

NILES ELEMENTARY SCHOOL DISTRICT NO. 71

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Dear Parents or Guardians,

Welcome to the 2009-2010 school year. The administrative team is excited to be a vital part of your child's educational program. Our goal is to meet the needs of your child in order to give them the best education possible. However, we can not achieve this without the support and participation of you as parents, as well as your children. Our collaborative work together will help your child to achieve to their greatest potential.

Please take the time to review this book with your child and save it for future reference. This is a key to our policies, procedures, and behavior rules.

Throughout the year we will be communicating with you through many avenues. This should include newsletters and through our website. Our web address is www.culver71.net. If you have any questions at any time, please feel free to contact me or the other members of our administrative team.

I look forward to working with you and your child throughout the school year.

Respectfully,



Amy Kruppe
Superintendent

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GENERAL DISTRICT INFORMATION

MISSION STATEMENT

The mission of Niles Elementary School District No. 71 is to provide for each student a challenging education which promotes academic excellence and fosters respect for self, community and the environment.

STATEMENTS OF BELIEFS AND VALUES

Education is the shared responsibility of students, families, the school and the community. The following statements express the belief of Niles Elementary School District No. 71. We are committed to...

- Providing each student opportunities to attain his/her full potential
- Offering challenging programs that meet diverse physical, intellectual, social and emotional needs
- Empowering students to become self-directed learners in an ever-changing technological multicultural world
- Respecting one another and sharing accountability for achieving the goals of the school district
- Fostering a safe and nurturing environment
- Exploring the fine arts to promote creative expression through music, movement and the visual arts

THE BOARD OF EDUCATION

BOARD MEMBERS

The philosophy, goals, policies and budget of the school district are determined by the Board of Education. The Board consists of seven members elected from among the registered voters of the district. The full term of office is four years. Four Board Members are elected during an odd numbered year and three Board Members are elected during the next odd numbered year. The current members of the Board of Education are:

<u>Board Member</u>	<u>Term Expiration</u>
Patrick Byrne, President	April, 2013
Matt Holbrook, Vice-President	April, 2013
Mary Krueger, Secretary	April, 2013
Karen Johnson, Member	April, 2013
Paul Heck, Member	April, 2011
Vincent Bugarin, Member	April, 2011
James Mahoney, Member	April, 2011

BOARD MEETINGS

The Board of Education conducts its regular monthly meetings on the third Tuesday of every month at 6:30 pm. The meetings are open to the public. If a speaker wishes to have the topic included on the formal agenda and discussed by the Board, the "Visitor's Statement" form must be completed and submitted to the Superintendent no later than five (5) days in advance of the School Board Meeting. Forms are available at the district office. The Board of Education conducts Special Meetings as needed.

SCHOOL PERSONNEL

SUPERINTENDENT

The Superintendent is employed by the School Board to carry out the philosophy, goals and policies of the school district. The Superintendent also reviews the needs of the district and makes recommendations to the Board concerning programs, staff, activities and budget.

PRINCIPALS

The Principals are the instructional leaders of the school with responsibility over staff, students, programs, disciplinary matters and activities.

STAFF

The district employs state-certified staff and educational support personnel to provide the instructional and support services to the students of the district.

SUBSTITUTE TEACHERS

All of our substitutes are qualified teachers and licensed by the state. When a substitute teacher is conducting a class, every attempt to maintain the structure and routine of the class will be made.

CONFERENCE WITH TEACHERS

If you wish to have a conference with a teacher, please contact the teacher directly between 7:45 a.m. and 3:00 p.m. Teachers will talk with you when they are not conducting class. Please note: faculty members often meet daily from 7:45 - 8:20 a.m. and may not be available for phone calls during this time. If the person with whom you wish to speak is not available when you call, please leave a message on his/her voice mail. Faculty members will return phone calls during their planning periods or after school hours.

CONCERNS

To ensure a successful school experience, strong communication between parents and teachers is vital. Occasionally misunderstandings between the home and school can occur. Often, these can be corrected by a call to the school. Because it is in our mutual best interests to resolve any misunderstandings, the following procedures are suggested:

1. The student or parent/guardian should discuss the matter with the person(s) directly involved first. Call the school so that you can discuss the matter with that person and/or to schedule a meeting with him/her.
2. If Step #1 fails to resolve the problem, it should be directed to one of the Principals.
3. If Step #2 fails to resolve the problem, it should be directed to the Superintendent.
4. If the matter still remains unresolved, the parent/guardian may request the permission of the School Board President to address the Board at its next regular meeting.

CALLING THE ADMINISTRATION

Please feel free to call 847-966-9280 concerning any school problems that you may have.

ATTENDANCE

REGULAR ATTENDANCE

The habit of regular and consistent attendance is a prerequisite to a successful school experience. Children should be absent only in cases of illness or emergency. Whenever possible, medical and dental appointments should be scheduled for out-of-school hours. If this is not possible, a note of explanation from the parent should be brought to school the day before or the morning that the child is expected to be absent.

REPORTING STUDENT ABSENCE

All students must be accounted for every day. *School law requires parents or guardians to notify the school if a student will be absent. The school number to report an absence is **847-966-9280, ext. 5000**. Please call before 8:45 a.m. to report a student's absence.* If the school is not notified of a student's absence, the school nurse or other school personnel will contact parents or guardians to verify that the student is ill. In order to provide an additional measure of security for your child, we also ask that **you call each day that your child will be absent**. If you will be picking up **homework for your child, please phone in your request to the school office by 9:00 a.m.** It is important to notify the school office by 9:00 a.m. to ensure there is ample time to prepare the materials needed for the missed class work and homework for that day. **Homework and class work materials will be available for pick up after 3:00.** If you have prearranged with a neighbor or friend to pick up homework, please let the office know.

If a student is absent for more than a week, we may ask for a doctor's note explaining the reason for the absence. If necessary, the teacher will refer the child to the school nurse. Also please note if a student is ill, he/she will not be able to participate in any after-school activity or sports on that day.

Although we realize that it is sometimes difficult to coordinate family vacations with the school calendar, we discourage a child's absence for the purpose of vacation.

TRUANCY

Truancy is an absence from school or classes without valid cause during a school day or portion thereof. No student shall be subject to punitive action for chronic and habitual truancy, as that term is defined in The School Code, unless available supportive services and other school resources have been provided to the student.

Violations will result in contact with both parents and the Cook County Truant Officer who will follow up the case and may bring subsequent court action. Subsequent truanancies will result in suspension and referral to the Superintendent for further disciplinary action by the Board of Education.

The following services are available, but not limited to, students with attendance problems and their parents or guardians: parent conferences, student counseling, family counseling and information about existing community services which are available to truant and chronically truant students.

EXTENUATING CIRCUMSTANCES

SECURITY INFORMATION

All doors are locked. At the main entrance there is a security camera and a buzzer system to allow people to enter. Students who arrive late must check-in at the front office. Parents or visitors who come to the building during the school day are asked to sign in, wear a visitor's badge and leave your driver's license or a valid state identification with the school secretary while in the building.

If it became necessary to evacuate the building, we have an arrangement with buildings deemed safe in the area. If it became necessary to keep the children in the building due to outside safety concerns, we request that you do not make an attempt to pick your child up until notified. Although we realize that should this situation occur your first instinct as a parent would be to pick your child up, our priority is to keep your child safe. Therefore, we cannot allow outsiders in the building until we receive notification from the police department that it is safe to release the students. You will be contacted by the administrative team as soon as possible utilizing our alert now automated system. Please do not call the school as this would add an additional burden to our phone lines.

FIRE, TORNADO AND LOCKDOWN DRILLS

Fire, tornado and lockdown drills are held periodically throughout the year. These drills are specifically designed to teach students the appropriate behavior in a disaster situation. The children are given instructions as to the proper procedure for each condition.

CLASSROOM INTERRUPTIONS

When a student forgets his/her lunch, homework, musical instrument, etc, and parents bring these items to school after school begins, it creates a disruption to the educational process. Please be sure your child has everything he/she needs before leaving home.

On the rare occasion a forgotten item needs to be brought to school, the following procedures have been developed to avoid unnecessary classroom disruptions:

1. All contact with students and teachers must be made through the main office when bringing forgotten items to school.
2. Forgotten lunches, money, etc. should be left in the school office for the child to pick up.
3. Only emergency telephone messages will be delivered. If you must change a student's after school arrangements, please send a written notice signed by the parent or guardian to the school office. If the school does not receive this written notice, the child will follow his/her usual routine.

LEAVING THE SCHOOL GROUNDS

Once a student has arrived on school grounds, at no time is he/she to leave the school grounds unless approved by one of the school Principals.

REQUEST FOR EARLY DISMISSAL

Requests for early dismissal must be made in writing by the child's parent or legal guardian. We ask you to use these times sparingly, as the class work often cannot be duplicated. Dismissal will be from the school office. Only those who are preapproved to pick up the child from school will be allowed to sign that child out of school. The early dismissal sign-out log is located in the school office.

CHANGE OF ADDRESS/TELEPHONE NUMBER

Parents should notify the school office in writing of any change in home or work addresses and phone numbers, as well as cell phone numbers. This information is vital for emergency contacts.

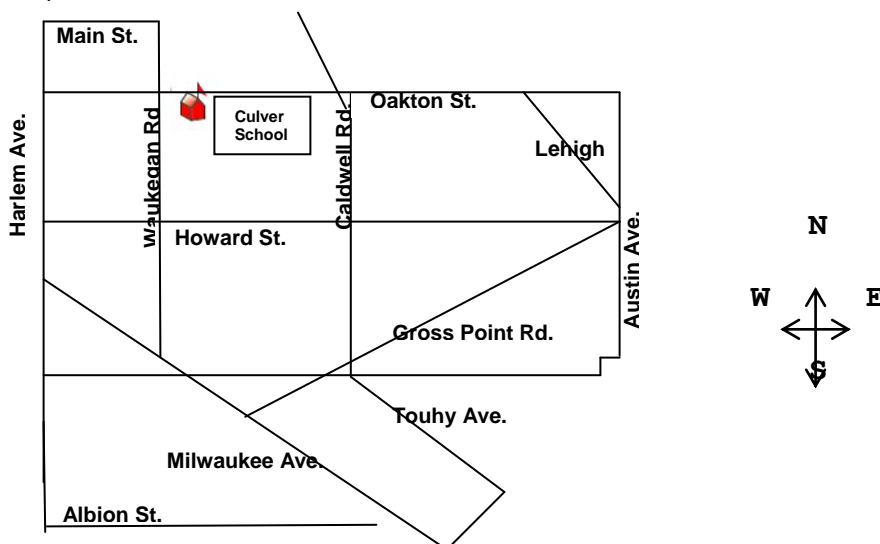
VISITORS IN THE BUILDING

Visitors are welcome to our school. Visitors are to park in the visitor lot located nearest the southeast side of the school building. Visitors are to enter the school building via the main entrance on the northeast side of the building. For security purposes, the doors to the school are locked. Niles Elementary School District 71 has a doorbell located at the main entrance. When you are "buzzed" into the school building, please report to the school office, sign in, receive a visitor's badge, and leave a driver's license or valid state identification piece before proceeding to other parts of the building.

You are cordially invited to visit your child's classes during the school year. We require that you make arrangements with both a member of the administrative team and the teacher you are requesting to visit at least 24 hours in advance. The teacher must be in agreement for the visit to occur. Should a visit from a parent cause a disruption to the educational environment, that parent will be asked to remove themselves from the classroom. For more information, please see Conference with Teachers on page 7 of this handbook.

RESIDENCY DISTRICT BOUNDARIES

Harlem Avenue on the West; Main Street on the North; Austin Avenue on the East.; City of Chicago on the south. Area of District 71 is 2.5 square miles.



RESIDENCY

As a matter of law, children presumptively reside in the school district where their parents/guardians reside. Their residence then gives the children the right to enroll in schools within that specific district. The School Board must ultimately make the decision as to whether a student is a resident or non-resident. The board looks at the facts of each situation and makes a determination based upon those facts. If you wish to review the School Board's policy on residency, please contact the superintendent's office.

ELIGIBILITY FOR SCHOOL (AGE, RESIDENCY)

A child whose fifth birthday falls on or before September 1st of the school year, for which the child is to be enrolled, is eligible for attendance in kindergarten. Presentation of an original birth certificate or passport is the only document that shall be accepted to verify the date of birth.

Only students whose parents or legal guardians reside in the district are eligible to attend school in the district. Students whose parents or legal guardians do not reside in the district may petition the Board to attend school in the district upon payment of tuition as required by law.

A resident student who becomes a non-resident student during the school year shall be allowed to remain in the district until the end of the current school year in which the non-residency occurs with the tuition waived. Transportation to and from school then becomes the responsibility of the parent or legal guardian.

TRANSFER STUDENTS

Students new to District 71 must present the "Student Transfer Form" from their previous school and should contact Culver School for registration information as soon as possible. Proof of residency is required when registering. A physical examination taken within the past year is required for registration in the district.

Students who plan to move out of District 71 should contact the school office as soon as possible, giving the expected departure date. On the final day of attendance, the student will be given a transfer form. Student records will be released directly to the new school upon request. Copies of health records may be released directly to parents for presentation to the new school.

HOMELESS STUDENTS

Homeless children may attend District schools when they reside in the District's attendance area when permanently housed or last enrolled in school, or if they are currently living within the District's attendance area. A homeless child shall be immediately admitted even if the child or child's parent/guardian is unable to produce records normally required to establish residency.

Further information regarding the educational rights of homeless students may be obtained by contacting the Homeless Student Liaison, Amy Kruppe, Niles' Elementary School District 71 Superintendent.

TRANSPORTATION

AUTOMOBILE DROP-OFF/PICK-UP DIRECTIONS

If you choose to drive your child to/from school, it is important that you follow the drop-off and pick-up procedures. Please note that speed bumps are in all the school lots.

1. In the morning, you may drop off your child/children in the west lot or the southeast lot.
2. In the afternoon, please pick-up your child/children as follows:
 - If your youngest child is in grade K through 2, please pick up your child/children in the southeast lot.
 - If your youngest child is in grade 3 through 8, please pick up your child/children in the west lot.

WALKING AND CROSSING DIRECTIONS

Children should always use sidewalks and cross at corners where possible and should avoid unsafe areas such as the forest preserves. If your child normally takes a bus to and/or from school and he/she will be walking or is being driven, let us know. Children who walk to school should obey all traffic and safety laws. Parents should determine and share with their children the exact route the child is expected to take to and from school.

The Niles Police provide crossing guards at the following locations and times:

Oakton and Waukegan 8:00-8:30 a.m. 2:50-3:20 p.m. 3:50-4:15 p.m.*	Oakton and Civic Center Drive 8:00-8:30 a.m. 2:50-3:20 p.m. 3:50-4:15 p.m.*	Nordica and SE exit of Visitors' lot 8:00-8:30 a.m. 2:50-3:20 p.m. 3:50-4:15 p.m.*
Nordica and Howard 8:00-8:30 a.m. 2:50-3:30 p.m. 3:50-4:15 p.m.	Waukegan and Cleveland 8:00-8:25 a.m. 2:50-3:30 p.m. 3:50-4:15 p.m.	Shermer and Main 8:00-8:25 a.m. 2:50-3:30 p.m. 3:50-4:15 p.m.

**Crossing guards will be posted when after-school activities ending at 4:00 are scheduled.*

**Crossing guard times are subject to change based upon the needs of the children crossing.*

Students must cross at an intersection where a crossing guard is posted.

MORNING ARRIVAL

Students entering the school grounds from Nordica Street should use the sidewalk located next to the fenced-in hard play area. All bike riders are to walk their bikes on the sidewalk directly to the rack in the front of the school upon arriving on school grounds. Students not taking a bus to school must plan on arriving no earlier than 8:10 a.m. For the sake of safety, immediately upon arrival, students in grades 1-8 are expected to report to the designated waiting areas and follow the directions of the morning supervisors. Students are not allowed to be in the playground nor in the field before school. The designated areas are as follows:

Grades 1 & 2	door #3	(southeast entrance)
Grades 3, 4 & 5	door #4	(south entrance)
Grades 6, 7 & 8	door #2	(northeast entrance)

Note: Kindergarten students enter via Door #2 upon arrival beginning at 8:10 a.m. and report directly to their classrooms for the first two quarters of the school year.

AFTERNOON DISMISSAL

1. Upon dismissal at 2:55, all students must leave the building promptly.
2. Students who walk should begin to walk home immediately unless supervised by a parent. Sidewalks are provided for your safety. Students are expected to use the sidewalks to avoid injury. Students are not allowed to linger on the playground or remain on school grounds unless supervised by a parent.
3. Bus riders must line up according to bus number in the designated area.
4. A supervisor will remain with the buses until all students have boarded, are seated and the buses have pulled away.
5. Students riding on the afternoon activity bus must be boarded and seated by 4:00 p.m.
6. Students participating in after school activities who do not ride the after school activity bus are expected to be:
 - a. Picked up by a parent or designee by 4:00 p.m. on the southeast side of the school building.
 - b. Off the school grounds by 4:00 p.m. if walking home.

BUS TIMES

The following buses are available for student transportation between home and school:

8:10 a.m.	arrival for all K - 8 students
2:00 p.m.	departure for K students
3:00 p.m.	departure for 1 - 8 students and K late day students
4:00 p.m.	departure for 1 - 8 students participating in after school activities that end at 3:55 p.m.

Note: Transportation home for students who participate in after school activities which end later than 3:55 p.m. are the responsibility of the parents.

BUS ROUTES

Bus routes are published and distributed with the registration packet at the beginning of each school year. Parents need to indicate the bus route number and specific bus stop location their children will be using on the bus information form within the registration packet. Students are expected to use the school bus as indicated on this form unless parents provide a written request for changes. **All requested changes must be approved by one of the building Principals.**

BUS RULES AND REGULATIONS FOR STUDENTS

A bus company has been contracted to transport children to and from the school. While all of these drivers have been trained in bus safety, they still need your cooperation. Please review these rules with your children:

1. Buses will stop only at their assigned stops. Bus routes will be provided to parents. It is your responsibility to be at the bus stop on time. Drivers are not permitted to pick up and unload children anywhere but at the regular stops.
2. As soon as you get on the bus, find your seat immediately, sit down and put on your seatbelt. Stay seated until the bus comes to a complete stop at your designated drop off point.
3. Talking is permitted only when it is quiet enough for the bus driver to avoid distractions. Improper language is not permitted on the bus.
4. For your safety - NEVER put arms, legs, head, any other parts of your body or anything else outside the window.
5. No inappropriate physical contact is permitted on the bus (no hitting, pinching, scratching, kicking, etc.)
6. When the bus arrives at school, children are to leave the bus in an orderly manner. Do not push or shove to get off the bus.
7. No student will be permitted to change buses without permission from one of the Principals. Requests to ride a different bus must be made by the parent/legal guardian in writing and approved by one of the building Principals.

Any student not following the instructions noted above will be reported to the office by the bus driver. The following consequences may then be applied to students who do not follow the bus rules listed above:

BUS RULE CONSEQUENCES

***1st offense:** The student has a conference with the principal who then notifies the parent of the offense in writing. The parent needs to sign and date the incident report and return it to the principal the next day.

*2nd offense: The student has a conference with the principal who then notifies the parent of the offense and consequence in writing. The student will not be allowed to ride the school bus for 3 school days. The parent needs to sign and date the incident report and return it to the principal the next day.

*3rd offense: The student has a conference with the principal who then notifies the parent of the offense and consequence in writing. The student will not be allowed to ride the school bus for 5 school days. The parent needs to sign and date the incident report and return it to the principal the next day. The principal will call the parent to schedule a conference to determine the consequence for the 4th offense. The conference will include the student, parent and principal. A 4th offense may result in not being allowed to ride the school bus for the remainder of the school year.

Note: The principal may apply consequences for offenses not listed within the rules list as deemed necessary.

Parents are urged to send their children to the nearest and safest bus stop. We ask that the children be at the bus stop at least 10 minutes early during the first week of school. After the first week, a regular time interval will have been established and your child will know when to be at the bus stop. We urge parents to help with supervision of bus stops.

SCHEDULES

OFFICIAL SCHOOL CALENDAR 2009-2010

August 24	Monday	NO SCHOOL - Teacher Institute Day
August 25	Tuesday	NO SCHOOL - Teacher Institute Day
August 26	Wednesday	11:30 DISMISSAL First Day of Pupil Attendance Grades 1 - 8 Kindergarten Orientation
August 27	Thursday	Parent/Student Kindergarten Orientation
August 28	Friday	First Full Day of Kindergarten Classes
September 7	Monday	NO SCHOOL - LABOR DAY
September 25	Friday	11:30 EARLY RELEASE
October 12	Monday	NO SCHOOL - COLUMBUS DAY
October 30	Friday	11:30 EARLY RELEASE
November 3	Tuesday	NO SCHOOL – Teacher Institute Day
November 10	Monday	NO SCHOOL - Parent Teacher Conferences
November 11	Tuesday	NO SCHOOL – VETERANS DAY
November 24	Tuesday	11:30 EARLY RELEASE
November 25	Wednesday	NO SCHOOL-THANKSGIVING RECESS
November 26	Thursday	NO SCHOOL - THANKSGIVING
November 27	Friday	NO SCHOOL – THANKSGIVING RECESS
December 18	Friday	11:30 EARLY RELEASE
December 21	Monday	First Day of Winter Break
January 4, 2009	Monday	Classes Resume
January 15	Friday	11:30 EARLY RELEASE
January 18	Monday	NO SCHOOL – MARTIN LUTHER KING DAY
January 28	Wednesday	NO SCHOOL - Parent Teacher Conferences
February 15	Monday	NO SCHOOL - PRESIDENTS' DAY
February 25	Thursday	11:30 EARLY RELEASE
February 26	Friday	NO SCHOOL - Teacher Institute Day
March 1	Monday	NO SCHOOL-CASIMIR PULASKI DAY
March 26	Friday	11:30 EARLY RELEASE
March 29	Monday	First day of Spring Break
April 5	Monday	Classes Resume
April 30	Friday	11:30 EARLY RELEASE
May 28	Friday	11:30 EARLY RELEASE
May 31	Monday	Memorial Day
June 9	Wednesday	Last Day of School – Dismissal 10:00 AM

SCHOOL DAY

1. Kindergarten 8:20 a.m. to 1:55 p.m.
 - a. One or two days per week each Kindergarten student has class until 2:55 p.m. The day of the week is different for different groups of students and changes during the year.
2. Grades 1-2-3-4-5-6-7-8 8:20 a.m. to 2:55 p.m.
3. Nine days of the school year students are released @ 11.30 a.m.

EARLY RELEASE DAYS

These days are deemed School Improvement Days. During these afternoons, special meetings are conducted with the teachers for the purpose of continued professional growth.

RECESS

Students in grades kindergarten through 5th grade participate in recess activities. Recess periods are supervised each day. Appropriate dress is expected. **A child well enough to attend school can participate in fresh air activities.** Students will be excused from outdoor recess subsequent to an illness upon written request of a parent. In excess of three days, a physician's statement is required as to the nature of the student's problem, the time period during which the student is excused and the specific kind of activity to be avoided. These requests must be in writing. Please note that in cold snowy weather, boots and snow pants are to be worn if students wish to play in the snow.

LOCKERS

Students in Kindergarten have open cubby lockers within their classrooms. Students in grades 1 through 3 have unlocked lockers in the halls. Students in grades 4 through 8 have lockers in the halls that are to be kept locked. Students in grades 1 through 6 may use their lockers as directed by their classroom teachers. Students in grades 7 and 8 may use their lockers in the morning before homeroom, before and after lunch, during passing periods and at the end of the school day.

EMERGENCY SCHOOL CLOSING

If it is necessary to close school because of severe weather or another emergency condition, you will receive a phone call using our automated system from one of the building administrators. The information will also be given to the Emergency Closing Center.

The following Radio Stations and Television Stations subscribe to this service:

WGN-AM (720)	WMAQ TV	WFLD TV	CLTV TV
WBBM- AM (780)	WLS TV	WBBM TV	WGN TV

If you missed or do not wish to wait to hear the radio announcements, visit the web at www.EmergencyClosings.com or our website at www.culver71.net.

RELIGIOUS HOLIDAYS

Students whose parents indicate that the absence is due to the observance of a religious holiday of their religion will be marked absent. However, this will not be counted as an absence in determining Culver awards, such as perfect attendance. Students are expected to make up work that was missed.

EXTENDED DAY CHILD CARE

The district has a program for Extended Day Care for students in grades K - 8. The cost for this service is the responsibility of the parent/guardian. Contact the school office for more information.

FEES

EXPLANATION OF FEES

Registration Fee	:	\$75.00 per student /\$225.00 family maximum
Extracurricular Activity Fee:		\$25.00 per student
Music Lessons:		\$50.00 quarter per student
Music Instrument Rental Fee: (instrument owned by school)		\$40.00 quarter per student

Fees paid quarterly are due on the last day of each quarter.

Students whose parents are unable to afford student fees may receive a waiver of the fees. However, these students are not exempt from charges for lost or damaged books, locks, materials, supplies and equipment. A parent/legal guardian of a student may submit applications for fee waivers. Application forms are available from the school office. Additional information about waiver of student fees can be obtained from the Superintendent.

RETURNED CHECK FEE

A \$25.00 fee will be assessed for all checks returned for non-payment from the bank. Bank imposed fees for NSF (non-sufficient funds) will be the responsibility of the payer. Payment for returned checks must be made in cash, money order or certified check.

HOT LUNCH PROGRAM

The district offers a hot lunch program to all students at school at a minimal cost. Students who bring their lunch may purchase milk and ala carte items. Costs are determined annually. Students are not permitted to go home for lunch.

Free and reduced priced lunches are available to those students whose families qualify under federal guidelines. Additional information and applications are available in the school office.

Lunches will be served in the cafeteria beginning with the first full day of school. The price of a hot lunch is \$2.75. The menu will follow the dietary allowance requirements according to state guidelines. Students can purchase lunch tickets in advance. A five meal ticket costs \$13.75; a ten meal ticket costs \$27.50. Students can purchase ala carte items. One carton (½ pint) of milk is included with each hot lunch. For children desiring to purchase extra milk, the cost is 25 cents per ½ pint carton. **Soda in bottles or cans is not permitted.** Main entree items only may not be purchased separately. One feature is called Offer vs. Serve. The student may decline any two items on the menu for that day. The cost of the lunch does not change; it is still \$2.75.

Menus for the next month are posted on the district web site or available in office.

INSURANCE

The district offers parents the opportunity to purchase an accident insurance policy for their children at a nominal fee. Information is provided at the beginning of each school year.

MONEY AT SCHOOL

Students are discouraged from bringing large amounts of money, expensive equipment or jewelry to school. Students are not allowed to buy or sell items from or to other students in school or on the school grounds. The school cannot accept responsibility for loss or damage to any items brought to school. Checks are the preferred method of payment for school fees and purchases. New this year is the ability to pay fees with the use of credit cards. This can be accessed through the website.

HEALTH AND SAFETY INFORMATION

GENERAL RULES FOR ALL ILLNESS AND REPORTING ABSENCE

1. Please observe your child carefully each day before sending him/her to school. Do not send him/her if he/she has any signs of illness or infection; for example, a temperature elevation above 99 degrees, a cold with symptoms that include the following: sore throat, earache, persistent coughing, red eyes, nausea and never if he/she has vomited during the night or upon arising.
2. Students with influenza-like illness (fever with a cough or sore throat) should stay home and not attend school or go into the community except to seek medical care for at least 7 days even if symptoms resolve sooner.
3. If your child has been diagnosed with a chronic or communicable illness, please notify the school nurse so that an appropriate response plan can be developed.
4. After an illness, a child should be kept home until fully recovered, has maintained a normal temperature for at least 24 hours and can take part in all activities.
5. Excuses:
 - a. A note from the physician indicating that the student may return to school is required following surgery or after recovering from any communicable disease including strep throat.
 - b. A physician's note may be requested by the administration after any absence.
 - c. Physical education activities are a vital part of your child's curriculum. A physician's note is required if your child is to be excused from any part of the gym program.
 - d. Recess activities are an important part of each child's school day. Students will be excused from outdoor recess subsequent to an illness upon written request of a parent. In excess of three days, a physician's statement is required as to the nature of the student's problem, the time period during which the student is excused and the specific kind of activity to be avoided. These requests must be in writing.
6. **If, for any reason, your child is not in school, you are asked to contact and inform the school of your child's absence at 847- 966-9280 ext. 5000.** Please state the reason for the absence. This call is to be made **before 8:45 a.m.** if a child is absent and you have not contacted the school by 8:45 a.m., the school nurse is directed to contact you at home or if necessary, at work. The nurse may administer prescription or non-prescription medicines only if accompanied by a written permission and direction from the doctor and the parent. If either of these types of medication is brought to school, it must be in the original prescription bottle and the bottle should be clearly labeled with the drug name, prescription number, time, amount of dosage and the duration of the prescription. All medication is to be given to the nurse when it is brought into the school. Medication authorization forms should be obtained from the office prior to the administration of medication in school. Additional information concerning administering medicines to students can be found in Board Policy 7:270. Working together, the home and the school can keep your child safe and well.
7. The Illinois School Code allows students to self-administer both their asthma and allergy medication (allergy medication taken with an epinephrine auto-injector) at school. In order for students to be able to self-administer, written authorization from the parent/guardian and the physician/advanced practicing registered nurse must be on file in the office of the school nurse. The written authorization must include the name of the student and the medication that he/she will administer, the purpose of the medication, the prescribed dosage and the time when the medication is to be taken. The written authorizations must be submitted by the parent/guardian every year before students will be allowed to self-administer their asthma and allergy medication.
8. Every effort will be made to contact parents as soon as practical by the school nurse in case of illness or injury of a serious nature. If a parent cannot be reached the emergency number will be called.
9. If a student is sent home due to illness or is absent on a given day from classes, he or she will not be allowed to return for special after school activities.
10. If a child leaves early due to illness, that child will be counted for ½ day absence.

CONTAGIOUS DISEASES

Parents are requested to call the school nurse immediately to report the diagnosis of a contagious disease. These include, but are not limited to, meningitis, hepatitis, chickenpox, scarlet fever, strep throat, fifth disease, H1N1 flu, impetigo and infectious mononucleosis. A doctor's release is necessary for children to be readmitted to school following hospitalization/surgery, hepatitis, measles, mumps, rubella, chickenpox, pink eye and mono. A doctor's release will be required for other illnesses at the discretion of the school nurse following rules from the Center for Disease Control. A child who exhibits acute respiratory infection, sore throat, earache, vomiting or has an elevated temperature (over 100 degrees) will be sent home. **Students need to remain at home until he/she has been fever free for twenty-four hours without medicine.** If the child returns to school before the fever has been expired for twenty-four hours, he/she will be sent home. A child who has had a Strep culture should be kept home until the results are received. A child with a

positive strep culture should be on antibiotics for a full 24 hours and have a physician note to return to school. Students with H1N1 influenza-like illness (fever with a cough or sore throat) should stay home and not attend school or go into the community except to seek medical care for at least 7 days even if symptom resolve sooner.

HEAD LICE

If a child has any head lice or nits, the parents will be contacted. The child is excluded from school until effective treatment has been administered and no lice or nits are found. Please inform the school if your child has head lice so the child's class can be inspected.

MEDICAL RESTRICTION IN PHYSICAL EDUCATION AND RECESS

Students will be excused from physical education and/or outdoor recess subsequent to an illness upon written request of a parent. In excess of three days, a physician's statement is required as to the nature of the student's problem, the time period during which the student is to be excused and the specific kinds of activity to be avoided. These requests must be in writing. A doctor's note is needed to resume physical activity after hospitalization, surgery and bone injury.

PHYSICAL EXAMINATIONS

According to The School Code of Illinois, recent physical examinations are required for entrance into Kindergarten and Sixth Grade. **In addition, any student new to Illinois Schools or any student trying out for an interscholastic team or cheerleading must have a separate athletic physical examination form on record with the school PRIOR to tryouts.** Children entering kindergarten or new to Illinois Schools must submit a recent physical examination, proof of up-to-date immunizations, proof of a vision exam and a blood lead test or screening dated no earlier than the first of the year in which their child is enrolled. The due date for required health examinations and proof of immunizations is the FIRST DAY OF SCHOOL. Parents must present health examinations and proof of immunizations on or before the first day of school. If these documents are not presented, a child will not be able to attend class. Written proof of an appointment for a physical or immunization will be accepted. **Any student new to the district must show proof of a physical exam and up-to-date immunizations in compliance with State of Illinois requirements.**

Physical, sport physical, vision and dental examination forms are available from your school nurse, school secretary or on the website. The date of the physical examination with Doctor's signature and stamp must be recorded on the form.

IMMUNIZATIONS

Immunizations are an integral part of the physical examination. Upon entrance into school, each child must show proof of up-to-date immunizations as required in the Illinois School Code. The month, day and year of each immunization needs to be recorded by the physician.

In accordance with State of Illinois requirements, the following immunizations will be required:

Oral Polio/IPV: Three or more doses of IPV and/or OPV with the last dose qualifying as a booster and received on or after the fourth birthday.

DTP/DtaP or TD: Four or more doses of DTP/DtaP or TD with the last dose qualifying as a booster and received on or after the fourth birthday.

Measles, Mumps, Rubella Vaccine (MMR): The first dose is given on or after the first birthday. A second dose of just the Measles Vaccine must be received before entering school. It can be given one month after the first dose.

The Hepatitis B series of three immunizations are required upon entrance into fifth grade: If the physical condition of a child is such that any one or more of the immunizing agents should not be administered, the examining physician responsible for the performance of the health examinations shall note that fact on the physical examination form. If the series has not been completed, the physician should note when it will occur in order to ensure compliance with the law. Parents objecting to physical examinations and/or immunizations on religious grounds must submit a signed statement detailing the grounds for objection.

Chickenpox (Varicella): The State of Illinois has added the Chickenpox vaccine to the list of those required for entrance into pre-school and Kindergarten. The law is effective as of July 1, 2002. Children entering into any school-operated program for the first time at the Kindergarten level and below will be required to show proof of having received one dose of chickenpox vaccine (varicella) on or after their first birthday. If your child has had the disease, then documentation from your physician will be required on the physical form for Kindergarten.

The Cook County Department of Public Health conducts immunization clinics each month in various areas of Cook County. For further information, contact the North District Office, phone number: 847-818-2860.

DENTAL REQUIREMENTS

According to the Illinois School Code, Students in **Kindergarten, Second and Sixth grade** of any public, private, or parochial school must have a dental examination. Students must present proof of having been examined by a dentist (within 18 months) before May 15th of the school year. If a child in the second or sixth grade fails to present proof by May 15th, the school may hold the child's report card until one of the following occurs: (i) the child presents proof of a completed dental examination or (ii) the child presents proof that a dental examination will take place within 60 days after May 15th. The Department of Public Health shall establish, by rule, a waiver for children who show an undue burden or a lack of access to a dentist.

PHYSICAL EXAMS FOR CO-CURRICULAR ACTIVITIES

Students who plan to take part in co-curricular activities including basketball, track, volleyball, soccer or cheerleading are reminded that you must have had a sports physical exam within twelve months of participating in the activity. This includes try-outs for the activity. You are encouraged to make arrangements during the summer for these exams to avoid the rush once school begins.

VISION SCREENING

1. Vision screening services shall be provided annually for:
 - a. All preschool children 3 years of age (or older) in any public or private educational program or licensed child-care facility.
 - b. All school age children who are in kindergarten, second and eighth grades; in all special education classes; referred by teachers; and transfer students. Vision screening is recommended in grades 4, 6, 10 and 12. Such screening services shall be provided in all public, independent, private and parochial schools.
2. In lieu of the screening services required in subsection (a) of this Section, a completed and signed report form, indicating that an eye examination by an M.D. specializing in diseases of the eye or a licensed optometrist has been administered within the previous 12 months is acceptable.
3. The parent or legal guardian of a student may object to vision screening tests for their child on religious grounds. If a religious objection is made, a written and signed statement from the parent or legal guardian detailing such objections must be presented to the screening entity.
4. Individuals conducting vision screening tests shall give a child's parent or guardian written notification, before the vision screening is conducted, that states, "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 12 months." (Section 27-8.1 of the School Code)
- 5.

EYE EXAMINATION

Illinois law requires that proof of an eye examination by an optometrist or a physician who provides complete eye examinations to be submitted to the school no later than October 15th of the year the child is first enrolled. The examination must be completed within one year prior to the child beginning school

PROGRAMS

INSTRUCTIONAL PROGRAMS

District 71 offers a broad educational program that has a primary focus on instruction in the basics. Academic work is presented within a framework of concern for the social, emotional, psychological, and physical growth of each child. The purpose of classroom instruction is to provide students with strategies, skills, and a commitment to learning that will prepare them for the demands of the future. Development of writing, reading and mathematics receives primary emphasis, while providing a balance of cultural experiences, fine arts and practical arts.

Committees composed of teachers and administrators continuously evaluate the curriculum, making recommendations to the Board of Education to ensure program quality.

The district offers the following programs for all students in all grades:

Art	Language Arts	Science
Computer Education	Mathematics	Social Studies
General Music	Physical Education	
Health and Safety	Reading	

The district offers the following programs at the grade levels indicated

Applied Technology (6-8)	Orchestra (3-8)
Band (4-8)	Spanish (7-8)
Extended Day Kindergarten	

The district offers the following special services and programs:

English Language Learners	Social Worker
Library/Media Services	Special Education
Psychologist	Speech Therapy
Remedial Reading	Title 1 Mathematics

FIELD TRIPS

Parents are notified of all field trip locations, times, methods of transportation, etc. A permission slip, signed by the parent, is necessary for field trip participation. The administration may place a restriction upon a student's participation in an out-of-school activity when in the staff's judgement, it is not in the best interest of the student to participate in the activity. All students attending field trips need to have an updated emergency form on file. Parents accompanying a class on a field trip are not allowed to bring younger siblings.

Please note that all of our field trips are educational. If your child is kept home on the day of a field trip, unless he/she is sick, it will become an unexcused absence. All students who do not attend a field trip, whether they want to participate or not, are expected to come to school on the day of the trip. While they are here at school, they will be assigned class work to be completed throughout the day.

REVIEW OF INSTRUCTIONAL MATERIALS

Parents or legal guardians of any student are invited to review instructional materials used in the schools. These materials include textbooks, teacher's manuals, videos and tapes. Please call the Principal's office for an appointment if you wish to view any of these items.

TECHNOLOGY

Technology users are expected to follow the guidelines outlined in the District's Acceptable Use Policy. These guidelines include Internet use as well as rules of network etiquette and copyright ethics when involving software utilization. Any user who does not comply with the policy rules will lose technology privileges for a period of time under the discretion of the administrative team. Repeated or severe infractions of the policies and guidelines may result in termination of technology privileges permanently. In addition, the student may also be subject to other appropriate disciplinary action.

COMPREHENSIVE HEALTH EDUCATION

Comprehensive Health Education has been mandated for all elementary and secondary schools in the State of Illinois as outlined in the "Critical Health Problems and Comprehensive Health Education Act." Health Education is integrated throughout the curriculum in District 71.

Parents have the primary responsibility for instructing their children concerning human growth and development at home. The school attempts to supplement this information through a health education program that is age appropriate for each student. It is suggested that parents introduce the topic of human growth and development at home to help lay a foundation for the information your child will receive at school. Our program encourages students to ask questions at home especially in areas of ideological differences. Ask your child to share what they are learning in school. Let them know that you are willing and available to answer questions or discuss problems with them.

Parents have the right to withdraw their children from the instruction on AIDS, sex education, family life or to review any of the health education curriculum materials. Please send such a request in writing to the Principal.

SPECIAL EDUCATION SERVICES

In accordance with Article 14 of the Illinois School Code, Niles Elementary School District No. 71 seeks to provide a comprehensive program of special education for those exceptional children who have attained age 3.

Children may be eligible for Special Education Services if they meet the criteria for the following categories: cognitive impairment, hearing impairment including deafness, speech or language impairment, visual impairment including blindness, emotional disability, an orthopedic impairment, autism, traumatic brain injury, other health impairment, a specific learning disability or multiple disabilities. In Niles Elementary School District 71 the following procedures are implemented to determine eligibility:

EVALUATION: An evaluation involves educational and behavioral data collection designed to describe the child's current level of functioning. If specific educational needs are identified the evaluation will aid in the development of interventions and assistance needed to address the identified needs. All assessments are conducted so as to assure that they are nondiscriminatory and appropriate to the nature of the concerns that motivated the referral.

EDUCATIONAL PLAN: Services available at Niles Elementary School District 71 include speech and language therapy, specialized instructional assistance to those children with specifically determined educational needs, psychological consultation and services. Children whose needs require more individualized instruction may be serviced through Niles Township District for Special Education (NTDSE). Parents are invited to participate in the educational planning for their child. No child is ever placed in a local educational support service or NTDSE program without parental knowledge and signed consent. For more information about programs offered through NTDSE visit www.ntdse.k12.il.us. To view your parent rights visit http://www.isbe.net/spec-ed/html/parent_rights.htm.

ANNUAL REVIEW: The educational status and continued supportive services of each child is reviewed at least annually. Parents are always encouraged to give their input and have the right to object to continuation, change, or termination of placement in accordance with Illinois Rules and Regulations.

CULVER REACHES THE INDIVIDUAL

Response to Intervention (RtI) is a prevention model used to provide scientifically based interventions at increased levels of intensity to students who are struggling. With Response to Intervention, progress is closely monitored to ensure that growth is made by each student. While Response to Intervention is the term used within the Illinois State law, Culver defines Response to Intervention as a belief that all children can learn when they are provided with high quality instruction based on their individual needs. Therefore, Culver School has renamed Response to Intervention to be called Culver Reaches the Individual or CRTI.

Culver School utilizes the Culver Reaches the Individual belief system and process to help focus on high quality interventions that are matched to student needs and monitored on a frequent basis. The information gained from the Culver Reaches the Individual process is used by school personnel and parents to adapt instruction and to make decisions regarding the student's educational program.

HOME AND HOSPITAL INSTRUCTION

Parents of any student whose illness, in the opinion of a licensed medical examiner, will result in an absence of 10 or more consecutive school days may request homebound or hospital instruction. The district will provide a program for that child. Requests should be directed to one of the building Principals.

GIFTED EDUCATION PROGRAM

District 71 recognizes that each child possesses a unique combination of needs based upon their abilities and talents. We acknowledge our responsibility to provide differentiated instruction making it possible for each student to realize his or her full intellectual and social/emotional potential.

NILES TOWNSHIP ELL PARENT CENTER

Several schools in Niles Township have collaborated to develop an important resource for families for whom English is their second language. This resource provides services such as education for families about the American education system, encouragement for families to participate in the children's education, help for families accessing community resources in the areas of citizenship, health,

human services and English language acquisition. The Niles Township ELL Parent Center is located at 9440 Kenton Avenue in Skokie. Families may contact the director Corrie Wallace at 1-847-568-7611 for further information.

NETWORK AND TELECOMMUNICATIONS

Access to networks (e.g., the Internet) and telecommunications are available to students and staff. Use of these services is a privilege. Specific training, procedures, permissions and waivers have been established and must be followed. Failure to follow procedures may result in loss of this privilege.

EXPERIMENTS UPON OR DISSECTION OF ANIMALS

Students who have moral objections to dissecting or virtual dissecting of animals may request a release from classroom attendance during times when such activities are taking place. Alternative instructional programs and classroom attendance shall be arranged by the classroom teacher with the Principal's approval.

INSTRUMENTAL MUSIC AND CHORUS

Lessons on string instruments are offered to students from 3rd (beginning the second semester) through 8th grades. Students can learn to play the violin, viola, cello or string bass. Students also attend orchestra rehearsals according to their level: beginning orchestra, intermediate orchestra and concert orchestra.

Lessons on band instruments are offered to students from 4th through 8th grades. Students can learn to play the flute, clarinet, saxophone, trumpet, oboe, trombone, baritone horn, tuba or drums. Students also attend band rehearsals according to their level: beginning band, intermediate band, concert band or jazz band.

FAMILY AND COMMUNITY INVOLVEMENT

Parents/guardians and other community members are encouraged to become involved in their schools. The district has an active PTA (Parent Teacher Association) which offers many opportunities for academic, cultural or social participation. The district schedules a range of parent education programming throughout the year. The district supports a strong partnership among the home, the school and the community.

FEDERALLY FUNDED PROGRAMS

Niles Elementary School District 71 participates in the following federally funded programs.

1. Title I (formerly Chapter I) - A federally funded program which pays for part of the salary of a half-time teacher who works with students who are having serious difficulty in mathematics.
2. Title II Professional Development Program - A federally funded program that pays for professional development for teachers.
3. Title IV Safe and Drug Free Schools and Communities - A federally funded program which pays for audio-visual materials, speakers, curriculum materials, and consultants to establish drug abuse education and prevention programs.
4. Title V Innovative Education Program Strategies (formerly Chapter 2) - A federally funded program that pays for the purchase of equipment and supplies. This money has been used to purchase computers, library, and media center equipment.

PROTECTION OF PUPIL RIGHTS AMENDMENT NOTICE AND CONSENT/OPT-OUT FOR SPECIFIC ACTIVITIES

The *Protection of Pupil Rights Amendment* (PPRA), 20 U.S.C. § 1232h, requires Niles School District 71 to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis or evaluation that concerns one or more of the following eight areas (Aprotected information surveys®):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sexual behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents;
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (Amarketing surveys®), and certain physical exams and screenings.

A copy of the District's PPRA policy in full can be obtained from the District Administrative Office.

FEDERAL AND STATE POLICIES AND GUIDELINES

TITLE IX AND SECTION 504

Niles Elementary School District 71, commonly referred to, as Culver School, located in the village of Niles, Illinois, hereby makes known that it will comply with all requirements of Title IX and Section 504 of the Rehabilitation Act. These provide that "no person in the United States shall, on the basis of sex or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Any person who believes himself/herself to be subjected by the Niles Elementary Schools to discrimination prohibited by Title IX or

Section 504 may file a written complaint with the Title IX and Section 504 Grievance Officer, Amy Kruppe, Niles Elementary School District 71 Superintendent.

AMERICANS WITH DISABILITIES ACT

Niles Elementary School District 71 is pleased to comply with the Americans with Disabilities Act (ADA), which prohibits discrimination in the provision of services, programs or facilities to individuals with disabilities. District 71 is working to better serve individuals with disabilities through facility accessibility and program inclusion.

We welcome any comments or suggestions from individuals with disabilities or their representatives that would enable us to better plan and conduct District 71 services, programs or activities to allow effective participation of people with disabilities.

If you would like more information on ADA and integration opportunities, please contact the superintendent's office. If you believe that you have been discriminated against in the provision of programs, facilities or services because of a disability, please contact Amy Kruppe, Niles Elementary School District 71 Superintendent.

We are also willing to provide reasonable accommodations or auxiliary aids to enable people with disabilities to participate effectively in any public meeting of the School District. Please allow us forty-eight (48) hours advance notice to arrange for accommodations.

Individuals with T.D.D.'s can call 1-800-526-0844 and the Illinois Relay Center will transmit the message to the School District. Also, school district staff can call the Illinois Relay Center which will transmit the message to owners of T.D.D.'s.

SCHOOL VISITATION RIGHTS ACT

The General Assembly of the State of Illinois finds that the basis of a strong economy is an educational system reliant upon parental involvement. The intent of this Act is to permit employed parents and guardians who are unable to meet with educators because of a work conflict the right to an allotment of time during the school year to attend necessary educational or behavioral conferences at the school their children attend. (Source: 820 ILCS 147/1 et seq.). For more information regarding this act please contact the main office.

NO CHILD LEFT BEHIND ACT

On January 8, 2002, President George W. Bush signed into law the *No Child Left Behind Act of 2001 (NCLBA)*. The *NCLBA* was enacted in an effort to improve overall student performance. The *NCLBA* is based on four principles: (1) accountability for states, school districts, and schools; (2) expanded options for parents; (3) expanded flexibility for states and local control; and (4) emphasis on teaching methods.

SCHOOL DISTRICT BUDGET

The current year school district budget are posted on the district's internet web site: <http://www.culver71.net>.

LITERATURE/FLYER DISTRIBUTION

The buildings and school facilities operated by the Board of Education of Niles Elementary School District 71 are not public forums during school days and at other times when in use for purposes related to the educational mission of the District.

It is the policy of Niles Elementary School District 71 to permit local school and park district groups to distribute materials consistent with the educational purposes and values espoused by District 71. Local schools and park district programs may publicize community services, special events and activities for or of interest to school-aged children and which are available to them on a non-discriminatory basis, subject to reasonable time, place and manner restrictions.

The school administration is authorized to issue procedures to implement this policy and to modify the procedures from time to time. Any violation of this policy will result in the collection/recall of all materials distributed.

HOMEWORK, GRADING, REPORT CARDS, PROMOTION POLICY, TESTING & SCHOOL RECORDS

HOMEWORK

Homework is routinely assigned beginning in first grade.

REPORT CARDS AND PROGRESS REPORTS

Report cards are issued four times a year on the dates indicated on the school calendar. Progress reports are issued during the intervals between report cards.

Kindergarten report cards are issued twice a year: at the end of the first semester and at the end of the school year.

Decisions made regarding promotion to the next grade level and/or summer program attendance is made collaboratively by the administration and teachers. Data considered when doing so include, but is not limited to, each child's developmental level, ability level, daily classroom performance, and local and standardized assessments. Final recommendations for retention and/or summer program attendance are made by the administration. A registration fee will be assessed to parent(s)/guardian(s) of students attending the summer program. The amount assessed is determined each school year.

PROMOTION POLICY GRADES 6-8

Decisions regarding remedial summer program attendance, promotion to the next grade level, participation in activities, and/or participation in eighth grade graduation are made collaboratively by the administration and teachers. Final recommendations for these will be made by the administration. Parents will be notified if their child is in danger of not meeting the standards noted below.

Points are awarded each quarter/grading period for academic achievement according to the following scale:

A = 4 points B = 3 points C = 2 points D = 1 point F = 0 points

All 6-8 students are expected to earn a minimum of 8 points for the year in each of their year long courses. They are also expected to achieve a combined minimum of 8 points for the year in their quarter long courses. Points are calculated on a quarterly basis. Students who earn less than the minimum points in 2 or more courses are required to attend and successfully complete the summer remedial program or the equivalent before they can be promoted to the next grade level. Students in grade 8 who earn less than the minimum points in 2 or more courses, will not be allowed to participate in the 8th grade graduation ceremony nor will they be allowed to register for classes at Niles West High School. Graduation diplomas will be issued and the High School will be notified after these 8th grade students have successfully completed the summer remedial program or its equivalent. A registration fee will be assessed to parent(s)/guardian(s) of students attending the remedial summer program. The amount assessed is determined each school year.

ACADEMIC RECOGNITION GRADES 6-8

At the end of each quarter, Red Honor and White Honor lists are posted. The method of evaluating students' grades for honor rolls is as follows:

A = 4.00 B = 3.00 C = 2.00 D = 1.00 F = 0.00

To qualify for Red Honors, a student must have a grade point average of 3.50 or higher. To qualify for White Honors, a student must have a grade point average of 3.00 or higher. All subject areas are considered. If there is an F or a D in any subject, the student is automatically disqualified from appearing on either the Red or White Honors.

DISTRICT TESTING PROGRAM

Student assessment includes District local formal testing, classroom assessment, testing required by the State of Illinois, testing required by Niles West High School for outgoing 8th graders, and Township pre-school screening.

DISTRICT LOCAL ANNUAL FORMAL TESTING

- Grades 2 through 8: Measures of Academic Progress (MAP) in reading, math and language arts.
- Grades Kindergarten through 8: Curriculum Based Measurements in Reading
- Grades Kindergarten through grade 8: Curriculum Based Measurements in Math.

TESTING REQUIRED BY THE STATE OF ILLINOIS

- Grades 3 through 8: Illinois Standards Achievement Test (ISAT) in reading and math
- Grades 3, 5, 6, and 8: Illinois Standards Achievement Test (ISAT) in writing
- Grades 4 and 7: Illinois Standards Achievement Test (ISAT) in science
Note: ISAT is not administered to students identified with severe cognitive abilities.
- Illinois Alternate Assessment (IAA) follows the above mentioned grade level testing requirements for Illinois Standards Achievement Test (ISAT). Illinois Alternate Assessment (IAA) is given to students with severe cognitive disabilities in place of ISAT or IMAGE.
- Grades 3 through 8 Limited English Proficient students only: Illinois Measure of Annual Growth in English (IMAGE)
- Kindergarten through grade 8 Limited English Proficient students only: Assessing Comprehension and Communication in English State to State (ACCESS)

TESTING REQUIRED BY NILES WEST HIGH SCHOOL

Grade 8: EXPLORER; Spanish Placement Exam

Parents receive information specific to each of these assessments prior to being administered to the students. Score reports are sent home to parents/guardians and/or are distributed and discussed during Parent/Teacher Conferences.

STUDENT RECORDS - Rights and Privacy

Niles Elementary Schools District 71 has established policies insuring that the rights of students and parents pertaining to student records are in compliance with federal and state laws.

1. The district maintains two types of student records.
 - a. The student permanent record consists of basic identifying information including the student's name and address, birth date and place, gender, and the names and addresses of the student's parent(s)/guardian(s), academic transcripts, including grades, graduation date, grade level achieved, attendance record, accident reports and health record, record of release of permanent information in accordance with 105 ILCS 10/6 (c). In addition, it may contain information on honors and awards received, information concerning participation in school-sponsored activities or athletics, or offices held in school sponsored activities. The permanent record shall be kept for 60 years after a student has graduated, transferred, or permanently withdrawn from the school.
 - b. The student temporary record consists of a record of release of temporary record information, scores received on State assessments, information regarding serious infractions that resulted in expulsion, suspension, or the imposition of punishment or sanction, information under the Abused and Neglected Child Reporting Act (325 ILCS 5/8.6), and completed home language survey. In addition, it may contain information regarding family background information, test scores, psychological evaluations, special education files, teacher anecdotal information, disciplinary information, and a record of release of temporary record information. Temporary records are maintained for not less than 5 years after the student has transferred, graduated, or otherwise withdrawn from the

school.

2. Parents or legal guardians of students under age 18 have the right to inspect and copy student educational records (both permanent and temporary) at a nominal fee not to exceed 35 cents per page. This fee will be waived for those unable to afford such costs. Any student age 14 or more also has the right to read and review his or her temporary and permanent educational records.
3. Parent or student requests for review of the record must be made in writing to the school Principal. The Principal will then arrange an appointment for the review within two weeks of receiving the request.
4. School Board policy provides for the challenge of information on records by parents, guardians, or students 18 years or older. A request for an informal conference with the Principal to challenge the contents of a student record shall be made in writing. An informal conference will then be scheduled to discuss the matter. If no satisfaction is obtained, a written request for a formal hearing should be made to the Superintendent. The Superintendent, as hearing officer, shall render a decision within 10 school days after the conclusion of the hearing.
 - a. Request for an appeal of the decision of the Superintendent shall be made in writing to the Superintendent of the Educational Service Region within 20 school days after the decision is transmitted.
5. Local, state and federal laws require that information on student records be held confidential. These same laws require that rules and procedures be established to maintain this privacy as well as to indicate all of those people who have had access to the child's records.
6. In general, no personally identifiable records or files (or personal information from either) may be made available to individuals, agencies, or organizations without the written consent of parents, guardians, or students over 18 years. However, limited exceptions are made. The records are available to the following individuals or groups:
 - a. To another school to which the student has transferred, provided that the parents are notified and receive an opportunity to inspect and challenge the information.
 - b. Pursuant to a court order; the parents and student will be notified of this release of information.
 - c. To an employee of the district or an employee or official of the State Board of Education with a current or demonstrable educational or administrative interest.
 - d. For research provided no student or parent can be identified from the information.
 - e. In case of emergency to appropriate persons if such information is necessary to protect the health or safety of the student or other person.
7. Release of information other than to those specified above requires the prior, specific, dated, written consent of the parent designating the person to whom such records may be released, reason for release, and specific records to be released.
8. The following is designated as directory information and shall 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, the student's major field of study, and period of attendance in the school. All such requests not to release directory information must be submitted in writing to the school office.
9. In families where parents are separated or divorced, the granting of custody to one parent does not alter the rights of the other parent unless a court order indicates otherwise.
10. Full and complete copies of the laws, rules and regulations on student records are on file with the Superintendent of the district.
11. Upon graduation or permanent withdrawal of a student (as defined in Article 14 of the School Code (105 ILCS 5/14-1, et seq) and the Rules and Regulations to Govern the Administration and Operation of Special Education (23 Ill. Admin. Code 226, Subpart A), psychological evaluations, special education files, and other information contained in the student temporary record which may be of continued assistance to the student may, after five years, be transferred to the custody of the parent or to the student if the student has succeeded to the rights of the parents. The school shall explain to the student and the parent the future usefulness of these records. However, these can and will be destroyed.

RULES AND DISCIPLINE

PBIS (Positive Behavioral Interventions and Support)

PBIS is a proactive systems approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional and academic success. In a Response to Intervention model, PBIS applies a three tiered system of support and problem solving process to build support. There are four elements to PBIS. These four elements focus on systems, data practices, and outcomes to support social competence and academic achievement, support decision making, support student behavior and support staff behavior.

At Culver School we have been utilizing the Culver Code to address positive behavioral supports. We will now incorporate the Culver Code into an acronym called PAWS (Positive Attitude, Act Respectfully, Work Responsibly, and Stay Safe). This acronym will be utilized to develop established and clear behavioral expectations that are taught, modeled, and reinforced across all settings by all staff. Proper behavior to and from school, in school on the school grounds, on the school busses, at bus stop corners, and at school sponsored activities is expected of all Culver students.

1. Positive Attitude
2. Act Respectfully
3. Work Responsibly
4. Stay Safe

BEHAVIORAL EXPECTATIONS

Students within this Kindergarten through Eighth grade building are expected to behave in a manner, which reflects a positive attitude toward learning and a respect for the rights and property of others. High standards of behavior are an essential part of a productive learning environment.

1. Acceptable behavior is that which does not interfere with: (a) a student's own learning; (b) the rights of other students to learn; and (c) the rights and obligation of the teachers to instruct the class.
2. Student behavior in all areas should not interfere with the rights of other students to move around the building in a comfortable, orderly, safe and secure atmosphere, free from the abuse of other students.
3. Appropriate consequences will be employed to encourage proper behavior and to discourage improper behavior.

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

CONSEQUENCES/DISCIPLINE

Consequences follow inappropriate behavior. Our effort is to have consequences that are consistent, clear and fair. When it becomes necessary to use consequences for students' inappropriate behavior, the Culver staff considers discipline to be a means of fostering growth toward maturity. When needed, the staff member who is present when the inappropriate behavior occurs will intervene to stop the behavior. He/She will then determine the most appropriate action to take. These actions include but are not limited to the following:

1. Conference with the student about the inappropriate behavior.
2. Deny the student a privilege.
3. Assign the student a time-out within the classroom.
4. Assign the student to a detention.
5. Place the child on a home/school contract or behavior checklist.
6. Refer the student to administration.

If the student is referred to the administration, the administrator will determine the most appropriate action to take after conferring with the staff member and student.

DETENTION PLAN GRADES 6-8

Parents/Guardians are notified of a detention via the detention form. Forms need to be signed by parents and returned with the student the following day. Detentions are served on Friday mornings before school begins. If a student receiving a detention is in band or orchestra and needs to be at practice during a detention, the band/orchestra teacher will have the student serve the detention with her the Monday following the detention. Multiple detentions may result in a suspension.

BEHAVIORAL REFERRALS

The Culver staff is responsible for making sure that all students learn and all staff work in a safe environment. Behavior, that in any way, is threatening to the safety of students and/or staff will not be tolerated and will result in a behavioral referral. Students with behavioral referrals will be referred to the administration. These behaviors include but are not limited to the following:

1. Verbal, physical, written or drawn threats toward students or staff
2. Physical/Verbal aggression
3. Gang representation
4. Weapons, items that can be used as a weapon, ammunition and weapon look-alikes
5. Drawings depicting violence
6. Electronic Violation
7. Overt sexual behavior
8. Vandalism
9. Theft
10. Harassment/Teasing
11. Racial slanders
12. Possession of, or use of illegal substances including tobacco, drugs, and alcohol
13. Repeated minor or discretionary infractions on record

Parents will be notified whenever more than a student conference is required. Parents may be asked to come to school for a conference and/or to participate in his/her child's consequence. Parents will be held monetarily responsible for damages incurred to school property by their children. Parent support is imperative in order for the student to learn from his/her mistake. Consequences, which will be imposed by administration, include but are not limited to the following:

1. Deny the student a privilege
2. Assign the student to the time-out room
3. Assign the student to a detention
4. Suspend the student
5. Expel the student

HARASSMENT OF STUDENTS

No person, including a District employee or agent, or student shall harass or intimidate another student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation or other protected group status. The District will not tolerate harassing or intimidating conduct, whether verbal, physical, or visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, wearing or possessing items depicting or implying hatred or prejudice, unwelcome sexual advances, requests of sexual favors or engaging in other verbal or physical conduct of sexual or sex-based nature or one of the characteristics stated above.

Any student of the district who is determined, after an investigation, to have engaged in harassment will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action up to and including suspension and expulsion.

BEHAVIORAL INTERVENTIONS FOR STUDENTS WITH DISABILITIES

Behavioral interventions should be used by teachers and administrators to promote and strengthen desirable adaptive student behaviors and reduce identified inappropriate behaviors. A fundamental principle is that positive interventions designed to develop and strengthen desirable student behaviors should be used, whenever possible.

While positive approaches alone will not always succeed in managing extremely inappropriate behaviors, the use of more restrictive behavior interventions should be considered to be temporary and approached with utmost caution.

The Niles Township Department of Special Education (NTDSE) Executive Director, with the advice and consent of the district superintendent, is authorized to develop procedures that conform to the specifications of the Illinois State Board of Education guidelines on the use of behavioral interventions for students with disabilities receiving special education and related services. The procedures will promote the use of positive behavioral interventions and include, but not be limited to, the following components:

1. Designation of behavioral interventions by level of restrictiveness
2. Identification of a behavioral intervention consultant
3. Procedures for the development of behavioral management plans for students with disabilities having significant behavioral and/or emotional needs and for such students requiring restrictive interventions
4. Procedures for the documentation of emergency use of restrictive interventions
5. Provisions for parent involvement
6. Provisions for staff training and professional development

Sections 10-20.14 and 14-8.05 of the School Code require that this district shall maintain a parent-teacher advisory committee. This committee shall be involved in developing policy guidelines for pupil discipline, including the discipline of students with disabilities. The parent-teacher advisory committee shall review and provide input to the procedures developed by the NTDSE Executive Director. A copy of the complete set of guidelines is available for inspection and review from the Principal.

CAFETERIA RULES

Eating lunch in the lunchroom is a privilege for Culver students. As such, we expect students to cooperate with the following lunchroom rules of behavior:

1. Students are expected to act in a respectful and reasonable manner at all times
2. Students are to be seated at a lunch table except when discarding garbage or purchasing food as directed by lunchroom supervisor
3. Students are responsible for throwing out their own garbage and cleaning up accidental spills
4. Students are collectively responsible for the cleanup of their table.
5. Anyone seated at a table may be asked to clean up what others, less courteous may have left
6. Food, candy or drinks are not to be taken out of the cafeteria
7. Inappropriate behavior may result in the loss of lunchroom/recess privileges or detention for students in grades 6-8

PLAYGROUND/RECESS

Students in grades K-5 have outdoor recess periods during each day except in inclement weather. Therefore, the outdoor clothing that the students wear should be appropriate for the weather of the day. Determination of whether students will go out for recess will be made depending on the weather at that particular time. Any request for prolonged indoor recess must come from the student's physician.

RULES

Activities which include fighting, tackling, shoving, pushing, slamming, or any other dangerous actions are not allowed. Because snow throwing can cause injury, it is prohibited and suspension from school can result. Specific recess rules will be discussed with students at the beginning of the school year. They are as follows:

PLAYGROUND AREA

1. Swings: only swing back and forth; no winding up allowed
2. Teeter Totters: sit on seats only
3. Roller Slide: no standing; slide down only, do not climb up
4. Slides: slide down only, do not climb up

- a. Slide down when person before you reaches bottom of slide
- b. No stopping on the way down
5. Towers/Posts/Tunnels: no climbing to the top or sitting on the top of towers, posts, tunnels
6. Twirler: No more than 2 students at a time; no "flying" (only holding on with hands/feet in air)
7. No throwing wood chips

HARD PLAY AREA

Balls: Students need to get a teacher on duty to get any balls that go over the fence through the gate and into the parking lot.

When the whistle is blown, students must cease play immediately and begin lining up.

No one is allowed on the playground before school. After school, parents must be present for students to be on the playground. Students without parents must go home immediately upon dismissal and may return later.

All rules apply at all times during the day

- during school hours, before and after school hours, on weekdays and weekends.

DRUGS (SMOKING, ALCOHOL)

Students who are smoking, using, or in possession of drugs on school grounds will be suspended from school. Inasmuch as students are not permitted to smoke on school property, carrying cigarettes, matches, smokeless tobacco, or other smoking paraphernalia is unnecessary and inappropriate. Students carrying such items will be asked to surrender them and be subject to discipline in accordance with the district's student discipline policy.

GANGS AND GANG RELATED ACTIVITIES

The presence of or student involvement in gangs or gang-related activities on school grounds while school is in session or at school related events, including the display of gang signs, symbols or paraphernalia, is strictly prohibited. Any student who violates this policy shall be subject to suspension or expulsion in accordance with the district's student discipline policy.

POSSESSION OF INAPPROPRIATE ITEMS

Students should not bring to school any items that are inappropriate or which could disrupt the school program. These include but are not limited to, such items as: toys, electronic games, radios, rubber bands, Ipod, glitter, beeper/pager, wallet chains, trading cards, perfume, tape recorders, matches, lighters, fireworks, yo-yo's, inappropriate reading and/or viewing materials. These items will be taken from the student and the parent will be notified. Parents are expected to personally pick up the confiscated items. Additional disciplinary action may be taken for possession of such inappropriate items if deemed necessary by one of the building Principals.

School district personnel do not accept responsibility for any item taken from a student under the above circumstances.

WEAPONS ACT

Any student who is determined to have brought a weapon to school or any school sponsored activity, or any activity or event which bears a relationship to school, shall be expelled from school for a period of time not to exceed two years, but not less than one year. The Superintendent may modify the expulsion requirement for a student on a case-by-case basis, and the Superintendent's modification may be modified by the Board of Education. For purposes of this section, a weapon means possession, use, control, or transfer of any object such as a 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 Firearm Owners Identification Act; or use of a weapon as defined in Section 24-1 of the Criminal Code; or 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 look-alikes of any weapon as defined in this section. The Niles Police Department will be notified of any weapon or explosive device possession violation.

SEARCH AND SEIZURE

School authorities are authorized to conduct area-wide, general administrative inspections of school property (e.g., searches of all students' lockers) as a means of protecting the health, safety, and/or welfare of the District, its employees and students, without notice to or consent of the student and/or parents and without a search warrant.

In all other cases, school authorities may search such school property when there are reasonable grounds to suspect that the search will produce evidence that the student has violated either the law or the District's rules.

If a search conducted in accordance with this policy produces evidence that the student has violated or is violating the law or the District's rules, such evidence may be seized and impounded by school authorities and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

DUE PROCESS

Students shall be afforded due process for any case of suspension. Prior to suspension, the principal shall give the accused student: (1) an oral or written notice of the charges against them; (2) an explanation of the evidence supporting the charges if denied by the student; and (3) an opportunity for the student to present their side of the story.

Upon request of the parents or guardian, the School Board or a hearing officer appointed by it shall review the suspension. At the hearing review, the parents have the right to representation, a right to present evidence and cross-examination, or dispute the school district's evidence. If the Board appoints a hearing officer, he/she shall provide a written summary of the evidence heard at the meeting. The Board may then take such action as it finds appropriate.

As a general rule, students who are accused of a disciplinary infraction will have an opportunity to know the charges against them and to present their side of the story. Depending on the seriousness of the offense, different procedures will be followed.

USE OF ISOLATED TIME OUT OR PHYSICAL RESTRAINT

Isolated time out and physical restraint will be used only to maintain a safe and orderly environment for learning and not as a form of punishment or means of disciplining a student. Isolated time out and physical restraint will be used only to maintain a safe and orderly environment for learning and to preserve the safety of students and others. Physical restraint is defined as holding a student or otherwise restricting his/her movements. Isolated time out is defined as a means of confinement of a student in a time-out room or other enclosure, whether within or outside the classroom, from which the student's egress is restricted.

Isolated time out and physical restraint will be applied at the discretion of staff and under the following circumstances:

1. Isolated time out may be used when a student demonstrates an inability or refusal to meet expectations for learning or behavior that disrupts the educational setting.
2. Physical restraint may be used when a student poses a physical risk to himself, herself, or others in the school building, on school grounds, during any school activity or outing, or on a school bus. Examples of situations when physical restraint may be used include when a student behaves in a way which could lead to self-injury, appears to be emotionally or physically out of control and at risk of harm, or engages in physically or verbally aggressive behavior which threatens the students' safety or that of others.

OTHER INFORMATIONAL ITEMS

ASBESTOS

The school district building was inspected for asbestos according to federal and state guidelines in 1988. Follow up inspections continue to be performed as required by law. The specific results of that inspection are found in the management plan. A copy of the plan is available for review in the district office.

LAWN FERTILIZATION

Please contact the office if you wish to receive notification in advance when fertilization of the lawn will take place. Specific dates for fertilization will be listed in the School Bulletin as soon as those dates are determined.

PESTICIDE NOTIFICATION REGISTRY

In accordance with State laws, the district will provide notice of specific pesticide and/or herbicide use to any school staff, student, or parent who requires this notification. You can request to be placed on our Pesticide Notification list by contacting Ron Herr, Director of Buildings and Grounds and providing your name, address and day phone number.

AEROSOL CANS

Due to the adverse effect on our environment and the problems it causes to people with allergies and asthma, aerosol cans are not allowed.

TEXTBOOKS

The teacher in charge of each section issues textbooks. Students are expected to cover all textbooks and exercise care of the books that are issued to them. Since books are the property of the School District, students will be held responsible for any loss or damage.

CELL PHONES AND ELECTRONIC DEVICES

Cell phones and electronic devices must be kept out of sight and in an inconspicuous location such as a backpack, purse or locker during the school day. They must be turned OFF and may not be used unless one of the building Principals grants permission. Failure to comply with these rules will result in confiscation of the cell phone or other electronic device. Parents are expected to personally pick up the confiscated item.

School district personnel do not accept responsibility for any cell phones or other electronic devices taken from a student under the above circumstances.

DRESS CODE

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

The following is a list of inappropriate or unacceptable attire for all grade level students:

1. Clothing articles with:
 - a. suggestive or inappropriate writing or pictures
 - b. advertisements for drugs, alcohol, cigarettes, or tobacco
 - c. gang symbols, support for violence or hatred
2. Shorts and skirts should not be shorter than fingertip length when arms are extended by the side. Shorts that are too tight, spandex bicycle-style shorts halter tops, tube tops, pants or tops which expose bare midriffs (especially when arms

are raised), tank tops (straps need to be at least 1" thick), sheer tops, or anything that has large sleeveless openings or is too revealing.

3. Hats (worn within the building) and/or bandanas
4. Wallet chains, key or belt chains
5. Overall, no skin should be showing on the body that would be distracting to the learning process.
6. Any type of clothing or accessory that would damage school property.

Overall, clothing with questionable sayings or references to sexual activity, violence, profanity, or racial context is not permitted. The administration reserves the right to determine the appropriateness of school dress. If a student is determined to be wearing clothing of an unacceptable nature, a parent will be contacted. Students in grades 5 – 8 may be instructed to change into their gym t-shirts.

INVITATIONS

No invitations to personal events, such as birthday parties, should be distributed in school, on school grounds or on the school bus.

LOST AND FOUND

There is a lost and found area where items are deposited daily. Money, jewelry and other valuables should be brought to the school office. Parents are urged to mark all personal items (clothing, purses, lunch boxes/bags) with their child's name so that found items can be returned to their owners. Parents are also urged to check the lost and found periodically. Articles which are found around school or on the bus should be turned in to the office. Lost and found is emptied at the end of each quarter and items will be donated to charity.

POSTERS

All signs, posters, etc., must have approval by one of the building Principals.

SCHOOL TELEPHONE

The school telephone is for school business. Students or teachers may not be called from classes to answer the phone unless the call is due to an extreme emergency.

SIGNING OUT

Students are not permitted to leave the school grounds at any time during the school day without a parent/guardian and a permit from the school office. Any person picking up a child must be listed on the Student Pick Up Form.

TARDINESS

Out of courtesy to and respect for other students and teachers, students are expected to make a habit of being on time with study materials for each class. If late to school, students must report to the office for a tardy slip. Students in grades 7-8 who are late for a class and have been detained in the office or by a teacher must ask for a tardy slip from the person who detained them. Repeated tardiness may result in disciplinary action.

CO-CURRICULAR AND SPECIAL EVENTS

EXTRACURRICULAR PROGRAMS

A number of extracurricular activities are available to Culver students. Refer to the school website @ www.culver71.net for a list of activities.

EXTRACURRICULAR ACTIVITY PARTICIPATION AGREEMENT

Culver School promotes the development of a well-rounded student. Culver's eligibility agreement has been created to allow students opportunities for participation within non-academic oriented activities while recognizing that Culver is first and foremost an academic institution. Academics are a student's first priority. Therefore, students are required to meet the requirements listed below in order to participate in any extracurricular activities that take away from the time needed to successfully complete academic responsibilities outside school hours (completing homework and/or major projects, studying for tests, etc.). The criteria used to determine the significance of time is any activity that requires more than one hour of participation per week. Extracurricular activities that require more than one hour of participation per week include Student Council, basketball, cheerleading, chorus, track and the school play. Sponsors, coaches, teachers, and administration will work together to continually monitor the performance of all participants to see that each meets the requirements listed below.

A PARENT MEETING WILL BE HELD DURING CURRICULUM NIGHT FOR PARENTS OF STUDENTS WHO PLAN ON JOINING ONE OF THESE ACTIVITIES.

TRYOUTS

1. A meeting with the interested students and activity sponsors/coaches will be scheduled before joining, or trying out for one of the above activities.
2. At the initial meeting, sponsors/coaches will distribute "clearance sheets" for students to return to the sponsors/coaches on the Friday prior to the beginning or tryout session of the activity.
3. Students interested in joining/trying out for activities beginning October 1st or later will be required to have a cumulative "C" average for the quarter in each subject area on the Friday prior to the start/tryout period of the activity.

4. Students must have a physical exam which remains current (within 12 months) during the duration of the activity.
5. Students must have a signed permission form from their parents to join/try out for the activity.
6. The above mentioned "clearance sheets" will provide the following information to the coaches/sponsors:
 - Teacher verification of Cumulative "C" average for each subject area
 - Nurse verification of physical exam remaining current (within 12 months) for duration of activity
 - Signed parent permission

ACADEMIC REQUIREMENTS

1. Students must maintain a cumulative "C" average for the quarter for the duration of the activity.
2. Each student's academic status will be determined on the Friday (or Thursday in the event there is no school on Friday) of each week. *
3. If a student does not meet the academic requirements, he/she will be placed on probation for the following week.
4. Students on probation may fully participate in the activity.
5. Students may be placed on probation two times for the duration of the activity.
6. If a student does not meet the academic requirements by the end of the second probation period, he/she will be removed from the activity.
7. Once a student has been on probation two times, he/she must maintain the academic requirements for the duration of the activity. Failure to do so will result in removal from the activity.

ACADEMIC REQUIREMENTS FOR STUDENT COUNCIL

Student Council will adhere to the same academic guidelines, but restart at the beginning of each quarter.

Example: An officer/member is removed from Student Council for academic ineligibility. The officer/member may return to the activity if they present an academic "clearance sheet" at the beginning of the new quarter.

BEHAVIORAL REQUIREMENTS

1. Students are expected to behave properly at all times.
2. Students who receive a detention will not be allowed to participate in an activity for two days.
 - a. (The day they receive the detention and the following day.)
3. Students who receive a total of three detentions during the duration of the activity may be removed from the activity.
4. Students who receive a behavioral referral may become ineligible or removed from an activity as determined by administration.
5. Students who receive a suspension will be ineligible for two weeks or removed from an activity as determined by administration.
6. Students receiving two or more suspensions during the activity will be removed from the activity.

* There will be no eligibility status changes on three day weeks and the 1st week of each quarter. Recognizing that it is difficult for a student to bring up a grade in a three day period, the probation period will be extended during weeks there are two days of no school attendance. A student's eligibility status will remain status quo during those weeks.

The principal may establish guidelines, as appropriate, in lieu of and/or in addition to those listed above.

CULVER SCHOOL ACTIVITIES

BAND/ORCHESTRA GRADES 3-8

The Concert Orchestra, Concert Band and Intermediate Band rehearse twice a week for 40 minutes before school. The Jazz Band meets once a week. All instrumental music students attend a small group lesson once a week on a rotating schedule so that they do not miss any one subject consistently. Students have the opportunity to perform at school concerts and also to take part in local and regional competitions on an individual, small ensemble, and large ensemble basis.

BASKETBALL GRADES 6-8

Culver offers interscholastic basketball to boys and girls at sixth, seventh and eighth grade levels. Junior Varsity basketball is primarily viewed as instructional. The girls' season runs from late October to late December/early January and the boys' season runs from mid-January to late March. Following tryouts, a maximum of fifteen players are chosen for each team. Seventh and Eighth Grade teams practice every day after school. Sixth Grade practices twice per week. Sixth grade teams play a potential five game schedule, seventh grade teams plays an eight-game schedule and the eighth grade teams play a ten-game schedule and participate in a tournament.

SCIENCE OLYMPIAD GRADES 5-8

Science Olympiad is an extra curricular activity that supports learning through investigation and deductive reasoning. Students conduct science experiments and work cooperatively at different grade levels in a fun and engaging environment. Students will meet once or twice per week during the months of December through May.

BATTLE OF THE BOOKS GRADES 4-6

Battle of the Books is a competitive, extra curricular reading enrichment program. Practices and meets are scheduled once a week from September through December. Sponsored by the Niles Public Library, teams from Niles schools are represented. In preparation for these meets, participating students read books from the required list and then study and practice questions and answers about the books. Practices are one day a week after school from 3:00 - 4:00.

CHEERLEADING GRADES 7-8

Boys and girls are invited to participate in cheerleading tryouts. Cheerleaders cheer for the boys' varsity basketball teams.

CHORAL PROGRAM GRADES 6-8

The Culver Chorus is a volunteer organization comprised of girls and boys in grades six through eight. There are no auditions just a lot of fun and singing. Chorus rehearsals take place one morning a week from 7:50-8:20 a.m.

In striving to achieve a uniform look for our group, concert attire is as follows: For ladies, a white top and black skirt; for gentlemen, a white top and black slacks. Black shoes for all are appropriate.

COMPUTER CLUB GRADES 1-8

The Computer Club is open to students from grades 1 through 4 for students interested in learning more about computers and working on creative projects.

Students in grades 5 through 8 have an opportunity to join the Webmasters.

AFTER SCHOOL COMPUTER LAB PROGRAM GRADES 5-8

The After School Computer Program is located in the Culver Computer Lab. It is open from 2:55 p.m. to 3:55 p.m. on designated days throughout the school year. All students are welcome to participate in the program. A certified teacher with knowledge of computer technology supervises the lab. While in the after-school computer program, students are encouraged to work on or complete classroom assignments, increase their technological skills, work with webmasters, and experience supervised on-line activities.

DRAMA GRADES 6-8

This extracurricular activity begins in March and culminates with a performance the 1st Thursday and Friday of May. Students in grades 6-8 may audition for the cast or choose to be a member of the stage crew. The crew helps to make the set, do lights, curtain, costumes, programs and other aspects of the play. Rehearsals will be held every day after school. There is a dress rehearsal for the school, and an evening performance for the general public, free of charge. Students learn the basic techniques of performing. Included are acting and character development, improvisation, and scene development.

SOCCER GRADES 7-8

Culver offers participation in a varsity soccer team to boys and girls at the seventh and eighth grade levels. The Boys' season runs from late August to mid October and the Girls' season is from mid March to mid May. Following tryouts, a maximum of fifteen players are chosen for each team. Teams practice every day after school. The teams play a ten game schedule and compete against the other feeder schools in Niles Township.

SPELLING BEE GRADES 4-8

The purpose of the Scripps Howard Spelling Bee is to provide students with an opportunity to learn challenging spelling words and compete at the building, regional and national levels, as applicable. Students compete within homerooms. Three winners are named. The three winners represent their homerooms in a school-wide competition. A winner and runner-up are named. The winner represents Culver in the Chicago-Area Regional Bee and the alternate is available in case the winner is unable to compete. Scripps Howard provides practice and competition words. There are no scheduled practice sessions after school.

STUDENT COUNCIL GRADES 6-8

Student Council is an organized group of students, meeting regularly, sharing in the life of the school. Student Council representatives are elected for grades 6 through 8. Student Council seeks to achieve learning, involvement, service, citizenship, leadership, scholarship, achievement, self-growth, and fun.

TRACK AND FIELD GRADES 6-8

The girls' and boys' interscholastic track season runs from May to June. Students may participate on the track team to improve their skills and/or participate in the meets. Teams practice every day after school.

VOLLEYBALL GRADES 7-8

Culver offers participation in a varsity volleyball team to boys and girls at the seventh and eighth grade levels. The Girls' season runs from late August to mid October and Boys' season is from mid March to mid May. Following tryouts, a maximum of fifteen players are chosen for each team. Teams practice every day after school. The teams play a ten game schedule and compete against the other feeder school in Niles Township.

YEARBOOK GRADES 7-8

Students in grades 7 and 8 have the opportunity to be part of the yearbook staff. In conjunction with a faculty member, students are involved in chronicling the school year. Students may apply their talents in the following areas: Photography, lay-out, distribution, and publicity of the yearbook.

CULVER AWARDS

ACADEMIC EXCELLENCE GRADES 6-8

Each year, students who achieve Red Honor Roll status for the first three quarters, will receive an Academic Excellence Plaque. (Average of 3.5 or higher).

BAND AND ORCHESTRA GRADES 3-8

Certificates are awarded to students for participation.

CITIZENSHIP AWARDS GRADES 4-8

One student from each class in grades 4 through grade 6 and two students from each grade in grade 7 and 8 are selected by teachers and will receive a certificate and a pin. Each recipient will demonstrate the following qualities:

1. Is courteous and thoughtful
2. Shows enthusiasm for the school community
3. Respects school rules
4. Is honest
5. Exhibits self-reliance
6. Shows respect, cooperation and courtesy with staff and peers
7. Demonstrates individual improvement
8. Participates in school activities

ELL AWARD GRADES 5-8

A certificate and pin is presented to the student(s) who:

1. Show exceptional progress in the acquisition of English in the areas of speaking, reading, and writing.
2. Demonstrate consistent effort and achievement in daily work.
3. Exhibit a positive attitude in class.

FOREIGN LANGUAGE GRADES 7-8

The Foreign Language Certificate and pin are presented to two students in grade 7 and 8 Spanish class who meet the following criteria:

1. Achieve a grade of "A" for three quarters
2. Display excellence in quality work
3. Speak the language with a high degree of fluency
4. Participate positively in class
5. Exhibit leadership qualities

LANGUAGE ARTS GRADES 4-8

The Language Arts Certificate and pin are awarded to two students per grade level who meet the following criteria:

1. Achieve a grade of "A" for three quarters
2. Demonstrate an effort to excel
3. Display excellent writing skills
4. Participate positively in class

MATHEMATICS GRADES 4-8

The Mathematics Certificate and pin are presented to two students at each grade level who:

1. Achieve a grade of "A" for each of the first three quarters
2. Display an effort to excel
3. Produce quality work on a consistent basis
4. Exhibit positive leadership qualities

MATHEMATICS CONTEST GRADES 5-8

Students who excel in mathematics classes in grades 5 through 8 are invited to participate in the Illinois Mathematics League Contest. The highest scorers in each grade receive a pin and certificate.

PERFECT ATTENDANCE GRADES K-8

Attendance Award Certificates are given to students who have perfect attendance and no tardies for the school year.

PHYSICAL EDUCATION GRADES 4-8

Students who meet the following criteria receive a certificate and a pin.

1. Achieve an "A" for three quarters
2. Exhibit leadership qualities
3. Prepared for class
4. Cooperate and display a positive attitude in class
5. Demonstrate consistent quality in performance

PRESIDENT'S CHALLENGE PHYSICAL FITNESS GRADES 6-8

Five national standardized fitness tests are given to Culver students in their Physical Education classes. Being measured are strength, flexibility, and endurance. The Presidential Physical Fitness Award certificate is given to those students reaching the 85th percentile or above on all five fitness tests. The National Physical Fitness Award certificate is given to those students reaching the 50th percentile or above on all five fitness tests.

READING/LITERATURE GRADES 4-8

The Reading/Literature Certificate and pin are awarded to two students in each grade who meet the following criteria:

1. Achieve a grade of "A" for the first three quarters
2. Show an effort to excel
3. Display excellence in quality of work
4. Exhibit leadership qualities and participate in school activities

SCIENCE GRADES 4-8

Two students at each grade level earn the Science Award Certificate and pin by meeting the following criteria:

1. Achieve a grade of "A" for each of the first three quarters
2. Demonstrate an effort to excel
3. Produce quality work on a consistent basis
4. Exhibit positive leadership qualities

SOCIAL STUDIES GRADES 4-8

The Social Studies Certificate and pin are awarded to two students in each grade who meet the following criteria:

1. Achieve an "A" for each of the first three quarters
2. Demonstrate effort on a consistent basis
3. Display excellence in quality of work
4. Exhibit leadership qualities and participate positively in class

SPELLING BEE GRADES 4-8

A certificate and pin is presented to the winner and the runner-up of the Scripps Howard Spelling Bee held in January.

P.T.A. PURSUIT OF EXCELLENCE AWARDS

ACHIEVEMENT AND SCHOLARSHIP GRADES 7-8

The Pursuit of Excellence Award in Achievement and Scholarship is presented to the student in each grade level who has achieved the highest grade point average in his/her class.

APPLIED TECHNOLOGY GRADES 7-8

The Pursuit of Excellence Award in Applied Technology is given to the student in each grade level who demonstrates initiative and who excels in the application of technology.

ART GRADES 4-8

The Pursuit of Excellence Award in Art is given to the student in each grade level who:

1. exhibits exceptional talent and effort
2. shows outstanding creativity
3. has mastered the understanding and production of art
4. shows interest in pursuing and developing artistic excellence

GENERAL MUSIC GRADES 4-8

The Pursuit of Excellence Award in General Music is given to the student in each grade level who:

1. demonstrates musical achievement in vocal or instrumental performance of composition
2. exhibits creativity

3. shows improvement
4. serves as a positive role model
5. demonstrates an enthusiasm for learning.

SCHOLASTIC IMPROVEMENT GRADES 4-8

The Pursuit of Excellence Award in Scholastic Improvement is given to the student in each grade level who has achieved the greatest improvement in grade point average from the first quarter through the third quarter of the school year. Recipients must have earned all passing grades for the third quarter.

Note: In addition to the awards listed in this book, individual classroom teachers present certificates to students for various accomplishments. Students are recognized, on an individual basis, at various points throughout the year. These tailor-made acknowledgments are developed by individual teachers and/or teaching teams.

PARTICIPATION RECOGNITION

BATTLE OF THE BOOKS GRADES 4-6

Students receive a certificate of participation. They are also recognized at a program at the Niles Public Library at the end of the season.

CHORAL PROGRAM GRADES 6-8

All members of the chorus receive a certificate of participation. Special recognition is awarded to members serving as accompanists.

COMPUTER CLUB GRADES 1-8

Students who attend 90% or more of the meetings receive a certificate.

DRAMA AWARD GRADES 6-8

Each student who participates in the school play, either as a cast member or crew member, receives a Drama certificate.

SPORTS

The effort of team members and managers are recognized for participation in the following activities:

1. Basketball
2. Cheerleading
3. Track
4. Soccer
5. Volleyball

STUDENT COUNCIL

Students who participate throughout the school year as a Student Council officer, representative or alternate will receive a Student Council award. Officers will receive a pin; representatives and alternates will receive a certificate.

YEARBOOK GRADES 7-8

Certificates are given to the yearbook staff.

EIGHTH GRADE AWARDS

Each of the following awards is presented at the eighth grade graduation ceremony.

ART AWARD CLARENCE E. CULVER MEMORIAL ART AWARD

The student who receives this award must have been enrolled in the district at least during the seventh and eighth grades and must excel in various forms of art media. The award recipient is selected by a committee of staff and members of the Board of Education and administration.

CITIZENSHIP AWARDS

Teachers who work with eighth graders evaluate students to select two students who are worthy of receiving the Citizenship Award. Criteria include the following:

1. Is courteous and thoughtful
2. Shows enthusiasm for the school community
3. Respects school rules
4. Cooperates in group work and play
5. Is honest
6. Exhibits self-reliance
7. Shows respect, cooperation, and courtesy with staff and peers
8. Participates in school activities.

GRADUATION CEREMONY SPEAKERS

Four students are selected by their eighth grade teachers to play key roles in the Graduation Ceremony. The following selection process is used:

1. Names of each student who has achieved a cumulative grade point average of 3.5-4.0 for the year are compiled
2. Each student is then assessed by his/her teachers in the categories of effort, positive participation, and citizenship.
3. Students who receive the top four scores are selected as speakers at graduation.
4. The keynote address, based on the class theme, is delivered by the student who earns the highest number of points.
5. The student with the second highest number of points gives the traditional "Welcome" speech.
6. The Pledge of Allegiance is led by the student with the third most points.
7. The class gift is presented to the principal by the student who earns the fourth highest points.

The above four students are awarded an "**Outstanding Graduate**" medal.

BAND STUDENT OF THE YEAR AWARD

(Robert K. Sall Memorial Award)

ORCHESTRA STUDENT OF THE YEAR AWARD

These awards are presented to one 8th grade student from the band and one 8th grade student from the orchestra. If two students are equally deserving of the award from either band or orchestra, then both are awarded. These awards are based on musicianship, attitude, cooperation, leadership, dedication, amount of practice time, and playing in groups other than concert band and concert orchestra.

GREG ANDERSON MEMORIAL AWARD

This award is given to the 8th grade student who has accumulated the most award points during his or her years in the concert band. Award points are earned by participating in the concerts and contests, playing in jazz band and helping in intermediate band or orchestra

The recipients of these three music awards are also announced at Awards Day.

THOMAS P. BACK MATH AWARD

This award is presented to the 8th grader who has accumulated the most points throughout the year on various math contests and who has the highest grade point average throughout the first three quarters. The award is an engraved plaque presented in honor of Mr. Thomas Back, former math and science teacher.

THOMAS P. BACK SCIENCE AWARD

This award is presented to the eighth grader who has accumulated the most points throughout the year. Points are awarded for each quarter grade for the first three quarters and for achievement on the final science project.

Each of the following awards is presented at the Awards Assembly

PRESIDENT'S AWARD FOR EDUCATIONAL EXCELLENCE AND PRESIDENT'S AWARD FOR EDUCATIONAL IMPROVEMENT

President's Education Awards Program:

The President's Education Awards Program, established by the U.S. Department of Education recognizes and honors outstanding educational achievement. As the Nation strives to achieve the eight National Educational Goals, and to provide a world-class education for every child, schools need to encourage all students to aspire to the highest educational standards. The President's Education Awards Program rewards students for their academic effort and success.

SELECTION CRITERIA FOR THE PRESIDENT'S AWARD FOR EDUCATIONAL EXCELLENCE

1. To be eligible for the President's Award for Educational Excellence, students at each awards level must meet the requirements in Category A and either 1 or 2 of Category B.
2. **Category A:** Grade Point Average: Students are to earn a grade point average of 90 on a 100 point scale (an A- on a letter scale or 3.5 on a 4.0 scale).
3. **Category B:** In addition to A, schools are to include one or more of the following two criteria to determine their selected students: Standardized Achievement Test: Achieve in the 85th percentile or higher in math or reading or recommendation from a Teacher Plus One Other Staff Member: One recommendation is to reflect outstanding achievement in one or more areas such as English, mathematics, science, civics and government economics, history, geography, arts, foreign language, and any other course that reflects a school's core curriculum. The second recommendation from a school staff member may include: Involvement in community service; or extracurricular activities including tutoring other students and/or demonstration of creativity and achievement (visual and performing arts).

SELECTION CRITERIA FOR THE PRESIDENT'S AWARD FOR EDUCATIONAL IMPROVEMENT

The purpose of this award is to recognize students who show outstanding educational growth, improvement, commitment or intellectual development in their academic subjects, but they do not meet the criteria for the President's Award for Educational Excellence.

The following are criteria:

1. Students who show tremendous growth and improvement but do not meet the criteria for the President's Award for Educational Excellence.
2. Educational Excellence.
3. Unusual commitment to learning and improving in academics despite various obstacles.
4. Students with excellent school records who do not meet each criterion for the President's Award for Educational Excellence.

CHANGES IN RULES

Errors in the publication of these rules and regulations will be brought to the attention of the students. These rules and regulations can be changed at any time because of changes in the law, modifications in Board Policies or new administrative decisions.

PUBLICATION/DISSEMINATION OF POLICY

The school principal must make provisions for all parents/guardians to receive a copy of the Board of Education policies on discipline as well as the building rules and regulations within 15 days of the opening of the school year. Please be sure to take time to carefully review these policies with your child(ren). Any student enrolling after the opening of school will receive this information at the time of enrollment.

July, 2009