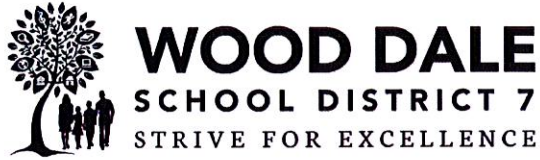


2018 - 2019

PARENT/STUDENT HANDBOOK





JOHN CORBETT, Ed. D.
Superintendent

MERRI BETH KUDRNA, Ed. D.
Curriculum Director
STEVE WILT
Business Manager

Dear Parents and Students,

Under the direction of the Wood Dale Board of Education, this Parent-Student Handbook has been prepared by our staff, with input from parents. 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 continually constantly striving to improve our programs the district. Your comments and suggestions are always welcome.

John Corbett, Ed.D.

Superintendent of Schools

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

I. GENERAL INFORMATION

Administration:

Dr. John Corbett, Superintendent
 Dr. Merri Beth Kudrna, Curriculum Director
 Mr. Steve Wilt, Business Manager
 Administration Center, 543 North Wood Dale Road
 Phone: 630-595-9510 – Administrative Office
 E-Mail/Web Page: wd7.org
 District Twitter Account: @wdsd_7 and Hashtag: #wdsd7

Schools: Early Childhood Education Center

543 N. Wood Dale Road Phone: 630-694-1174 Attendance: 630-694-1174

Mrs. Elvia Villalobos, ~~Ms. Constance Tadel~~, Principal

Oakbrook School

170 S. Wood Dale Road Phone: 630-766-6336 Attendance: 630-766-2174

Mr. Tim Shermak, Principal

Westview School

200 N. Addison Road Phone: 630-766-8040 Attendance: 630-766-2094

Mr. Alan Buttimer, Principal

Wood Dale Junior High School

655 N. Wood Dale Road Phone: 630-766-6210 Attendance: 630-766-1839

Mrs. Shelly Skarzynski, Principal

Board of Education:

The seven-member Board of Education meets at 7:00 p.m. on the third Thursday of the month in the Administration Center at 543 North Wood Dale Road.

Board Members:

President	Mr. Joe Petrella
Vice-President	Mr. Todd Cox
Secretary	Mrs. Araceli Botello
Member	Mr. Carl Lange
Member	Mrs. Marilyn Daniels
Member	Mr. David Woods
	Member
	Mrs. Mary Fletcher-Gomez

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

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 (three days excused), 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 curriculum materials and technology. The School Fees are listed below:

Early Childhood	No Fees
Kindergarten — 2nd Grade	\$60.00
3rd - 5th Grade	\$65.00
6th - 8th Grade	\$90.00

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:

A student shall be eligible for a fee waiver when:

- The student qualifies for a free lunch or breakfast under the National School Lunch Program.

- The students' parent/guardian is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families with Dependent Children).
- 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.

Parents shall be notified promptly whether a fee waiver request is granted or denied. An appeal of any denial must be made to the Superintendent within fourteen (14) days. The Superintendent shall respond within fourteen (14) calendar days of receiving the appeal. The Superintendent's decision may be appealed to the Board. The decision of the Board is final and binding. 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 and must be completed within 12 months.

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 with 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, eye, dental examinations and immunization information are available in the school offices and online on the [our](#) website.
3. Any student transferring into the school district must show proof of physical, dental, and eye examinations, 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 a 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 offers 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 provide ~~complete~~ an emergency information 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 CONTACT THAT CAN BE REACHED AND THAT ANY CHANGES ARE REPORTED TO THE SCHOOL OFFICE IMMEDIATELY. Two (2) emergency numbers, which are not your own number, are required. 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.
- 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 regarding 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 an 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. 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:

Students with chronic communicable diseases will be provided educational services consistent with applicable federal and state law, rules and regulations. Parents must inform the District of all known student chronic communicable diseases so an appropriate educational plan can be prepared. Parents may wish to consult *Management of Chronic Infectious Diseases in Schoolchildren* at: www.isbe.net/speced/pdfs/chronicdiseases.pdf for more information.

Sports Physicals:

In order for junior high students to participate in school athletics, they must have had a physical examination within ~~thirteen~~ ~~twelve~~ months of the conclusion of the sport's season. For example, the girls' basketball season runs from October to December. A student wishing to play girls' basketball must have had a physical completed after November ~~December~~ 1st of the previous year.

It is recommended that all students planning to participate in athletics have a physical before the start of the school year.

General Safety:

Each building has developed procedures to ensure the safety of all students while they are in attendance. This includes having well developed safety and disaster drill procedures. Students are provided with supervision during all periods. During school hours all doors are locked. Visitors must ring the bell at the entrance closest to the office to enter the building and sign in. Visitors must wear a name identification badge while they are in the building.

The District 7 Emergency Procedures Handbook is reviewed annually with the Wood Dale Police and Fire Departments. Fire, tornado, intruder/lockdown, evacuation, earthquake, and bus drills are held in accordance with state law. Detailed procedures have been developed for each of these drills. Should you like more information regarding these drills, please contact the building principal.

Severe Weather:

The policy of School District 7 is to keep the schools open if at all possible. Should dangerous weather or other severe conditions require closing schools, the information will be communicated to families through a phone call from our automated calling system. Information will be placed on our web page at wd7.org and broadcast on local TV and radio stations.

In the event of a tornado warning, students go to designated safety areas of the buildings. If the warning comes at dismissal time, students will 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.

Late Start Schedule:

Should the area be experiencing severe weather conditions, the opening of school may be delayed by 90 minutes for Wood Dale Junior High students and by 75 minutes for Oakbrook and Westview students. **Morning classes for ECEC will be cancelled.** Should a late start schedule be put into effect, District 7 families will be notified by the automated phone calling system. This same information and **detailed bus schedules will be posted on the District 7 website.** Local television and radio stations will also be notified of the late start.

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:

Unless permitted by District 7 staff, cell phones must be powered off and kept out of sight and stored in the students' backpack or locker during school hours, and at any school related event.

Visitors/Volunteers:

All visitors are required to report to the school office upon entering the building. Parents are encouraged to visit their child's classroom(s) during the school year by making an appointment with their child's teacher. The number and length of parent/parent advocate visits permitted will be left to the discretion of the building principal. 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.

All adults who volunteer or work as resource persons in District 7 schools, including parents, will be screened on an annual basis prior to being allowed to work with students. A person who is a "sex offender," as defined by the Sex Offender Registration Act, or a "violent offender against youth," as defined in the Child Murderer and Violent Offender Against Youth Registration Act, will be prohibited from being a volunteer or resource person.

Accommodations for Individuals with Disabilities:

District 7 will make every attempt to provide individuals with disabilities an opportunity to participate in all school-sponsored services, programs, or activities. The District will provide auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity.

Individuals with disabilities are asked to notify the Building Principal 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.

Dress Code:

Student's dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate or compromise reasonable standards of

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, the first person who should be contacted is their child's teacher. Most 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, there was not 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.

Parents' Right to Know:

Parents have the right to request and review information from the district regarding the professional qualification of our teachers. The federal Every Student Succeeds Act (ESSA) requires schools that receive federal education funds under Title I to provide this information to parents upon request. The information must be provided to parents in a reasonable amount of time.

The information parents may request includes the following:

- Has the teacher met state qualifications and licensing requirements for the grade levels and subject areas in which the teacher provides instruction.
- Is the teacher providing instruction under emergency or another provisional status.
- Is the teacher providing instruction in the field of discipline of the certification of the teacher.
- Are paraprofessionals providing instructional services to students, and if so, what are the paraprofessional's qualifications.

The district is also required to inform parents if students have been taught for four or more consecutive weeks by a teacher who does not meet applicable state licensure requirements at the grade level and subject area in which the teacher has been assigned.

Should you have any questions, please contact the building principal at your child's school.

Mandated Reporting – DCFS (Suspected Child Abuse)

Any District employee who suspects or receives knowledge that a student may be an abused or neglected child is required by law to: (1) immediately report or cause a report to be made to the Illinois Department of Children and Family Services (DCFS) on its Child Abuse Hotline 800/25-ABUSE or 217/524-2606, and (2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office. The employee shall also promptly notify the Superintendent or Building Principal that a report has been made. The Superintendent or Building Principal shall immediately coordinate any necessary notifications to the student's parent(s)/guardian(s) with DCFS, the applicable school resource officer (SRO), and/or local law enforcement.

Any District employee who discovers child pornography on electronic and information technology equipment shall immediately report it to local law enforcement, the National Center for Missing and Exploited Children's CyberTipline 800/843-5678, or online at www.cybertipline.com. The Superintendent or Building Principal shall also be promptly notified of the discovery and that a report has been made.

III. SERVICES

Response to Intervention (Rti):

The Rti process has been implemented 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.

Should you 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 Early Intervention Program. Please contact Kelly Gould ~~Gonnie 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 special needs. As space permits, District 7 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 their 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 Procedural Safeguards For Parents/ Guardians of Students with Disabilities; policy for the collection and use of confidential information; and special education records are also available. Contact the office if you wish 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 Early Childhood Education Center (630- 694-1174) 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, or whose physician anticipates that the student may be 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 is proud to offer to Wood Dale residents two programs that serve infants, toddlers, and preschoolers. These programs are funded through grants the district receives from the State of Illinois.

Through the Preventive Initiative Grant the district offers a birth to age 3 early intervention program that is available to all families residing in District 7. Our Parent Educators are trained to provide

vision, hearing, and general development screenings for infants to children 3 years of age. The Parent Educators make periodic home visits to provide general advice and answer questions regarding the development of infants and toddlers. Parent Educators can also assist parents in securing appropriate resources and links to community services for children and families. A monthly parent-child playgroup is held at the Early Childhood Education Center. Please phone ECEC at (630-694-1174) if you or someone you know is interested in any of these services. This program is free.

Through the Preschool For All Grant the district offers a half-day program for eligible children (ages 3 and 4) residing within the District 7 boundaries. Children must meet eligibility requirements and are invited to register for preschool screenings that are held throughout the year. The screening consists of a parent interview, an assessment of development (language skills, social/emotional, school readiness, fine/gross motor skills) and a vision/hearing screening.

The Preschool For All Program is a half-day, 5 day a week program that is free with busing provided. The focus of the program is to prepare children to be life-long learners through a curriculum that uses play-based, experiential learning. Emphasis is placed on preparing children to be ready to enter kindergarten. Children are not required to be toilet trained to attend the program. Please phone the Early Childhood Center at (630-694-1174) should you like to schedule an appointment or if you have any questions.

Power Hour:

In conjunction with the City of Wood Dale, District 7 offers the Power Hour afterschool program for students in 2nd – 8th grade. Power Hour meets 3-4 days a week after school. The district provides transportation for students participating in Power Hour. The Power Hour Program is designed to support students in developing study skills and positive work habits. Staff members recommend students to participate in the program. Parents of students who have been selected for the Power Hour Program are required to attend two parenting classes during the time their child is enrolled in the program.

Alternative Kindergarten Program:

Kindergarten students who qualify for the Intervention Program and/or the 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 is designed to maximize students' instruction and reduce the amount of time a student may receive support out of the classroom.

Parents/Guardians of eligible students will receive notification of their child's participation in the Alternative Kindergarten Program at the start of each trimester. Parents/Guardians will also receive notification when a student has met his/her goals and no longer requires EI and/or ELL support as part of the extended day program. The Alternative Kindergarten Program is scheduled for Monday, Tuesday and Wednesday ~~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 \$2.85. Children may bring a bag lunch and purchase milk for \$.55. Students may go home for lunch if they are picked up and signed out of school by their parent/guardian.

Information as to lunch 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.
- Refrain from including energy drinks or soda in lunches sent from home.

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

for the Arts, Fire Department, Library or Police Department. 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 their 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 provides gives students an opportunity to practice skills they have learned during the regular physical education classes. The intramural program helps to develop productive wise-use of leisure time, physical fitness and social interaction.

Clubs:

The junior high offers 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. Parents may check the school calendar for dates and times of club meetings. **Students who participate in clubs and intend to use the activity buses are required to pay an annual \$25.00 activity fee.**

Paperless Option:

District 7 offers families a paperless option. This means your family may choose to not have your child(ren) bring any flyers, notes, newsletter, announcements home from school. Rather, your family can access all this information by checking the Virtual Backpack available on-line via the District 7 website. It is easy to access.

- Information is posted on the Virtual Backpack throughout the week.
- ~~Your family receives an email from school once a week to remind you that the Virtual Backpack has been updated and you should go on-line to check it.~~
- Should there be information posted that would be considered urgent, the school will immediately send out an email to alert you to check the Virtual Backpack.

Should you wish to sign up for the paperless option or if you have any additional questions regarding the paperless option, please contact the secretary at your child's school.

Translators:

Should parents/guardians require a translator for a parent meeting or teacher conference, they should notify the principal or their child's teacher in advance of the meeting, regarding this need. Every effort will be made on the part of the school staff to secure a translator to be present at the meeting.

IV. CURRICULUM

Courses of Study:

Elementary subjects include English Language Arts, Social Science, Science, Mathematics,

Physical Development and Health, and Fine Arts. Spanish is offered through the dual language program. Parents must complete an application in order for their child to be considered for entry to the program. For more information please contact Dr. Merri Beth Kudrna, Curriculum Director.

Junior High includes the above courses plus Life Management and Science, Technology, Engineering, and Math (STEM).

Band and Chorus Programs are available to students in grades four through eight. Questions may be directed to the Band and Chorus directors at Westview or Wood Dale Junior High.

Technology is integrated into the curriculum 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. Students qualifying for English Language Learner (ELL) services are required to participate in the ACCESS testing mid-year. Students in Kindergarten participate in the KIDS assessment annually.

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 throughout the nation 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 teaching methods 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.

Should you have additional questions, please contact the LMC Director/SEM Consultant or the building principal at your child's school.

Title I:

A Title I Program is provided for students experiencing difficulties in reading and/or math. Participation in the program is based on assessment results and teacher recommendation. Further information can be obtained from the building principal.

Sexual Abuse Prevention/Personal Body Safety Curriculum:

District 7 is required, by Illinois State law to provide no less than one age-appropriate lesson

per school year to instruct students to (a) recognize and report sexual abuse, and (b) focus on methods to reduce students' vulnerability to sexual abuse. Parents of students in grades Pre K-8 will be given at least 5 days written notice before instruction on avoiding sexual abuse begins. Upon request, parents will be provided the opportunity to preview the curriculum used for instructional purposes.

Dual Language:

Two-way dual language was implemented with kindergarten beginning in the fall of 2017 and will continue through the grades each year. Families must apply for the program by completing an application for enrollment. Contact the building principal or Dr. Merri Beth Kudrna, Curriculum Director, for an enrollment application. Applications can also be found on the district website.

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. Should parents have questions regarding ELL services, they should contact the ELL Coordinator, Ms. Elvia Villalobos at 630-595-9510.

Character Counts:

The Wood Dale community and District 7 are members of 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. District 7 schools integrate activities into lessons to teach all the pillars of character.

Curriculum Materials:

Materials provided to students for learning, including technology equipment are the property of District 7. Students are responsible to properly care for these materials. Fines will be assessed for damaged or lost school materials.

As part of the District 7 one to one technology device program, each parent/guardian must agree annually to the Authorization for Use of Electronic Network, prior to their child being issued a device for the year. ~~Damage to or loss of any device, including device chargers, will result in a fee to cover the cost of repairs District 7 incurs. Families may choose to purchase technology insurance at a cost of \$30 for the year to protect against damage fees that may be incurred throughout the year. If technology insurance is waived, the following repair costs will apply for each repair made.~~

REMOVE TABLE BELOW

Item	iPad	Chromebook
Entire Device Replaced	\$500	N23, HP \$200
Screen	\$50	\$30
Entire Case Replaced	\$20	\$35
Chromebook Case Strap		\$10
Keyboard/Trackpad		\$75
Charger	\$10/Cord	\$20

~~All families must sign in to www.onetoonerisk.com to review and agree to the Authorization and Use of Electronic Network, as well as accept or decline the waiver insurance, prior to their student being issued a device.~~

Prior to issuing a technology device to a student to take home and/or allowing a student to bring a technology device to school, written parent permission must be obtained.

Reporting Student Progress and Promotion:

A report of student progress will be sent home three times during the school year. The reports are aligned to the District 7 curriculum.

The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, performance based on state assessments, 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.

Wood Dale School District uses standards-based grading ~~and reporting~~ (SBG), which is widely used across the country. SBG assesses how students are progressing toward a set of learning goals/standards (criterion-referenced) rather than grading how an individual student performs against an average student. Therefore, students are being compared to learning goals and not to each other. Since the specific articulated learning goal tells a student much more about what he/she should be learning, the path to growth is clearer than simply receiving a percentage grade or letter grade without explanation.

Parent/Teacher Conferences:

Regularly scheduled conference dates have been established. All parents are requested to participate in conferences and to keep in close contact with their child's teacher at all times. Communication 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.

Protective Eyewear:

Protective eye devices shall be required to be worn by all students, teachers, and visitors when participating in or observing dangerous vocational arts and chemical or combined chemical physical laboratories involving caustic or explosive chemicals or hot liquids or solids.

V. ORGANIZATIONS

Parent Teacher Organizations:

The Wood Dale Parent Teacher Organization (PTO) 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.

Padres Unidos:

Padres Unidos de Wood Dale has been formed to support Latino families who have students attending District 7 schools. The mission of Padres Unidos is to increase the participation of Latino parents in the life of the school district. During the school year, Padres Unidos organizes educational events and activities of interest to Latino families. An events calendar for the school year is posted on the district website. Membership is open to anyone in Wood Dale. If you would like to learn more about Padres Unidos de Wood Dale please contact the secretary at your 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

- Photograph in Newsletter, Calendar or Website;
 - The Yearbook;
 - Student Recognition Lists;
 - Graduation/Holiday/Band/Choral Programs
- 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, home phone number 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, image, voice, film, or other recorded image 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, image, voice, film, other recorded image, 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.
 - No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit or insurance the securing by any individual of any information from a student's temporary record that the individual may obtain through the exercise of any right secured under the Act.

VII. EQUITY

Equal Educational Opportunities:

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, or order of protection status.

Sex Equity:

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

Any student may file a sex equity complaint by using Board policy 2:260, *Uniform Grievance Procedure*.

VIII. SEXUAL HARASSMENT

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that

**XX. CALENDAR
WOOD DALE SCHOOL DISTRICT 7
(2018-2019)**

AUGUST	16	Teacher Professional Development (No School)
	17	Teacher Professional Development (No School)
	20	First day of Classes (K-8)
	27	First day of Classes ECEC
<hr/>		
SEPTEMBER	3	Labor Day (No School)
<hr/>		
OCTOBER	8	Columbus Day - (No School)
	9	Teacher Professional Development (No School)
	31	Teacher Professional Development (Half Day)
<hr/>		
NOVEMBER	19	Parent/Teacher Conferences (No School)
	20	Teacher Professional Development (No School)
	21	Non-Attendance Day (No School)
	22	Thanksgiving Day (No School)
	23	Non-Attendance Day (No School)
<hr/>		
DECEMBER	12/24 – 1/4	Winter Break
<hr/>		
JANUARY	7	Teacher Professional Development (No School)
	8	Classes Resume
	21	Martin Luther King Birthday (No School)
<hr/>		
FEBRUARY	18	President's Day (No School)
	22	Half Day School Improvement
<hr/>		
MARCH	1	Teacher Professional Development (No School)
	4	Casimir Pulaski - Attendance Day (Holiday Waiver)
	25-29	Spring Break
<hr/>		
APRIL	1	Classes Resume
<hr/>		
MAY	24	Half Day School Improvement
	27	Memorial Day - (No School)
<hr/>		
JUNE	3	Tentative Closing Day of School if no Emergency Days used