="checkbox"/> Grade eligible <input type="checkbox"/> Homework Club (1-2 per month) <input type="checkbox"/> Incomplete classwork (1-2 per trimester) <input type="checkbox"/> Late homework (1-2 per trimester) <input type="checkbox"/> Tardy (1-2 per trimester) <input type="checkbox"/> Unexcused absence (1 per trimester) <input type="checkbox"/> Uniform violation (1 per trimester)	<input type="checkbox"/> Behavior referrals not returned with parent signature <input type="checkbox"/> Bus suspension <input type="checkbox"/> Demerits (5-9 per trimester) <input type="checkbox"/> Eating candy/gum <input type="checkbox"/> Eating on playground <input type="checkbox"/> Grade ineligible <input type="checkbox"/> Homework Club (3+) <input type="checkbox"/> Incomplete classwork (3+) <input type="checkbox"/> Late homework (3+) <input type="checkbox"/> PDA <input type="checkbox"/> Tardy (3+) <input type="checkbox"/> Teasing <input type="checkbox"/> Unexcused absences (2+) <input type="checkbox"/> Uniform violation (2+) <input type="checkbox"/> Repeated infraction from level 6	<input type="checkbox"/> Cheating <input type="checkbox"/> Defiance, disrespect, insubordination, noncompliance <input type="checkbox"/> Demerits (10+ per trimester) <input type="checkbox"/> Forgery <input type="checkbox"/> Inappropriate language <input type="checkbox"/> Lying <input type="checkbox"/> Technology violation (phones, smart watches) <input type="checkbox"/> Unexcused absences (3+, truancy = 5%) <input type="checkbox"/> Repeated infractions from levels 5-6	<input type="checkbox"/> Missing detention <input type="checkbox"/> Removal from detention for behavior <input type="checkbox"/> Bullying / cyberbullying <input type="checkbox"/> Disruptive conduct <input type="checkbox"/> Gambling / selling <input type="checkbox"/> Internal truancy <input type="checkbox"/> Making threats to cause physical harm <input type="checkbox"/> Stealing <input type="checkbox"/> Student sent out of class for acts of serious misbehavior such as gross defiance of staff or belligerent behavior after a verbal warning. <input type="checkbox"/> Throwing objects (including snow) <input type="checkbox"/> Vandalism <input type="checkbox"/> Repeated infractions from levels 4-6	<input type="checkbox"/> Setting off a false fire alarm <input type="checkbox"/> Physical aggression <input type="checkbox"/> Repeated infractions from levels 3-6	<input type="checkbox"/> Gang activity <input type="checkbox"/> Alcohol <input type="checkbox"/> Drugs <input type="checkbox"/> Smoking <input type="checkbox"/> Vaping <input type="checkbox"/> Weapons <input type="checkbox"/> Repeated infractions from levels 2-6

**Progression of Cosequences Based Upon Levels**

<input type="checkbox"/> Earn dress down incentive <input type="checkbox"/> Participate in other incentives as planned	<input type="checkbox"/> Earn dress down incentive	<input type="checkbox"/> Lunch detention	<input type="checkbox"/> Combination of 2 lunch or before/after school detentions	<input type="checkbox"/> Saturday detention <input type="checkbox"/> In school suspension <input type="checkbox"/> Out of school suspension <input type="checkbox"/> Community service	<input type="checkbox"/> Individual behavior plan <input type="checkbox"/> In school suspension <input type="checkbox"/> Out of school suspension <input type="checkbox"/> Community service	<input type="checkbox"/> School board recommendation (possible alternative placement or expulsion)
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**Detentions**

- A detention is assigned based on the consequences from the Level System.

- Behavioral referral forms and Follow-up Agreement must be completed, signed by the parent/guardian, and returned the following school day. Failure to return signed form will result in moving down a level in the Level System.
- An assigned detention takes precedence over extracurricular activities and out-of-school activities.
- Parents will have prior notification to make transportation arrangements.
- Written parent/guardian permission is required for a student in 5-8 to walk home from detention.
- Only in emergency situations may parents contact the school to reschedule the detention to the next detention day.

### **Saturday Detention**

8:00 a.m. - 10:00 a.m. *or* 8:00 a.m. - 12:00 p.m.

- A Saturday detention is assigned based on the consequences from the Level System.
- Students must arrive by 8:00 a.m. to serve their Saturday detention. Parents are to bring students to the school office. The doors will be locked at 8:15 a.m., and students more than 15 minutes late will receive a consequence based upon the progression of consequences.
- The only excuses that will be accepted for non-attendance of Saturday detention will be a death in the family or student illness, documented by a doctor's note.
- Students who misbehave at Saturday Detention will receive a consequence based upon the progression of consequences.
- Students may bring study or reading material with them to Saturday detention. Students must read and/or sit quietly. There will be no sleeping, talking, laying one's head on the desk, noise making, or eating during detention.
- Students will complete community service within the building for part of the Saturday detention.

### **In-School Suspension (ISS)**

- An in-school suspension is assigned based on the consequences from the Level System.
- ISS is held in a supervised room away from the rest of the student population while providing students assigned work.
- Classroom teachers will provide supervisor with assignments for completion and credit.
- Students who disobey the ISS rules will receive a consequence based upon the progression of consequences.
- A parent meeting may be required before the student returns to the academic setting.

### **Out-of-School Suspension (OSS)**

- An out-of-school suspension is assigned based on the consequences from the Level System.
- Academic work provided by staff must be completed during the suspension.
- All work is due upon the student's return to the academic setting. Exams may be made up when the student schedules the testing session with the teacher.
- When a student returns, he/she may be required to meet with the school social worker.
- A parent meeting may be required before the student returns to the academic setting.

### **Bus Suspension**

- Misbehavior and lack of cooperation on the bus is a serious safety concern as well as a behavioral concern. A student who receives three or more written reports of bus misconduct or who commits any single serious act of misconduct when boarding the bus, while riding the bus, or when leaving the bus will be subject to removal.
- Students may be suspended from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. If a student is suspended from riding the bus, the School Board may lengthen the suspension from the school bus for a period in excess of 10 days for safety reasons.
- The District's regular suspension procedures will be used to suspend a student's privilege to ride a school bus.
- It is the parent/guardian's responsibility to transport the student to school.
- In addition to the bus suspension, the student will receive a consequence based upon the progression of consequences.

### **Expulsion**

- The Board of Education can expel a student after a formal hearing for disciplinary reasons in excess of 10 school days.
- The Board may expel students guilty of gross disobedience or misconduct.
- Students who have been expelled will not be allowed on school property at any time during the duration of the expulsion. This prohibition includes activities that are not sponsored by the school.
- Saturday Detention (8:00 a.m. - 12:00 p.m.), Community Service, **&** Parent Letter
- Remain on Level 3 or level corresponding with infraction

### **Level Renewal for Wolcott's School-wide Level System**

- A student who has reached Levels 1-4 and does not receive any further disciplinary actions for 20 school days, may submit a letter to the Principal acknowledging the infraction, discussing the positive changes he/she has made since the infraction occurred, and requesting a level change.

- The Principal will consult with the student’s teachers.
- The following level change may result if all criteria have been met:
  - Move up 1 level: 20 school days without any further disciplinary actions and academic responsibility (no late or missing assignments)
- A student may repeat the process every 20 days to be considered for another level change.

### **Search & Seizure**

- All desks and lockers may be searched by school officials at any time, with or without the student’s knowledge or consent, when deemed appropriate for any reason including maintaining order, discipline, and safety.
- School administration is authorized to conduct searches of students and their personal belongings for the safety and supervision of students in the absence of parent/guardian(s), to maintain order in school and to provide for the health, safety, and welfare of students and staff.
- Police dogs may be used when deemed necessary.

### **Field Trips**

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

## **SECTION 8 – Technology**

### **Internet Acceptable Use Policy**

Thornton School District 154’s Internet Acceptable Use Policy provides guidelines for using the

Internet in school. It is the responsibility of each student to follow the District policy. ***By endorsing the Student Parent Handbook sign-off document, you and your student agree to the Internet Acceptable Use Policy set forth by Thornton School District 154.***

The use of the school's computers/Chromebooks/iPads is limited to educational purposes only. Any attempts to bypass the security system installed on computers/Chromebooks/iPads available for student use or other acts of vandalism may result in disciplinary measures. The Illinois criminal statute provides that a person commits computer/device tampering when he accesses a computer/device and obtains data, causes damage, inserts a program/app into the computer/device or falsifies or forges electronic mail in excess of authority given to the person by the computer's owner. 720 ILCS 5/16D

Use of electronic network must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. The policies do not attempt to state all required or proscribed behavior by users; however, examples are provided. **The failure of any user to follow these policies may result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

**Acceptable Use** - Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

**Privileges** - The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges.

**Unacceptable Use** - The user is responsible for his/her actions and activities involving the network. Some examples of unacceptable use include but are not limited to:

- Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any state or federal law;
- Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- Downloading of copyrighted material for other than personal use;
- Using the network for private financial or commercial gain;
- Wastefully using resources, such as file space;
- Hacking or gaining unauthorized access to files, resources, or entities;
- Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- Using another user's account or password;
- Posting material authored or created by another without his/her consent;
- Posting anonymous messages;
- Using the network for commercial or private advertising;

- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- Using the network while access privileges are suspended or revoked.

### **Internet Policy**

While on the Internet, the student will:

- Report any suspicious activity to a trusted adult.
- Not post personal information about anyone online.
- Not meet with anyone “met” online without parent approval.
- Be a good online citizen and not do anything that harms other people or is against the law.
- Refrain from sending or posting personal photos without adult approval.
- Teach his/her parents how to access school and classroom website.
- Follow copyright laws (own words, cite sources).
- Not share passwords.

**Indemnification** - The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

**Vandalism** - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network.

**Copyright Web Publishing Rules** - Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District website or file servers without explicit written permission.

- For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.



**Use of Email** - The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email to aid students as an education tool.

- The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
- Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- Any message received from an unknown sender via the Internet should not be opened and reported to staff.
- Use of the District's email system constitutes consent to these regulations.

### **1:1 Wireless Device Program**

As a member of the Thornton School District 154 community, every student will be loaned an iPad or Chromebook and a charger. Our 1:1 Wireless Device Program engages students' learning and differentiates instruction by providing opportunities that will enhance collaboration, challenge critical thinking, creativity and social skills. These tools are essential for students to compete in the workplace of tomorrow.

The iPad or Chromebook device must be used for educational purposes only. It is essential that this agreement be followed to ensure the safe, efficient, and ethical operation of the District's 1:1 Wireless Device Program. ***By endorsing the Student Parent Handbook sign-off document, you and your student agree to the requirements set forth by Thornton School District 154 for the 1:1 Wireless Device Program.***

### **Parent & Student Wireless Device Program Agreement**

#### **Students will:**

- Bring the iPad/Chromebook to school every day, keep it in the protective case, and use the charger provided
- Make the iPad/Chromebook available for random inspection by a Thornton School District 154 staff member upon request
- Log in using his/her name and account the District provided
- Abide by the Acceptable Use Policy
- Not use the iPad/Chromebook for any illegal purpose and abide by the copyright laws
- Not access other students' devices in any way
- Use appropriate language in all communications
- Clean device at school with supervision
- Keep District labels on the iPad/Chromebook
- Not add drawings, stickers, etc. to the case or device

**Parents will:**

- Supervise your child’s use of the iPad/Chromebook at home, especially when on the Internet
- Discuss appropriate use of the Internet at home
- Ensure the iPad/Chromebook is only used by the Wolcott student the device was assigned (no siblings, etc.)

**Parents and Students will:**

- Secure the iPad/Chromebook and know where it is all times
- Choose a safe location to charge the iPad/Chromebook at home and ensure a fully charged device is returned to school every day
- Keep iPad/Chromebook away from extreme temperatures, food, drinks, and pets (pets like to chew charging cords)
- Not change or attempt to change the configuration of software or hardware or remove any programs, media, documents, or web history
- Do not download or attempt to install any programs, apps, or files without Wolcott staff approval
- Not sync the iPad/Chromebook to any other device that is not a Thornton School District 154 device
- Report damages to staff
- Not attempt to repair a damaged iPad/Chromebook
- Report loss/theft of the device to the school and proper authorities; reports must be accompanied by a police report

**Costs for Repair/Replacement**

Parents are responsible for paying accidental or negligent damage on District owned property. All items in need of replacement MUST be purchased from Thornton School District 154. iPads/Chromebooks must remain at school until fees are paid or other arrangements have been made. When applicable, a spare device will be issued to a student if his/her device is out for repair; however, spare devices **may not** be removed from the building.

The cost for repair/replacement per incident is as follows:

Damaged iPad/Chromebook Screen	\$89
iPad/Chromebook Charger	\$15
iPad Cable	\$15
iPad Case	\$30

## **Prohibited Student Conduct – Electronic Devices**

**Electronic Devices:** Using an electronic device in any manner that disrupts the educational environment or violates the rights of others is prohibited. **All personal electronic devices must be kept powered-off and in the locker during the regular school day. At dismissal, when students are leaving the building or in line for the bus, they may turn on the device.**

Unauthorized or misused equipment will be confiscated and must be picked up by a parent. Students may be disciplined for misconduct, including but not limited to the following:

- Using a cellular telephone, smartphone, video recording device, or similar electronic device in any manner that disrupts the educational environment or violates the rights of others. **All cell phones, Smartphones, and similar electronic devices must be kept powered-off when on school property and kept in the locker during the regular school day.** Unauthorized or misused equipment will be confiscated and must be picked up by a parent.
- Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as “sexting.” 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, Smartphone or cellular phone.
- Wearable electronic devices are prohibited (e.g., smart watches, fitness trackers).

## **SECTION 9 – Special Education & Response to Intervention**

### **Education of Children with Disabilities**

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 or the Individuals with Disabilities Education Act are identified, evaluated, and provided with appropriate educational services.

The District provides a Free Appropriate Public Education (FAPE) in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term “children with disabilities” means children between ages 3 and the day before their 22<sup>nd</sup> birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the District office or on the District website.

### **Accommodating Individuals with Disabilities**

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the special education coordinator if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

The District ensures the provision of appropriate special education and related services to all children with eligible disabilities, ages 3 through 15. Students may also be eligible to receive services through the educational cooperative, Exceptional Children Have Opportunities (ECHO).

### **Discipline of Students with Disabilities**

The school and district will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's *Special Education* rules when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors, to provide students with appropriate sensory strategies for self regulation, and to reduce undesirable behaviors that impede their learning. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student, whose gross disobedience or misconduct is not a manifestation of his or her disability, may be expelled pursuant to the expulsion procedures.

### **Response to Intervention**

Response to Intervention (RTI) is a multi-tier approach to the early identification and support of students with learning and behavior needs. The RTI process begins with high-quality instruction and universal screening of all children in the general education classroom. Struggling learners are provided with interventions at increasing levels of intensity to accelerate their rate of learning. These services may be provided by a variety of personnel, including general education teachers, special educators, and specialists. Progress is closely monitored to assess both the learning rate and level of performance of individual students. Educational decisions about the intensity and duration of interventions are based on individual student response to instruction. RTI is designed for use when making decisions in both general education and special education, creating a well-integrated system of instruction and intervention guided by child outcome data. (RTI Action Network: <http://www.rtinetwork.org/learn/what/whatisrti>).

### **Intervention Periods**

All classrooms will participate in a daily RTI block at the beginning of the day. Each class will have two teachers providing interventions during this block. Other intervention blocks are provided throughout the day during specials. Data from MAP, Fountas & Pinnell, and classroom assessments are utilized to identify students that are struggling and require intervention.

### **Advisory Periods for Junior High Students**

For the 2019-2020 school year, all students in 6<sup>th</sup> – 8<sup>th</sup> grades are assigned an Advisor. Students will meet with their Advisor based on data from the 2018-2019 school year. The RTI team utilized grades, behavior referrals, demerits, and teacher recommendation to determine how often a student will meet with his/her advisor. The Advisory Period will take place during the 3<sup>rd</sup> period special (Communication Arts, Visual Arts, or Music). Interventions will be provided to students during the Advisory Period, including time management skills, study skills, executive functioning skills, and goal setting.

### **SECTION 10 – Student Records**

#### **Student Records**

A 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 or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. Information can be accessed at: <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

### **SECTION 11 – Homeless, Title I, & English Language Learners**

#### **Homeless Child's Right to Education**

When a child loses permanent housing and becomes a homeless person as defined by law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

1. Continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. Enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Assistance and support for homeless families includes:

- Educational organizations and schools;
- Food bank and meal programs;
- Local service organizations (Goodwill, Salvation Army, etc.);
- Family shelters; and
- Medical service

### **Parents Right-To-Know Information**

#### **Title I**

The Title I grant provides federal funds to district schools based on the number of low-income families living within their boundaries. These funds allow schools to provide additional support for achieving academic success and literacy support. An especially strong method of providing academic support is through Parent Involvement opportunities that encourage and enable parents/guardians to support student success in school.

The Thornton School District 154 School-Parent Compact contains:

- The District’s expectations for parental involvement
- Specific strategies for effective parental involvement activities
- A process for continually involving parents/guardians
- The responsibilities of all stake-holders – parents, school staff and students

Copies of Wolcott School’s compact is distributed each year and is available upon request in the school office. Please consult the district website for further information at [www.d154.org](http://www.d154.org).

#### **Parents Right-To-Know**

In accordance with ESEA Section 1111(h)(6) PARENTS RIGHT-TO-KNOW, Thornton School District 154 is notifying every parent that you have the right and may request information regarding the professional qualifications of your child’s classroom teacher. This information regarding the professional qualifications of your child’s classroom teachers including, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.

3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If at any time your child has been taught for four or more consecutive weeks by a teacher not highly qualified, the school will notify you.

If you have questions, please feel free to contact the district superintendent, Dr. Thomas Hurlburt, via email at [thurlburt@wolcottschool.com](mailto:thurlburt@wolcottschool.com) or phone at 708-877-5160.

### **English Language Learners**

The school offers opportunities for English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Language Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Language Learners programs.

For questions related to this program or to express input in the school's English Language Learners program, contact the Principal.

## **SECTION 12 – Extra-curricular Activities & School Related Organizations**

Opportunities for participation in extracurricular activities are available for students. Guidelines for participation are developed by the sponsor. Extra-curricular activities include but are not limited to Band, Chorus, Athletics, Student Council, and Readers are Leaders.

### **School Related Organizations**

#### **Athletic Association**

The Athletic Association performs fundraising activities throughout the year to fund the athletic opportunities, including basketball, volleyball and track, provided to Wolcott School students in 5<sup>th</sup> – 8<sup>th</sup> grades. Anyone interested in assisting with the Athletic Association can contact Mrs. Eastman in the school office. Athletics are offered on a fee basis.

#### **Cal Ridge Conference**

The conference is made up of 6 elementary districts, namely Wolcott 154, McKinley 150, Wentworth 155, Lincoln 156, Hoover-Schrum 157 and Heritage 171. The joint activities include Boys' and Girls' Basketball, Volleyball, Track, Scholastic Bowl, Math Bowl, and Newbery Bowl.

### **Parent Teacher Association**

The Thornton Community Parent Teacher Association provides services and resources to the school. PTA members meet monthly in the Wolcott library and help contribute to the education and welfare of the Wolcott School community. Additional details on PTA programs can be found in the PTA calendar and announcements that are distributed to students throughout the year.

### **Music Organization**

The Music Organization helps to promote the school's music programs. The Organization provides funds for various activities throughout the year. The Organization jointly sponsors the concerts with Mr. Lemmon. For further information on the Music Organization, contact Mr. Lemmon. Band and chorus are offered on a fee basis.

## **SECTION 13 – Miscellaneous**

### **Animals on School Property**

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the principal in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

**Please note:** Animals are not allowed in village parks.

### **Bats, Balls & Other Sporting Equipment**

Hard ball or metal or wooden bats are not to be brought to school. If the use of other sporting equipment causes a disruption during recess (i.e. football, soccer ball), items may be banned from use during recess.

### **Bringing Money & Other Valuables to School**

- In the event you have to send a check to school with your child to cover an expense of any kind, please make the check payable to Wolcott School. If you must pay with cash,



please send the exact amount. If cash is sent with your child, the school does not assume any responsibility for any loss of the cash by the student.

- Students are not allowed to bring toys to school unless instructed by their classroom teacher.
- **The school does not assume any responsibility for the loss or damage of any valuable equipment a child brings to school.** Questions regarding appropriateness should be addressed to the teacher prior to bringing the item.

### **Flexible Seating**

Flexible seating is becoming a key component in designing classroom spaces. Not all students learn in the same way and traditional desks/chairs do not always fit the unique learning needs of all students. Flexible seating allows students to choose the type and location of their seat for learning. A variety of flexible seating options are available for students, including: traditional hard-backed chair with a table or desk, stools, wobble seats, bean bags, carpets, exercise balls, gaming seats, standing desks, wedge seats, crates, yoga balls, mats, and rocking chairs.

### **Invitations & Gifts**

Party invitations or gifts for classmates should not be brought to school and/or property to be distributed. Items such as these are of a personal nature and should be mailed or delivered to the recipient's home.

### **Mandated Reporters**

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

### **Messages for Students**

Please do not call the school office and ask for a message to be delivered to your child unless it is absolutely necessary.

### **Safety Drill Procedures & Conduct**

Safety drills will occur at times established by the administration. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

### **School Visitation Rights**

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences. Letters verifying participation in this program are available from the school office upon request.

### **Skates, Skateboards, Roller Blades & Scooters**

Skates, rollerblades, skateboards, shoes with wheels and scooters are **not** to be brought to school for safety reasons.

### **Student Visitation**

Visitation by a child who is not eligible to attend Wolcott School is not allowed. Children who are not Wolcott students cannot participate in extracurricular activities without approval from the Superintendent.

### **Teen Dating Violence**

At our school, teen dating violence is unacceptable. We are committed to providing our students with a school environment where they can learn free from worries about school violence. School Board policy, 7:185, *Teen Dating Violence Prohibited*, is a component of the District's anti-bullying program.

Research has shown that teen dating violence can form lifelong, unhealthy habits during young adults' formative years. Educating parents/guardians, students, and staff about teen dating violence can help us identify incidents of teen dating violence at school or school-related activities. The Board's policy states that *teen dating violence* occurs whenever a student uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

Students in grades 7 and 8 will receive age-appropriate instruction on teen dating violence including its warning signs and prevention. School staff will also receive training on handling the signs and incidents of teen dating violence. Staff members will respond immediately and with compassion to a student who reports teen dating violence. After evaluating the situation to determine if an immediate referral to administration or the school social worker is needed, a staff member will give the student our form for reporting bullying, 7:180-AP1, E5, *Report Form for Bullying and School Violence*.

### **Treats & Snacks**

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and prepackaged in individual servings. No homemade treats or snacks are allowed at school. Treats and snacks may not require refrigeration and must have a clearly printed list of

ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value.