

**2011-2012**

**WOOD DALE  
SCHOOL DISTRICT 7  
PARENT/STUDENT HANDBOOK**



# ***Wood Dale School District No. 7***

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543 NORTH WOOD DALE ROAD  
WOOD DALE, ILLINOIS 60191-1587  
630-595-9510 FAX 630-595-5625

JOHN CORBETT, Ed.D.  
*Superintendent*

Dear Parents and Students,

Under the direction of the Wood Dale Board of Education, this Parent-Student Handbook has been prepared by our staff. This handbook is designed to provide you with a better understanding of the policies, procedures, services and curriculum of our school district.

There have been some changes made to the handbook this year, so please make sure you read it thoroughly.

In addition to the information provided in the district Parent-Student Handbook, your child's individual school has specific policies and procedures that pertain only to that building. That information is detailed in the school's handbook.

We are proud of the Wood Dale school system and are constantly striving to improve the district. Your comments and suggestions are always welcome.

John Corbett, Ed.D.

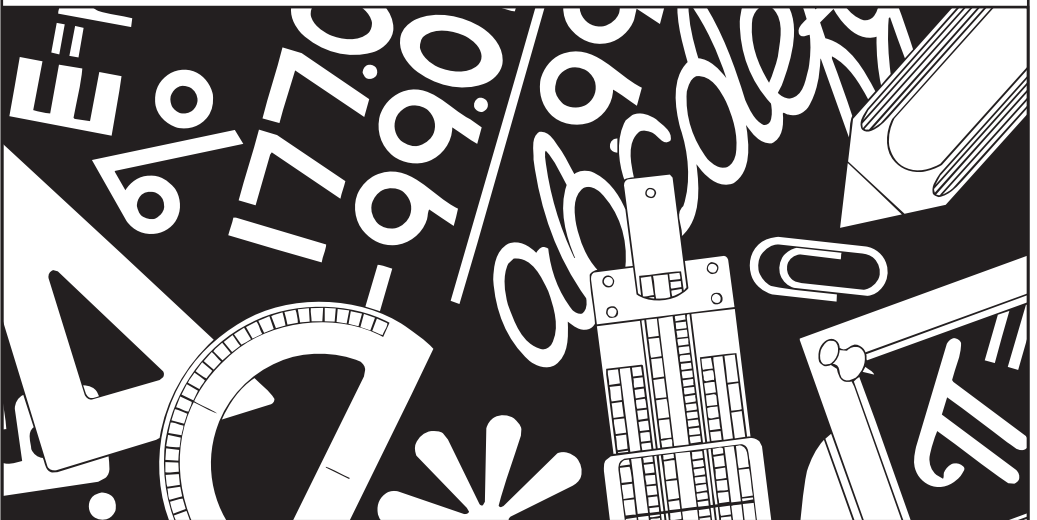
Superintendent of Schools

## **Wood Dale School District 7 Mission Statement**

The Mission of Wood Dale School District 7 is to implement best practice instruction and provide learning experiences that encourage students to reach their full academic, social, emotional and physical potential within a safe, nurturing and accepting learning community.

## **Wood Dale School District 7 Vision Statement**

Our vision is to be an exemplary school district. Our students will strive for excellence, reach their personal bests and pursue their dreams.



# WOOD DALE SCHOOL DISTRICT 7 PARENT - STUDENT HANDBOOK

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## I. GENERAL INFORMATION

### Administration:

Dr. John Corbett, Superintendent  
Mr. Mark Bertolozzi, Business Manager  
Dr. Merri Beth Kudrna, Curriculum Director  
Administration Center, 543 North Wood Dale Road  
Phone: 630-595-9510 – Administrative Office  
E-Mail/Web Page: <http://www.wd7.org>

### Schools:

#### **Early Childhood Education Center**

543 N. Wood Dale Road Phone: 630-694-1174 Attendance #: 694-1174  
Ms. Constance Tadel, Principal

#### **Oakbrook School**

170 S. Wood Dale Road Phone: 630-766-6336 Attendance #: 766-2174  
Mrs. Shelly Skarzynski, Principal

#### **Westview School**

200 N. Addison Road Phone: 630-766-8040 Attendance #: 766-2094  
Mr. Alan Buttimer, Principal

#### **Wood Dale Junior High School**

655 N. Wood Dale Road Phone: 630-766-6210 Attendance #: 766-1839  
Dr. Anthony Murray, Principal

### Board of Education:

The seven-member Board of Education meets at 7:30 p.m. on the third Wednesday of the month in the Administration Center at 543 North Wood Dale Road.

Present members include:

President: Mrs. Christine Caliendo  
Vice-President: Mr. Brad Karich  
Secretary: Ms. Susan Crady  
Mrs. Marilyn Daniels  
Mr. Carl Lange  
Mr. Joseph Petrella  
Mrs. Amy Speiden

<b>SCHOOL HOURS</b>	<b>START</b>	<b>END</b>	<b>EARLY DISMISSAL</b>	<b>HALF DAY</b>
<b>OAKBROOK/WESTVIEW</b>	8:55 AM	3:30 PM	2:55 PM	12:00 PM
<b>OAKBROOK AM KINDERGARTEN</b>	8:55 AM	11:35 PM		
<b>OAKBROOK PM KINDERGARTEN</b>	12:50 PM	3:30 PM	2:55 PM	
<b>WOOD DALE JUNIOR HIGH GRADES 6-8</b>	8:05 AM	2:55 PM	2:20 PM	11:25 AM
<b>EARLY CHILDHOOD AM</b>	8:15 AM	10:50 AM		10:45 AM
<b>EARLY CHILDHOOD PM</b>	11:40 AM	2:15 PM	1:45 PM	

## II. POLICIES & PROCEDURES

### **Admission:**

To be eligible for admission, a child must be 5 years old on or before September 1 of that school term. A child entering first grade must be 6 years of age on or before September 1 of that school term. However, based upon an assessment of the child's readiness, a child may be allowed to attend first grade if he or she attended a non-public preschool, continued his or her education at that school through kindergarten, was taught in kindergarten by an appropriately certified teacher, and will be 6 years old on or before December 31 of the school term. A child with exceptional needs who qualifies for special educational services is eligible for admission at three (3) years of age.

Parent(s)/guardian(s) enrolling in the District for the first time must present:

1. A certified copy of the student's birth certificate as proof of identity and age.
2. Proof of residence, as required by Board policy.
3. Proof of disease immunization or detection, and the required dental, medical and eye examinations, as required by State law and Board policy.

Early admission to kindergarten is possible based upon psychological test data and recommendation of the staff. A fee is charged for this testing regardless of acceptance into or rejection from the program.

### **Homeless Students:**

Students who are homeless will be enrolled if the student was a resident of Wood Dale School District #7 immediately before he/she became homeless or if the child's temporary residence is located within District boundaries.

Further information regarding the educational rights of homeless students may be obtained by contacting the District's Homeless Student Liaison: Mark Bertolozzi at (630) 595-9510.

### **Attendance:**

School attendance and promptness are the responsibilities of students and their parents. Every effort should be made to assure that students are in school when classes are in session. Personal illness, death in the family and any other urgent reason affecting the child may necessitate an absence. Parents are expected to contact the school office prior to 8:30 a.m. (7:30 a.m. at the junior high) when a student will be absent by using the 24-Hour attendance line. When calling your child in as absent please include the following information in your message: child's name, teacher's name and reason for absence. If a parent does not call, office personnel will call the parent's home or work to verify the absence. Teachers will assist pupils in making up work missed during an excused absence.

Anticipated absences such as doctor appointments require advance written notification signed by a parent or guardian. Students who are ill should not attend school. This includes students who have any type of rash or have had a fever within the last 24 hours. If a student misses more than 3 days of school due to illness, a doctor's note is expected. Families are discouraged from taking family vacations that involve missing school. Pupils should be punctual. Any student entering school after the official starting time should report directly to the school office.

Parents are requested to schedule all appointments for their children after the regular school day. The school calendar may be checked for scheduled early dismissals that would allow earlier scheduling of appointments. If an appointment must be made during the school day, a parent should submit a note to the school office requesting such early dismissal. The student will forward it to the classroom teacher. Parents will then pick up their child from the school office, signing out as to departure and, if necessary, as to return time.

## **Unexcused Absences/Truancy:**

District 7's educational program is built on the premise that regular attendance is vital to a student's success in school. Regular school attendance is the responsibility of the parent. The student who is frequently absent misses class instruction, discussion and social interaction, even though written work is made up.

### **Definitions:**

Valid cause for absence - A child may be absent from school because of illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the student's control as determined by the Board or such other circumstances which cause reasonable concern to the parent for the safety or health of the student.

Unexcused Absence - The following points will be considered when determining an unexcused absence:

- Parents will be allowed to report their child absent from school for a valid cause for up to ten (10) days during the school year without verification from a doctor.
- For any day a student is absent beyond the ten (10) days reported by a parent, there must be written verification from a doctor in order for it to be considered excused by the school.
- Without this doctor's verification, the absence will be unexcused and the student will be considered truant.
- Any student who is truant is subject to the receipt of a "ticket" written in accordance with the Wood Dale truancy ordinance.

Truant - A "truant" is a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or a portion thereof.

Chronic or Habitual truant - A "chronic or habitual truant" is a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for ten (10) percent or more of the previous one hundred eighty (180) regular attendance days.

At all District 7 schools, on days students plan to participate in after-school activities, they must be in attendance at least 1/2 day.

## **School Fees and Supplemental Expenses:**

Families are required to pay a nominal school fee to assist the district in purchasing books and consumable supplies. The School Fees are listed below:

Early Childhood	No Fees
Kindergarten — 2nd Grade	\$35.00
3rd — 5th Grade	\$40.00
6th — 8th Grade	\$65.00

An annual activity fee of \$25.00 will be assessed to junior high students who are involved in before and after school activities. This fee will assist in covering the cost of staff, materials and transportation. Students must pay this fee in order to be eligible for early and late bus service.

An annual activity fee of \$25.00 will be assessed to elementary students who wish to take the early bus for band practice. Fees for an upcoming academic year will be refunded for students who are withdrawn before the first student attendance day of the school year. On and after the first student attendance day, student fees for that academic year will not be refunded. Students will pay for loss of school books or other school-owned materials.

## **Waiving of School Fees:**

Student fees may be waived under the following conditions:

- Any student whose parent/guardian is currently receiving aid under Article IV of the Illinois Public Aid Code.

- Any student who qualifies for a free lunch or breakfast under the National School Lunch Program.
- Any student whose family qualifies for food stamps or "Temporary Assistance for Needy Families" (TANF) and/or are fully or partially supported by Social Security payments, and/or is qualified as a foster child.
- Other circumstances which render the parent/guardian unable to pay the required fees.

Parents may request the Student Fee Waiver by completing a Fee Waiver request available from the Business Manager at the District Office. All waivers are subject to approval by the Superintendent.

Parents shall be notified within thirty (30) calendar days if a request is denied. An appeal of any denial must be made to the Superintendent, who shall respond within thirty (30) calendar days of receiving the appeal. No fees shall be collected from a parent who is seeking a fee waiver until all appeals (if any) are acted upon and the parents are so notified.

No discrimination or punishment of any kind, including the lowering of grades or exclusion from classes, may be exercised against a student whose parents or guardians are unable to pay the required fees.

### **Student Insurance:**

All registered students in Wood Dale School District 7 are covered by student accident insurance. Students are covered during the hours and days when school is in session.

### **District Health Policies and Services:**

The Illinois School Code requires that every child entering preschool for the first time, kindergarten and sixth grade have a physical examination and be immunized according to the schedules prescribed by the Illinois Department of Public Health. A dental examination is required for students entering kindergarten, second and sixth grade. An eye exam is required for students entering kindergarten. Health exams must have been completed within a year prior to the first day of school. Dental exams must be completed within 18 months of May 15th of the current school year. Vision exams are required by October 15th of the current school year.

Students transferring into District 7 must have a health record, including an Illinois physical examination, forwarded from the student's former school, or have a physical examination within 30 days of enrollment. A request for school records with parental consent will be sent to the student's former school. Any student transferring from outside the U.S. must have an Illinois physical examination on record with the district within 30 days. Students who do not adhere to the 30-day period will be excluded from school until compliance of the School Code is met. Students involved in junior high sports must have an annual physical as well.

Any parent who objects to the physical examination and/or immunization on religious grounds may submit a signed statement to the Board of Education.

#### **A. Requirements, Screening and Immunizations:**

1. Students will be allowed to attend school for up to 30 days without proof of physical examination and immunization.
2. Forms for physical examination, eye exams, dental examination and immunization information are available in the school offices and online at our website.
3. Any student transferring into the school district must show proof of a physical and dental examination, eye examination and the required immunizations within 30 days of transfer into school.
4. If a student has a particular health problem, parents are expected to inform the health personnel or health staff and the teacher, in writing, of the condition.
5. The school district conducts vision and hearing screenings for students in preschool, kindergarten and second grade. Hearing screening only is offered to students in grades one and three, and vision screening only is offered to students in grade eight. Special education students, students new to the district, those with specific parent or teacher concerns, and children with known hearing losses are also screened.

6. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous twelve months.
7. If a child in kindergarten, second or sixth grade fails to present proof of a dental examination by May 15th, the school may hold the child's report card. District 7 holds a dental screening each fall that satisfies this requirement.
8. If a child in kindergarten fails to present proof of a vision exam by October 15th, the school may hold the child's report card.

**B. Accidents and Illness at School:**

Parents are required to complete an emergency card for each child enrolled in a district school. If the parents cannot be reached, the emergency number listed on the child's card will be called. **PLEASE BE CERTAIN THAT THE SCHOOL HAS AN EMERGENCY NUMBER THAT CAN BE REACHED AND THAT ANY CHANGES ARE REPORTED TO OUR SCHOOL OFFICE IMMEDIATELY.** We require two (2) emergency numbers which are not your own home number. Always leave word with someone as to where you can be reached during school hours.

When a student is injured or becomes ill while in school, the following action may be taken:

- Basic first aid measures may be taken.
- Child's parent may be contacted.
- Severe emergencies will be referred to the Wood Dale Police and/or Fire Dept. paramedic services.

**C. Health Services:**

A registered nurse is available in the district and can provide information about:

- Community health resources
- Special hearing screening at the DuPage County Health Dept.
- Special vision screening at the DuPage County Health Dept.
- Physical examinations
- Immunizations
- Eye examinations
- Glasses
- Dental care

**D. Medication at School:**

The Wood Dale School District policy does not permit the dispensing of medicines at school. A registered nurse and/or school administrator may, in conjunction with the parent/guardian, identify circumstances in which a student may self-administer medicine. Children who are under a doctor's care and require a dosage of medication during the school day in order to attend school are required to have this stated on a form available from the school office. Medication (medication includes both prescription and nonprescription medicine) must be in the original pharmaceutical container indicating the time and dosage, and kept in the school office. For medicine to be taken less than two weeks of duration, directions from the doctor and a parent signature are all that is needed. For medicine to be taken for more than a two week period, written directions and signature from a doctor are required. Children are not to carry any medication during school hours except inhalers or EpiPen with doctor's written directions on the inhaler and signature of the doctor on file in the office. Parents or guardians may make arrangements with the school office to come to school to administer medications to their children.

The program for the administration of medication at school will be managed by school administrators and/or a registered nurse. Only a school administrator and/or registered

nurse will be required to administer medication in those cases where the school determines the only way to maintain a child at school is for the school to administer the medication. In an emergency life threatening situation, any school employee may be required to administer medicine. Any school employee may volunteer to administer medicine to students.

Under no circumstances will medicine that is not in its original container be administered to a student at school.

**E. Activity Participation:**

Children well enough to attend school are expected to participate in all activities and to go outside for recess with their group. A doctor's note is necessary if a child is to be excused from physical education or recess.

**F. PLEASE REPORT ALL CASES OF COMMUNICABLE ILLNESS TO THE SCHOOL OFFICE.**

Information will be considered confidential.

**G. Students with Chronic Communicable Diseases: (Placement)**

Students with chronic communicable diseases may attend school in the regular classroom setting whenever, through reasonable accommodation, the risk of transmission of the disease and/or the risk of further injury to the student is sufficiently remote in such setting so as to be outweighed by the detrimental effects of the student's placement in a more restrictive setting. If a student is required to be placed in a non-school setting, an appropriate educational program shall be developed and provided to the student. The determination of whether a student with a chronic communicable disease may attend school in the regular classroom setting shall be made in accordance with School Board Policy.

**General Safety:**

Each building has developed procedures to ensure safety of students while they are in attendance. This includes fire and disaster procedures, supervision during all periods, bicycling rules, etc. During school hours all doors will be locked. Please ring the bell at the entrance closest to the office to enter the building and sign in. Visitors will be asked to wear a name badge.

**Severe Weather:**

The policy of School District 7 is to keep the schools open if at all possible. Should bad weather or other severe conditions require closing schools, the information will be communicated to families through a phone call from our automatic calling system. Information will also be broadcast on radio stations WGN (720), and WBBM (780) and placed on our web page at [www.wd7.org](http://www.wd7.org).

In the event of a tornado warning, pupils go to designated safety areas of the buildings. If the warning comes at dismissal time, students remain in the schools until it is deemed safe for them to leave. Parents are asked not to phone the school during these times as it may interfere with outgoing emergency calls.

**Safety Drills:**

Periodic fire and bus drills are held in accordance with state law. When the alarm sounds everyone must leave the building in an orderly manner during a fire drill. Pupils line up outside and attendance is taken to verify complete evacuation. Disaster drills are also held in compliance with state regulations. Students assume the "duck and cover" position in the safest part of the building.

**Telephone:**

Telephone calls to the school requesting that messages from parents be delivered to students should be restricted to emergency situations. Student use of telephones will also be restricted to emergency situations.

**Cell Phones:**

Cell phones must be powered off and kept out of sight and stored in the students' backpack or locker during the regular school day, including the bus ride to and from school.

**Visitors:**

All visitors are required to report to the school office when entering the building.

Parents are encouraged to visit their child's classroom(s) during the school year by making an appointment with the child's teacher. All other visitors are discouraged from visiting classrooms, as it is disruptive to school programs.

If an article or message is to be relayed to a child, someone from the office will be present to perform this service.

**CHILDREN WILL NOT BE ALLOWED TO LEAVE WITH ANY OTHER ADULT UNLESS PRIOR WRITTEN PERMISSION BY THE PARENT IS ON FILE IN THE SCHOOL OFFICE OR THE PRINCIPAL IS CONTACTED BY NOTE OR BY A PHONE CALL FROM THE PARENT. ANYONE PICKING UP A STUDENT MAY BE ASKED TO PRESENT A PHOTO ID.**

**Dress Code:**

Student's dress and grooming must not disrupt the educational process, interfere within the maintenance of a positive teaching/learning climate or compromise reasonable standards of health, safety, and decency. Students not in compliance will be expected to comply, and parents may be contacted for assistance in the matter.

Students are also encouraged to dress in a manner that is safe and appropriate for the weather, including outdoor activities. Students should have a pair of shoes available at school daily, since wearing snow boots instead of shoes will not be allowed inside school.

**Student Social Events and Parties:**

All school-sponsored social events for pupils require the approval of the principal in conjunction with rules and regulations developed by the superintendent. Three or four class parties may be scheduled during the school year by P.T.O. room parents and classroom teachers. Birthday treats may be distributed within the classroom under the direction of the teacher.

**Employee Gifts:**

Students and parents are discouraged from the routine presentation of gifts to district employees on occasions such as holidays. When a student feels a spontaneous desire to present a gift to a staff member, the gift should not be elaborate or unduly expensive. The Board of Education encourages the writing of a letter to staff members expressing gratitude or appreciation.

**Parent Concerns:**

The purpose of this section is to identify the order in which people should be contacted in an effort to solve a problem or answer a concern.

When a parent has a concern with something that has taken place with regard to grades, assignments, classroom procedures, subject content, etc., the first person who should be contacted is the teacher. Often these situations can be explained or remedied by the teacher.

If there is a continuing concern after contact with the teacher, the parent should contact the building principal who will attempt to resolve the situation. It is possible that even after the building principal has had an opportunity to intervene, there is still not what the parent feels is an adequate solution. The next step is to contact the superintendent.

As residents of the school district you always have a right to discuss school matters and the educational process with any member of the Board of Education, but the teachers and administration should be contacted first for any day-to-day problems or concerns.

### **Terms and Conditions for Internet Use:**

All use of the internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing and innovation, and communication. Upon enrollment all parents and students are required to sign an, "Authorization for Electronic Network Access Form," "Parental/Guardian Consent Form for the District Website," and "Parental/Guardian Consent Form for Third Party Websites." These documents will be kept in the student's file.

In part "The Authorization for Electronic Network Access Form" states:

**Acceptable Use of Internet:** Access to the District's electronic network must be for the purpose of education or research, and be consistent with the District's educational objectives.

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

**Etiquette:** Students are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to:

- Be polite. Do not become abusive in your messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language
- Do not reveal personal information, including the addresses or telephone numbers of other students
- Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all e-mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in anyway that would disrupt its use by other users..

Staff members shall supervise students while they are using the District internet access to ensure that the students abide by the Terms and Conditions for internet access contained in the Authorization.

Each District computer with internet access has a filtering device that blocks entry to visual depictions that are: a) obscene, b) pornographic, or c) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the superintendent or designee.

As long as students cannot be identified by first and last names then they will be allowed to use third party websites without parent authorization.

## **III. SERVICES**

### **Response to Intervention (Rtl):**

Rtl is used at each school to screen, assess, identify, plan for, and provide interventions to any student at risk of school failure due to academic or behavior needs. If you should require additional information, please contact the building principal.

### **Special Education Services:**

A comprehensive special education program has been developed to provide services to children ages 3 through 14 who have exceptional needs. The district conducts its own programs for children with special education needs. These programs are designed to meet the individual needs of all children with the goal of educating children with special education needs in the Least Restrictive Environment. Special education instruction may be provided in an inclusionary setting or through consultative, resource or self-contained programs.

Youngsters age birth to three years with developmental or special education concerns are serviced through Child Family Connections and /or the district's Parents as Teachers Program. Please contact Connie Tadel at 630-694-1174 should you need further information regarding these programs.

The district is a member of the North DuPage Special Education Cooperative, most often referred to as NDSEC. Through this organization, certain students may attend special classes in cooperating districts. These classes are specifically designed for students who have hearing, vision, intellectual, behavioral, physical or multiple handicaps or developmental lags. As space permits, our district houses some of these special classes as part of our responsibility as a member of NDSEC.

The district also places students in private schools when needs cannot be met in the existing public school programs.

The administration office has on file district procedures for the identification, evaluation and special education placement of exceptional children; the Illinois Rules and Regulations to Govern the Administration and Operation of Special Education; Parents Guide to Educational Rights of Handicapped Children; policy for the collection and use of confidential information; and special education records. Contact the office to review this information.

Parents may request a case study for their child, an evaluation or other special services by contacting the building principal. Contact the district administration office if the child is of preschool age.

### **Social Work Services:**

From time to time students who are dealing with an emotional event in their lives (a death or divorce in the family) may require temporary support from a social worker. All students regardless of whether or not they receive special education services are eligible to receive social work services. Please contact your child's principal should you believe your child is going through a period when he/she would benefit from social work services.

### **Homebound Tutoring:**

A student unable to attend school because of a temporary or long-term medical disability may be eligible to receive homebound tutoring. Contact the school office for further information.

### **Early Childhood Services:**

District 7 offers a birth to 3 parent education program (Parents as Teachers) that is available to Wood Dale District #7 residents. Our parent educators are trained to make general developmental screenings available to your child. They can also assist a family in securing appropriate resources, make periodic home visits or just give general advice to questions you might have about your infant or preschooler. A weekly parent-child playgroup is held at the Early Childhood Center. Please phone ECEC at 630-694-1174 if you or someone you know is interested. This service is free and bilingual services are available.

Preschool children, ages three and four, residing within District 7 boundaries, are encouraged to participate in the early childhood screening program. This program screens for normal and delayed development in the areas of physical, social, behavioral, intellectual, motor and speech and language skills. Based on the results of the screening, some children may be eligible for enrollment in the Early Childhood State Preschool Program. This is a half day pre-school program that focuses upon preparing students for kindergarten. There is no fee for this program and children are not required to be toilet trained to be eligible for enrollment. The screening sessions are scheduled five times during the year. Please call the Early Childhood Education Center to schedule an appointment (630-694-1174 or 630-595-9510).

### **Alternative Kindergarten Program:**

Kindergarten students who qualify for Early Intervention (EI) program and/or Bilingual/ESL program (ELL) may be scheduled to receive these support services before or after their half day of school. Providing the extended day program for pull-out services is designed to maximize students' instruction and reduce the amount of time a student receives support out of the classroom.

Parents/Guardians of eligible student will receive notification of their child's participation in the Alternative Kindergarten Program in the months of September, December or March. Parents/Guardians will also receive notification when a student has met his/her goals and no longer require EI and/or ELL support as part of the extended day program. The Alternative Kindergarten Program is scheduled for Monday, Tuesday and Thursday of each week.

### **Breakfast & Lunch Program:**

The school district offers a comprehensive breakfast and lunch program. Breakfast is provided at the start of the school day at the cost of \$1.30. Lunches are provided midday at the cost of \$1.85 for grades 1-5, and \$2.10 for grades 6-8. Children may bring a bag lunch and purchase milk. Students may go home for lunch if they are picked up and signed out of school by their parent/guardian.

Information as to time and periods and menus are available through the school office. Information about free breakfast/lunch applications will be given to students at the beginning of the school year. Parents are asked to:

- Discuss table manners and appropriate lunchroom behavior with their children.
- Discuss appropriate attitudes toward lunchroom and playground supervisors.

Students who do not comply with acceptable rules of behavior during the lunch and playground periods will be excluded from participating in these programs.

### **Busing:**

All children attending Wood Dale School District 7 and meeting the eligibility requirements for bus transportation prescribed by the district are entitled to ride the school buses. Any misconduct by a student, which in the opinion of the bus driver and with concurrence of the building principal is detrimental to the safety and welfare of the other students or to the safe operation of the school bus, will be sufficient cause for suspension of a child's privilege to ride the bus. If, in the driver's and building principal's judgement suspension is in order, the procedures relating to suspensions as adopted by the Board of Education shall be followed.

It is the policy of the Board of Education of the Wood Dale School District to provide bus service for students who qualify according to distance (defined as lineal walking distance along a street) over:

- 5/8 mile for kindergarten and grade one
- 6/8 mile for grades two and three
- 7/8 mile for grades four and five
- One mile for grades six, seven and eight

The following rules have been established to avoid confusion and possible overcrowding of buses:

1. Students may not change buses to ride to another location.
2. Non-bus riders may not ride the bus to go home with friends or to attend meetings, etc.
3. If students at the elementary level are not to take a bus on a particular day or are to be picked up by a parent or are to walk home, parents must send a note to the school office.

### **Field Trips:**

Classes may take educational field trips during the year. Students will be transported in school district approved carriers with a teacher(s) in charge. Notification/permission slips will be sent home with students, signed by a parent or guardian and returned to school. Students, who do not have a permission slip signed by a parent/guardian, will not be allowed to attend field trips.

Parents are often times requested to chaperone a field trip. Should a parent agree to chaperone they are not allowed to bring any preschool children or other children along on the field trip. Parent chaperones are needed to supervise the students on the trip and no other children may accompany the group. Parent chaperones are expected to follow the directions of the teacher while on the field trip.

The purchase of gifts or food for students is not permitted. The use of cell phones for personal business is discouraged.

### **In-District Field Trips:**

Field trips within the district boundaries are occasionally planned to enhance the educational programs for students. Some of the destinations can be reached by walking and others require students to take a district bus for a short distance. Some of the destinations include: Center for the Arts, Fire Department, Library, Police Department etc..... If you do not want your child to participate in these trips or would like written notification prior to each trip, please contact your child's teacher in writing with this request.

### **Lost and Found:**

There is a designated area for lost and found items in each school. Children are encouraged to deposit articles they find and check for articles they lose. Since many items go unclaimed, parents are encouraged to sew or mark a child's name on personal clothing and items.

### **Pictures:**

Student pictures are taken annually by a professional photographer. There is no obligation for purchase.

### **Sports:**

Wood Dale Junior High School belongs to the Northwest DuPage Middle School Athletic Conference. As a member of this conference, interschool athletics are provided for our students. The conference has six member schools and teams from these schools compete in basketball, cross country, track and volleyball.

The intramural activities are an "after school" program of recreational sports, games and other related activities open to all junior high school students. This gives students an opportunity to practice skills they have learned during the regular physical education classes. The intramural program helps to develop wise use of leisure time, physical fitness and social interaction.

### **Clubs:**

At the junior high there are multiple opportunities for students to join clubs. The clubs begin and end at different times throughout the year and are all directed by the teaching staff. Notices are sent home to parents with dates and times of the club meetings prior to the first session. Several clubs are offered. **Students who intend to use the activity buses are required to pay an annual \$25.00 activity fee.**

## **IV. CURRICULUM & REPORTING**

### **Courses of Study:**

Elementary subjects include Language Arts, Social Science, Science, Mathematics, Technology, Physical Development and Health, and Fine Arts.

Junior High subjects include the above plus Life Management and Applied Technology.

The band program is available to students in grades four through eight. Questions may be directed to the band director, through any of the buildings.

Computers and/or handheld devices are used for computer literacy and computer-assisted instruction throughout the grades during the regular school term and summer school.

### **Homework:**

Homework is assigned to complement, supplement and reinforce classroom teaching and learning. The teacher will assign this work subject to each individual and classroom need. Parents should encourage students to fulfill the requirements in this regard.

## **State Testing:**

Illinois students in grades 3-8 are required to participate in State testing in the spring. Reading and Math are tested in grades 3-8, Science is tested in grades 4 and 7. Students qualifying for English Language Learner (ELL) services are required to participate in the ACCESS testing mid-year.

## **Schoolwide Enrichment Model (SEM):**

District 7 employs the Schoolwide Enrichment Model (SEM) (Renzulli 1977; Renzulli & Reis, 1985, 1997) to meet the needs of high-achieving, high-potential students. The SEM is widely implemented nation-wide as an enrichment program used with academically gifted and talented students and an enrichment approach for all schools interested in high-end learning and developing the strengths and talents of all students. The major goal of the SEM is the application of gifted education pedagogy to total school improvement. The SEM provides enriched learning experiences and higher learning standards for all children through three goals; developing talents in all children, providing a broad range of advanced-level enrichment experiences for all students, and providing advanced follow-up opportunities for young people based on their strengths and interests. The SEM focuses on enrichment for all students through high levels of engagement and the use of enjoyable and challenging learning experiences that are constructed around students' interests, learning styles, and preferred modes of expression.

Research on the SEM suggests that the model is effective at serving high-ability students in a variety of educational settings and in schools serving diverse ethnic and socioeconomic populations. These studies also suggest that the pedagogy of the SEM can be applied to various content areas resulting in higher achievement when implemented in a wide variety of settings, and when used with diverse populations of students including high ability students with learning disabilities and underachievers.

The most recent research on the SEM focuses on the application of instructional communication technology to enrichment learning and teaching. Wood Dale 7 uses an online Internet based program ([www.renzullilearning.com](http://www.renzullilearning.com)) to supplement the SEM. Individual computer generated student profiles are used as the basis for matching personalized resources from a data bank that contains thousands of carefully selected enrichment resources. These resources and students' electronic portfolios are used for curriculum planning, differentiating instruction, and individual and small group project based learning. All students, 1st — 8th grade, will use the online computer based program on average once a week; however, select students will use it more to enrich curriculum. Students and parents can access this resource outside of school since it is Internet based. If you should have additional questions, please feel free to contact the LMC Director/SEM Consultant or the building principal at your child's school.

## **Title I:**

A Title I Program, taught by highly qualified staff, is provided for selected students experiencing reading difficulties. The program is offered through a referral process. Further information can be obtained from the building principal.

## **English Language Learners (ELL) Services:**

Bilingual and English as a Second Language (ESL) education programs are provided for English Language learners in all basic areas of instruction. Students are screened and placed in the program based on test results.

## **Character Counts:**

The Wood Dale community has taken part in a national organization called Character Counts, which is dedicated to strengthening the moral fiber of today's youth. The "Six Pillars of Character" are: trustworthiness, respect, responsibility, fairness, caring, and citizenship.

## **Curriculum Materials:**

Textbooks, consumable materials, library materials, and technology equipment are the property of District 7. These materials are provided to students at no-charge. Students are responsible to properly care for these materials. Fines will be assessed for misused or lost school materials.

## **Reporting Student Progress and Promotion:**

The Superintendent shall establish a system of grading and reporting academic achievement to students and their parents/guardians. The system shall also determine when promotion and graduation requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, performance based on the Illinois Standards Achievement Tests, or other testing. 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 report of student progress will be sent home three times during the school year. The reports are aligned to the District 7 curriculum.

## **Conferences:**

Regularly scheduled conference dates have been established twice a year. All parents are requested to participate in the first conference. The second conference occurs in the spring and teachers or parents may establish a time to confer concerning a student's progress.

Parents are requested to keep in close contact with their child's school. Contacts should be made early in the year if a child is having any difficulty. Conferences should be scheduled to take place before or after school at a time convenient for both parent and teacher.

## **V. ORGANIZATIONS**

### **Parent-Teacher Organizations:**

The Wood Dale Parent-Teacher Organization in each of the schools actively strives to help parents and teachers cooperate in the education of the students. PTO programs support many of the district programs. PTO meetings provide a format for parents to informally discuss issues and concerns they may have regarding their child's school.

## **VI. STUDENT RECORDS**

The Family Educational Rights and Privacy Act (FERPA) and the Illinois School Student Records Act (ISSRA) afford parents certain rights with respect to their student's educational records. They are, in part, as follows:

- The right to inspect and review the student's education records within a reasonable time after the district receives a request for access. A parent/guardian should submit to the records custodian, principal, or other appropriate official, written requests that identify the record(s) he/she wishes to inspect. The district official will make arrangements for access and notify the parent/guardian of the time and place where the records may be inspected. If the records are not maintained by the district official to whom the request was submitted, that official shall advise the parent/guardian of the correct official to whom the request should be addressed.
- The right to request the amendment of the student's education records that the parent/guardian believes is inaccurate or misleading. A parent/guardian may ask the district to amend a record that he/she believes is inaccurate or misleading. He/she should write the

district officials responsible for the record, clearly identify the part of the record he/she wants changed, and specify why it is inaccurate or misleading.

- If the district decides not to amend the record as requested by the parent/ guardian, the district will notify the parent/guardian of the decision and advise the parent/guardian of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA or ISSRA authorizes disclosure without consent.
- One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as follows: a person employed by the district in an administrative supervisory, academic, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the district has contracted (such as an attorney, auditor, or collection agent); or a person serving on the board of education.
- A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.
- Upon request, the district discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-4605

The rights of parents and students regarding student records are as follows:

- "Student Permanent Record" means the minimum personal information necessary to a school in the education of the student and contained in a school student record. Such information includes:
  - Students' and parents' names and addresses, date of birth, place of birth, and gender;
  - Grades, class rank, graduation date, grade level achieved, and scores on college entrance exams;
  - Attendance records;
  - Accident reports and health record;
  - Honors and awards received;
  - Information regarding participation in school sponsored activities; and
  - Record of release of student permanent record information.

Permanent records will be maintained for a period of sixty years following the student's graduation, transfer, or permanent withdrawal from the school. The principal is the official records custodian for the building.

- "Student Temporary Record" means all information contained in a school student record but not required to be in the student permanent record. Such information includes:
  - Family background information;
  - Intelligence and aptitude test scores;
  - Psychological evaluation reports and intelligence and personality tests;
  - Elementary and secondary achievement level test results;
  - Participation in extra-curricular activities including any offices held in school-sponsored clubs or organizations;
  - Honors and awards received;

- Teacher anecdotal records;
- Disciplinary information, including information regarding serious disciplinary infractions involving drugs, weapons, or bodily harm to another that resulted in expulsion, suspension or the imposition of punishment or sanction;
- Special education files;
- Verified reports from non-educational persons, agencies or organizations;
- Other verified information of clear relevance to the education of the student; and
- Record of release of student temporary record information.

Temporary records for all students will be maintained for a minimum of five (5) years following the student's graduation, transfer, or permanent withdrawal from school.

The parents of any student who has graduated, transferred or withdrawn from school, including special education students, and/or the student him/herself if he/she has turned 18 years of age, may request the information contained in the temporary file by contacting the building principal.

- Except as provided in FERPA and ISSRA, any release of or access to student records shall require written consent of the parent or legal guardian. A parent or student may not be forced to release information from student records in order to secure any right, privilege, or benefit, including employment, credit, or insurance. A record of information released will be maintained.
- Parents and legal guardians have the right to inspect and challenge the accuracy, relevance, and/or propriety of any student record entry, exclusive of course grades. The procedure of challenge is as follows:
  - The parent and/or legal guardian must prepare a written statement that identifies the following: the entry being challenged; the reason it is being challenged; and the desired outcome.
  - The parent or legal guardian must request an informal conference with the principal. Such a conference must be held within fifteen (15) school days of the request.
  - If satisfaction is not reached, the parent or guardian must request a formal review by the Superintendent of Schools. Such a conference must be held within fifteen (15) days of the request, and a decision must be rendered within ten (10) school days of the conference.
  - If resolution is still not reached, the parent or legal guardian must request a review by the Superintendent of the Educational Service Region. The decision of the appeal shall be final.
- The following is designated as directory information and may be released to the general public, unless the parents request that any or all such information not be released: student's name and address; grade level; birth date and place; parents' names and addresses; information on participation in school-sponsored activities and athletics; achievements; and period of attendance in the school. A parent or student who wishes to have this information or any reproduction of the student's photograph, portrait, voice, film, or electric tape excluded from publication of any sort, may do so by notifying the principal in writing. Failure to submit such request in writing shall release the Wood Dale School District, their officers, employees, agents, representatives, or their assignee, or designees from any claim or liability for invasion of privacy, libel, slander, or other course of action with respect to publication, distribution, or use of such photograph, portrait, voice, film, electronic tape, or any reproduction or prints thereof.
- Parents have the right to inspect and copy information contained in the student's record. There will be a small charge for copies, not to exceed 35 cents per page. This fee will be waived for those unable to afford such costs.
- The Illinois School Student Records Act allows student records to be disseminated to a SHOCAP (Serious Habitual Offender Comprehensive Action Program) committee for the purpose of identifying serious habitual offenders and matching them with community resources.
- Copies of the laws, rules, and regulations on student records are on file with the principal and the superintendent of the district.

## VII. SEX EQUITY

It is the policy of Wood Dale District #7 that its educational and extracurricular programs, activities, services and benefits will be provided to students without discrimination on the basis of sex and that no student shall, on the basis of sex, be limited in the exercise of any right, privilege, advantage, or opportunity.

Wood Dale School District #7 does not discriminate on the basis of actual or potential marital or parental status, and no student in the district shall be subjected to sexual intimidation or sexual harassment or bullying by any school employee, by other students, or by the effect of any school policy or practice.

The district will also comply with federal and state equal employment opportunity requirements.

## VIII. SEXUAL HARASSMENT

Sexual harassment of students is prohibited. Any employee, district agent, or student engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors or engages in other verbal or physical conduct of sexual or a sex based nature, imposed on the basis of sex that interferes with or negatively impacts a student's education or educational environment. Examples include: touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics and spreading rumors related to a person's alleged sexual activities.

Students who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the student Non-Discrimination Coordinator, Building Principal, Teacher or Social Worker. Students may choose to report to a person of the same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Further inquiries regarding the district's sexual harassment policy can be directed to the Superintendent of Schools.

### **Procedures for Processing Discrimination Complaints:**

The procedures outlined herein refer to the handling of complaints alleging discrimination under the sex equity policy of the Board of Education. Such complaints could arise in any area where no discrimination is to be practiced. Processing of complaints begins with the building principal.

In the event a grievance is instituted, the following steps are to be followed:

1. Complainant is to contact the Wood Dale School District #7 Equal Employment Counselor within 15 calendar days of the alleged discriminatory incident. Records of informal sessions will be maintained by the counselor.
2. If informal resolution is not effected, the complainant may, within 15 calendar days after the terminal interview with the local EEO Counselor, file a formal complaint with the Superintendent's office.
3. The Superintendent assigns the Chief EEO officer to conduct a full investigation and within another 15 days to recommend proposed disposition to superintendent.
4. Based on the file, within another 10 days the Superintendent renders his or her written decision and forwards same to complainant along with reasons for any rejection or modification of that recommendation.
5. Complainant has the right to appeal to the Board of Education when appropriate within 15 calendar days of the decision of the Superintendent.
6. Wood Dale School District #7 school board's grievance decisions may be appealed to the Educational Service Region Superintendent within 15 calendar days of the decision of the Board of Education.
7. Educational Service Region Superintendent's grievance decisions may be appealed to the State Superintendent of Education within 15 calendar days of the decision.

District 7 is an equal opportunity employer in conformance with Title VI and Title VII of the Civil Rights Act of 1974 and Title IX of the Education Amendments of 1972.

All inquiries regarding the School District's compliance with any of the above laws can be directed to the Superintendent of Schools.

## IX. STUDENT DISCIPLINE

### 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 materials.
2. Using, possessing, distributing, purchasing or selling alcoholic beverages. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
  - b. Any anabolic steroid not administered under a physician's care and supervision.
  - c. Any prescription drug when not prescribed for the student by a licensed physician or when used in a manner inconsistent with the prescription or prescribing physician's instructions.
  - d. 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 to inhale 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.
  - e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; 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 or controlled substance.
  - f. 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.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substances, as applicable, in their possession.

4. Using, possessing, controlling, or transferring a weapon in violation of the "weapons" section of this policy.
5. Using a cellular telephone, video recording device, personal digital assistant (PDA), 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 in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. All electronic devices, including cell phones, must be powered off and kept out of sight and stored in the students' backpack or locker during the regular school day, including the bus ride to and from school.
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.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, 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 another or any urging of other students to engage in such conduct. Prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, hazing, or other comparable conduct.

10. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
11. Being absent without a recognized excuse; state law and School Board policy regarding truancy control will be used with chronic and habitual truants.
12. Being involved with any public school fraternity, sorority, or secret society by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to be a member.
13. Being involved in gangs or gang-related activities, including the display of gang symbols or paraphernalia.
14. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
15. 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: (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.

For purposes of this policy, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, or backpack (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school sponsored event.

Efforts, including the use of early intervention and progressive discipline, 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. 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.

The grounds for disciplinary action, including those described more thoroughly later in this policy, 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 at 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.

## **Disciplinary Measures:**

Disciplinary measures include:

1. Disciplinary conference
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school-sponsored events for up to 10 days, provided

that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.

5. Suspension of bus riding privileges, provided that appropriate procedures are followed.
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.
7. Notification of juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes", alcohol or weapons.
8. Notification of parent(s)/guardian(s).
9. Temporary removal from classroom.
10. In-school suspension for a period not to exceed 5 school days. The building principal or a designee shall ensure that the student is properly supervised.
11. After school detention or Saturday detention, provided the student's parent(s) /guardian(s) have been notified. If transportation arrangements cannot be agreed upon, an alternate disciplinary measure may be used. The student must be supervised by the detaining teacher or the principal or designee.
12. Community service with local public and nonprofit agencies that enhances community effort 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 an/or parental guardian the choice.

A student who is subject to a suspension or expulsion may be eligible for a transfer to an alternative school program.

Corporal punishment shall not be used. 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:**

Any student who uses, possesses, controls, or transfers a weapon, or any other object that can reasonably be considered, or looks like, a weapon, may be expelled for at least one calendar year, but no more than 2 calendar years. The Superintendent may modify the expulsion period and the Board may modify the Superintendent's determination on a case by case basis. A "weapon" means possession, use or control, or transfer of: (1) any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearms Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code; (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, billy clubs; or (3) "look-alikes" of any weapon as defined above. Any item, such as a baseball bat, pipe, bottle, lock stick, pencil, and pen, is considered to be a weapon if used or attempted to be used to cause bodily harm.

### **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 or expulsion, corporal punishment or in-school suspension, which is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certified 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, for the purpose of self-defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

Any member of the administrative staff 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.

### **Bullying:**

Bullying is a form of harassment and is defined as, "The repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but not be limited to, actions such as verbal taunts, name-calling and put-downs, including ethnically-based or gender based verbal put-downs, extortion of money or possessions, and exclusion from peer groups within school." Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior in District 7, and is prohibited.

Students who engage in any act of bullying while at school, at any school function, in connection to or with any District sponsored activity or event, or while enroute to or from school are subject to disciplinary action, up to and including suspension or expulsion. As may be required by law, law enforcement officials shall be notified of bullying incidents.

District 7 offers programs that increase awareness of the problem of bullying, and train teachers and other staff to effectively intervene if bullying is witnessed in their presence or brought to their attention. Please report any incidences of Bullying to the Building Principal.

### **Behavioral Interventions for Students with Disabilities:**

The District has developed policy and procedures for behavioral interventions for special education students based upon guidelines set forth by the Illinois State Board of Education. Parents of special education students will receive copies of the policy and procedures at their initial placement staffings, their annual reviews, or as necessary. Parents of transfer students with active IEPs will receive copies of the District's policy and procedures, following registration.

## **X. SEX OFFENDER INFORMATION**

Illinois school districts are required to inform parents of where they can obtain information regarding any registered sex offenders who live within the boundaries of the school district. Parents interested in accessing this information are referred to the Illinois State Police website: [www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/)

## **XI. ARTICLES NOT TO BE BROUGHT TO SCHOOL**

Objects brought to school which create a hazard to student safety or cause general interference or disruption of the educational process are prohibited.

Students should not bring items of value to school. District 7 will not be held responsible for losses.  
**ANIMALS ARE NOT ALLOWED ON SCHOOL GROUNDS DURING SCHOOL HOURS.**

## **XII. SEARCH AND SEIZURE**

For the safety and supervision of students in the absence of parent(s)/guardian(s), to maintain discipline and order in schools and to provide for the health, safety, and welfare of students and staff, school authorities are authorized to conduct searches of students and their personal effects, as well as District property, such as student lockers.

The assistance of law enforcement officials for conducting reasonable searches of students and school property for controlled substances/illegal drugs, including searches utilizing trained dogs may be requested. Searches conducted by authorized school personnel in conjunction with or at

the behest of the law enforcement agencies shall be conducted in accordance with the standards applicable to such law enforcement agencies.

Certified employees and school administrators may search a student and/or the student's personal effects (e.g. purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there are reasonable grounds for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's students conduct rules. The parent(s)/guardian(s) of the students shall be notified of the search as soon as possible.

### **XIII. ASBESTOS**

An asbestos management plan is available for public inspection in each school office and at the district's administrative office. The management plan is available, without cost or restriction, for inspection by the public.

### **XIV. PESTICIDE & LAWN CARE PRODUCTS APPLICATION NOTIFICATION PROGRAM**

The Illinois General Assembly has passed legislation requiring that public schools shall notify registered parents/guardians and school employees at least 2 business days prior to any pesticide application on school property, except in the case of an emergency. The term "pesticide" includes insecticides, herbicides, rodenticides, and fungicides. The notification requirement extends to both indoor and outdoor pesticide applications. Excluded from the notification requirement are antimicrobial agents (such as disinfectants, sanitizers or deodorizers), insecticide baits, and rodenticide baits.

Registered parents/guardians and school employees will be notified at least 4 days in advance of the application of any lawncare product.

Wood Dale School District #7 will establish, on an annual basis, a registry of people who wish to be notified. To be included in this registry, please submit your request in writing, annually, to Mr. Mark Fricot, Director of Buildings and Grounds, Administrative Office, 543 N. Wood Dale Rd., Wood Dale, Illinois 60191. Any other questions you have regarding the District's pest management practices may also be directed to Mark Fricot, at (630) 595-9510.

### **XV. TOBACCO FREE CAMPUS**

Smoking or use of any tobacco product is not allowed in or on any Wood Dale School District 7 property.

**XVI. CALENDAR**  
**WOOD DALE SCHOOL DISTRICT 7**  
**(2011-2012)**

August	15	Teacher Professional Development (No School)
	16	Teacher Professional Development (No School)
	17	First Day of Classes (1-8)
	18	First Day of Classes Kindergarten
	22	First Day of Classes ECEC
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September	5	Labor Day (No School)
	12	Teacher Professional Development (No School)
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October	10	Columbus Day (No School)
	11	Teacher Professional Development (No School)
	31	Teacher Professional Development (Half Day)
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November	11	Veterans' Day (No School)
	21	Parent/Teacher Conferences (No School)
	22	Teacher Professional Development (No School)
	23	Non-Attendance Day (No School)
	24	Thanksgiving Day (No School)
	25	Non-Attendance Day (No School)
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December	19	First Day of Winter Break
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January	2	Classes Resume
	16	Martin Luther King Birthday (No School)
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February	20	Presidents' Day (No School)
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March	1	Parent/Teacher Conferences (Half Day)
	2	Teacher Professional Development (No School)
	26	First Day of Spring Break
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April	2	Classes Resume
	6	Good Friday (No School)
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May	25	Teacher Professional Development (Half Day)
	28	Memorial Day (No School)
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June	1	Tentative Closing Day of School if no Emergency Days used