

District 95

Parent/Student

Handbook



S.E. Gross Middle School
3524 Maple Ave.
Brookfield, IL 60513



Brook Park Elementary School
30th and Raymond
LaGrange Park, IL 60526

MISSION STATEMENT

The District 95 mission is to provide optimal educational opportunities for all of our children in order to prepare our students to become confident, self-assured, life-long learners ensuring their success as citizens of the world.

www.district95.org

2018-2019

September, 2018

Dear Parents:

Please accept my warm welcome to District 95 and another year of great learning experiences. Whether your family is new to our district or one that will be returning for another year, know that the District 95 staff values the partnerships that we have formed with parents and students in providing a climate for learning where all students excel. It is our goal to continue to foster such partnerships in District 95.

It would be helpful for parents to review the handbook, as it outlines important information relative to our schools, operations, policies, parent organizations, etc. We are certain that most of your common questions can be answered by the information contained in the handbook. We hope you find it helpful. Please do not hesitate to contact your building administration or the superintendent should you have any questions.

I would also like to take this opportunity to invite you to visit our schools or even set an appointment with the superintendent to discuss how you think we may better serve the students of District 95. You should always feel welcome to contact us with any questions, concerns, or compliments.

Sincerely,
Dr. Mark L. Kuzniewski
Superintendent of Schools

BOARD OF EDUCATION

Michelle Maggos, President
Rebecca Zoltoski, Vice President
Barb Garvey, Secretary
Brian Conroy, Board Member
Scott Encher, Board Member
Joe Ivan, Board Member
Karen Winslow, Board Member

The District 95 Board of Education is comprised of seven citizens you have selected to serve you. These men and women give freely of their time. The Board of Education typically meets on the second Thursday of each month in the Cafeteria at S. E. Gross Middle School. Generally Board Meetings begin at 7:00 P.M. Please check the District 95 website at www.district95.org for exact dates, times and locations.

ADMINISTRATION

Dr. Mark Kuzniewski, Superintendent of Schools

mkuzniewski@district95.org

District Office

3724 Prairie Avenue, Brookfield, IL 60513

OFFICE: 708-485-0606 FAX: 708-485-8066

Nora Skentzos, Director of Instructional Services

nskentzos@district95.org

Cathy Cannon, Director of Teaching & Learning

ccannon@district95.org

Rich Batka, Director of Buildings and Grounds

rbatka@district95.org

Amanda Pelsor, Instructional Technology Coordinator

apelsor@district95.org

Laura Gertsmeier, Superintendent's Executive Assistant

lgertsmeier@district95.org

Lori Balk, Administrative Assistant to the Director of Instructional Services

lbalk@district95.org

Lisa Veon, Bookkeeper/Purchasing Administrative Assistant

lveon@district95.org

Brook Park School

30th & Raymond Ave.

LaGrange Park, IL 60526

PHONE: 708-354-3740 FAX: 708-354-3146

Office Hours: 7:30 a.m. – 3:30 p.m.

<u>TITLE</u>	<u>PHONE EXTENSION</u>
Mr. Mike Sorensen, Principal	8792
Mrs. Jill Johnson, Assistant Principal	8719
Mrs. Nora Skentzos, Director of Instructional Services	8863
Ms. Cathy Cannon, Director of Teaching & Learning	8808
Ms. Amanda Pelsor, Instructional Technology Coordinator	8858
Mr. Rich Batka, Director of Buildings & Grounds	8834
Mrs. Barb Payne, Secretary	8712
Mrs. Diane Likness, Secretary	8713
Mrs. Tera McAndrews, School Nurse	8714
Ms. Jennifer Castro, Social Worker	8718
Ms. Sara Schroeder, Psychologist	8838

L.A.D.S.E.

Mrs. Nora Skentzos, Director of Instructional Services

708-588-8818

The LaGrange Area of Special Education (L.A.D.S.E.) is a multi-district Cooperative that provides classes and services for district students both within District 95 and in neighboring districts.

BROOK PARK ELEMENTARY SCHOOL

Teaching Staff	Subject	Room#	Extension	Email
Abbott, Hillary	Grade 3	118	8733	habbott@district95.org
Bowery, Brittany	Grade 5	M-2	8720	bbowery@district95.org
Bryant, Ashleah	Grade 1	109	8721	abryant@district95.org
Calkins, Ellen	Grade 5	M-1	8736	ecalkins@district95.org
Cattero, Molly	Grade 3	219	8770	mcattero@district95.org
Curin, Karen	Grade 4	125	8741	kcurin@district95.org
Czajka, Kristina	Grade 5	M-4	8769	kczejka@district95.org
Davis, Stacy	Grade 2	113	8766	sdavis@district95.org
DeSalvo, Meagan	Math Instructional Coach	130	8749	mdevalvo@district95.org
Diesing, Scott	PE	112	8733	sdiesing@district95.org
Dougherty, Delaney	Speech/Language Pathologist	201	8722	ddougherty@district95.org
Duffy, Dorothy	Library	209	8765	dduffy@district95.org
Duhig, Maura	Resource	116	8750	mduhig@district95.org
Dworkin, Lisa	Grade 1	107	8762	ldworkin@district95.org
Ehlert, Janet	ELL	130	8743	jehlert@district95.org
Ferst, Aaron	Grade 2	202	8762	aferst@district95.org
Finn, Molly	Grade 1	128	8739	mfinn@district95.org
Fox-Geddes, Michelle	Grade 3	215	8746	mgeddes@district95.org
Garrod, Jeanne	Grade 1	110	8738	jgarrod@district95.org
Gill, Mary	Speech/Language Pathologist	201	8757	mgill@district95.org
Gorz, Katie	Resource	M-6	8752	kgorz@ditrict95.org
Grosskopf, Kirsten	Grade 1	108	8729	kgrosskopf@district95.org
Hamer, Melody	PE	112	8733	mhamer@district95.org
Hansen, Gina	Grade 4	121	8742	ghansen@district95.org
Hawkins, Megan	Kindergarten	102 ^(SEG)	8772	mhawkins@district95.org
Hendrey, Kim	Grade 2	205	8731	khendrey@district95.org
Herman, Kelley	Resource	114	8725	kherman@district95.org
Januszyk, Julianne	Grade 4	117	8745	jjanuszyk@district95.org
Jones, Jory	Grade 3	217	8789	jjones@district95.org
Kandah, Erika	Grade 5	M-3	8767	ekandah@district95.org
Keller, Donna	Reading Improvement	211	8759	dkeller@district95.org
Kuchler, Deann	Reading Improvement	211	8759	dkuchler@district95.org
Leffelman, Jackie	Kindergarten	105 ^(SEG)	8724	jleffelman@district95.org
Lipuma, Alyssa	Grade 3	133	8776	alipuma@district95.org
Maloney, Brian	Band	MP ^{Room}	8720	bmaloney@district95.org
Miller, Lori	Reading Specialist	211	8759	lmiller@district95.org
Morrissey, Jennifer	Grade 2	204	8735	jmorrisey@district95.org
Nadkarni, Lynda	Grade 4	123	8763	lnadkarni@district95.org
Nokes, Susan	Technology	126	8747	snokes@district95.org
O'Hara, Maggie	Kindergarten	108 ^(SEG)	8768	mohara@district95.org
O'Hara, Samantha	Reading Instructional Coach	Office	8771	sohara@district95.org
Robertson, Courtney	Enrichment	207	8764	crobertson@district95.org
Schaffer, Michele	Grade 1	124	8728	mschaffer@district95.org
Schneider, Julie	Grade 4	115	8775	jschneider@district95.org
Skertich, Stephanie	Art	206	8744	sskertich@district95.org
Smiley, Elizabeth	Music	206	8754	esmiley@district95.org
Smith, Natalie	Resource	116	8753	nsmith@district95.org
Spriggs, Lindsay	Resource	114	8723	lspriggs@district95.org
Starostka, Pamela	Grade 3	213	8732	pstarostka@district95.org
Trifone, Marlene	Grade 5	M-5	8737	mtrifone@district95.org
Turucz, Tracy	Grade 2	203	8761	tturucz@district95.org
Tuscher, Christina	Grade 2	111	8751	ctuscher@district95.org
Weigus, Mike	Grade 5	M-7	8734	mweigus@district95.org
Wilson, Katie	Grade 4	119	8740	kwilson@district95.org

BROOK PARK ELEMENTARY SCHOOL

Principal's Office	Title	Extension	Email
Michael Sorensen	Principal	8792	msorensen@district95.org
Jill Johnson	Assistant Principal	8719	jjohnson@district95.org
Cathy Cannon	Director of Teaching & Learning	8808	ccannon@district95.org
Barb Payne	Secretary	8712	bpayne@district95.org
Diane Likness	Secretary	8713	dlikness@district95.org
Health Office	Title	Extension	Email
Tera McAndrews	School Nurse	8714	tmcandrews@district95.org
Technology Office	Title	Extension	Email
Amanda Pelsor	Instructional Technology Coordinator	8858	apelsor@district95.org
Student Services	Title	Extension	Email
Nora Skentzos	Director of Instructional Services	8863	nskentzos@district.org
Lori Balk	Administrative Assistant to Director of Instructional Services	8703	lbalk@district95.org
Jennifer Castro	Social Worker	8718	jcastro@district95.org
Delaney Dougherty	Speech/Language Pathologist	8722	ddougherty@district95.org
Mary Gill	Speech/Language Pathologist	8757	mgill@district95.org
Sara Schroeder	Psychologist	8838	sschroeder@ladse.org
Paraprofessionals	Title		Email
Berry, Cathleen	Paraprofessional		kberry@district95.org
Castillo, Leslie	Paraprofessional		lcastillo@district95.org
Crowley, Cathy	Paraprofessional		ccrowley@district95.org
Dykiel, Beckylee	Paraprofessional		bdykiel@district95.org
Dziekian, Nancy	Paraprofessional		ndziekian@district95.org
Gmitro, Dawn	Paraprofessional		dgmitro@district95.org
Hosack, Jessica	Paraprofessional		jhosack@district95.org
James, Lorrie	Paraprofessional		ljames@district95.org
Kosson, Kathryn	Paraprofessional		kkosson@district95.org
McLaughlin, Julie	Paraprofessional		jmclaughlin@district95.org
Montefinese, Tammy	Paraprofessional		tmontefinese@district95.org
Rulich, Amelia	Paraprofessional		arulich@district95.org
Serbentas, Diane	Paraprofessional		dserbentas@district95.org
Stack, Julie	Paraprofessional		jstack@district95.org
Sventy, Mary	Paraprofessional		msventy@district95.org
Maintenance	Title		Email
Ramski, Ken	Maintenance Technician		kramski@district95.org
Jakubowski, Mitch	Custodian		mjakubowski@district95.org
Mele, Ed	Custodian		emele@district95.org
Montalvo, Alfredo	Custodian		amontalvo@district95.org
Niemiec, James	Custodian		jniemiec@district95.org
Passarella, Frank	Custodian		fpassarella@district95.org

S.E. Gross Middle School

3524 Maple Ave.

Brookfield, IL 60513

PHONE: 708-485-0600 FAX: 708-485-0638

Office Hours: 7:30 a.m. – 3:30 p.m.

<u>TITLE</u>	<u>PHONE EXTENSION</u>
Mr. Ryan Evans, Principal	8801
Mr. Jeffrey Tumpane, Assistant Principal	8802
Mrs. Nora Skentzos, Director of Instructional Services	8863
Ms. Cathy Cannon, Director of Teaching & Learning	8808
Ms. Amanda Pelsor, Instructional Technology Coordinator	8858
Mr. Rich Batka, Director of Buildings & Grounds	8834
Mrs. Leslee Mezan, Secretary	8803
Mrs. Carol Stephan, Office Clerk / Attendance	8804
Mrs. Christine Lebar, School Nurse	8805
Ms. Caitlin Morris, Social Worker	8839
Ms. Sara Schroeder, Psychologist	8838

S.E. GROSS MIDDLE SCHOOL

Teaching Staff	Subject	Room #	Extension	Email
Accardi, Jason	LA-8	304	8841	jaccardi@district95.org
Agnew, Michael	SS-7	111	8814	magnew@district95.org
Becker, Michael	Science-6	207	8813	mbecker@district95.org
Begley, Ryan	PE-7	200-Gym	8836	rbegley@district95.org
Calkins, Marty	PE-6	311-Gym	8828	mcalkins@district95.org
Castro, Victoria	Spanish	104	8811	vcastro@district95.org
Dettmann, Sue	Consumer Skills	104	8811	sdettmann@district95.org
Dubina, Brian	Cross Cat	112	8848	bdubina@district95.org
Ehlert, Janet	ELL	305	8743	jehlert@district95.org
Gill, Mary	Speech/Language Pathologist	309	8757	mgill@district95.org
Glazik, Lori	Science-8	307	8847	lglazik@district95.org
Hacholski, Megan	STEM Lab Coordinator	309	8820	mhacholski@district95.org
Hendrickson, Barb	Music	116	8822	bhendrickson@district95.org
Holoubek, Lauren	Resource-6	301A	8830	lholoubek@district95.org
Idec-Lilly, Ali	LA-7	208	8832	aidec-lilly@district95.org
Janetopoulos, Joanne	PE-6	200A-Gym	8835	jjanetopoulos@district95.org
Johnson, Dave	Math-6/7	205	8829	djohnson@district95.org
Jordan, Natalie	Math-6	206	8817	njordan@district95.org
Krogh, Michelle	SS-6	203	8827	mkrogh@district95.org
Kulakowski, Meghan	LA-6	204	8824	mkulakowski@district95.org
Marston, Kara	LA-7	209	8833	kwalsh@district95.org
Matkovich, Jennifer	LA-8	302	8842	jmatkovich@district95.org
McCloskey, Sue	Resource-8	300	8844	smccloskey@district95.org
McShane, Kerianne	Resource-7	301B	8816	kmcshane@district95.org
Nichols, Clare	Spanish	105	8851	cnichols@district95.org
Pilson, Katie	Band/World Music	113	8819	kpilson@district95.org
Ralphson, Katelyn	LA-6	202	8826	kralphson@district95.org
Richards, Katie	Art	102	8809	krichards@district95.org
Simon, Stephanie	Resource-Kdg.	XXX	8821	ssimon@district95.org
Simpson, Maggie	ACE/Create/Writing	305	8823	msimpson@district95.org
Soto, Shane	SS-8	303	8843	ssoto@district95.org
Steele, Jessica	Science-7	107	8831	jsteele@district95.org
Thompson, Jeff	Math-8	308	8840	jthompson@district95.org
Westerkamp, Kathryn	Early Childhood	103	8810	kwesterkamp@district95.org
Zimmerman, James	Math-8	306	8846	zimmerman@district95.org

S.E. GROSS MIDDLE SCHOOL

Principal's Office	Title	Extension	Email
Ryan Evans	Principal	8801	revans@district95.org
Jeffrey Tumpane	Assistant Principal	8802	jefftumpane@district95.org
Cathy Cannon	Director of Teaching & Learning	8808	ccannon@district95.org
Leslee Mezan	Secretary	8803	lmezan@district95.org
Carol Stephan	Clerk/Attendance	8804	cstephan@district95.org
Health Office	Title	Extension	Email
Lebar, Christine	School Nurse	8805	clebar@district95.org
Technology Office	Title	Extension	Email
Amanda Pelsor	Instructional Technology Coordinator	8858	apelsor@district95.org
Student Services	Title	Extension	Email
Nora Skentzos	Director of Instructional Services	8863	nskentzos@district.org
Lori Balk	Administrative Assistant to Director of Instructional Services	8703	lbalk@district95.org
Mary Gill	Speech/Language Pathologist	8757	mgill@district95.org
Caitlin Morris	Social Worker	8839	cmorris@district95.org
Sara Schroeder	Psychologist	8838	sschroeder@ladse.org
Paraprofessionals	Title	Extension	Email
Bloom, Maria	Paraprofessional		mbloom@district95.org
Chicoine, Kelly	Paraprofessional		kchicoine@district95.org
Collazo, Pat	Paraprofessional		pcollazo@district95.org
Fields, Sandi	Paraprofessional		sfields@district95.org
Gay, Ann	Paraprofessional		agay@district95.org
Howell, Wendy	Paraprofessional		whowell@district95.org
Ionescu, Sara	Paraprofessional		sionescu@district95.org
Lopez, Letty	Paraprofessional		lopez@district95.org
Primer, Mary	Paraprofessional		mprimer@district95.org
Maintenance	Title	Extension	Email
Ken Ramski	Maintenance Technician		kramski@district95.org
DeStefano, Frank	Custodian		fdestefano@district95.org
Didzgalvis, Darius	Custodian		ddidzgalvis@district95.org
Jakubowski, Mike	Custodian		mjakubowski@district95.org
Reynoso, Diego	Custodian		dreynoso@district95.org

MISSION STATEMENT

The District 95 mission is to provide optimal educational opportunities for all of our children in order to prepare our students to become confident, self-assured, life-long learners ensuring their success as citizens of the world.

Boundaries and Student Attendance Centers

- Northern Boundary: South side of 26th Street (uneven numbers)
- Southern Boundary: North side of Southview Avenue (even numbers)
- Eastern Boundary: West side of Grove Avenue (even numbers)
- Western Boundary: East side of Kemman Avenue (uneven numbers)

All District 95 students in grades Kindergarten through fifth, are housed at Brook Park Elementary School in LaGrange Park, Illinois.

All District 95 students in grades six through eight, are housed at S.E. Gross Middle School in Brookfield, Illinois.

Admission of Students

A certified birth certificate, a health examination, four proofs of residency, and up-to-date inoculations are required for each student entering Kindergarten or 6th grade for the first time. Students entering from other school districts must furnish records of transfer.

Attendance

Regular attendance is essential to achieve success in the educational program. For your child's protection, parents/guardians are required to call the attendance line at the extension listed below, by 7:45 a.m., if your child will be absent. Absence messages can be called in anytime from 3:30 p.m. to 7:30 a.m. If you do not call by 9:00 a.m., the office clerk will contact you at home or work. If we are unable to make contact, the police could be called to assist us in locating your child. A student must be in attendance for the entire school day to participate in a district extracurricular activity.

Attendance Extensions

Brook Park 708-588-8760

S.E. Gross 708-588-8860

State of Illinois requirements for student attendance is as follows:

- Kindergarten must attend 2 hours to be considered full attendance for the day.
- 1st grade must attend 4 academic clock hours for full day & 2 clock hours to be considered ½ day.
- 2nd through 8th grade students must attend 5 academic clock hours to be considered in full attendance for that day and 2.5 academic clock hours to be considered in half-day attendance.

Student Arrival

Brook Park students should not arrive earlier than 7:45 a.m. unless they are safety patrol members. Teacher supervision begins at 7:45 a.m. and school begins at 8:00 a.m.

S.E. Gross students should not arrive to school earlier than 7:50 a.m. unless they are meeting with a teacher or staff member. Teacher supervision of the playground begins at 7:50 a.m.

Late Arrival/Early Dismissal

Any student arriving late must report to the school office. Students will be issued a tardy pass. Medical and dental appointments should be scheduled after school hours. When it is necessary for a student to be excused early, the student must bring a parent note to the office by 8:00 a.m. on that day. The student will be issued an Early Dismissal Pass, which the student must present to the teacher of the class he/she will be leaving early.

IN ORDER TO RELEASE THE STUDENT EARLY, A PARENT/GUARDIAN MUST SIGN OUT THE STUDENT IN THE PRINCIPAL'S OFFICE. If a student returns to school after the appointment, he/she should sign in and obtain a pass from the office before returning to class. Students must be in attendance for the entire day in order to participate in after school and/or extracurricular activities.

S.E. Gross Tardy Policy

Research shows there is a direct relationship between regular attendance, punctuality and school success. Therefore, we are attempting to establish regular attendance patterns for our students. Regular school attendance includes arriving to school on time and attending all classes throughout the day.

Each morning that a student is tardy to school (defined as not being present in homeroom by 8:05 AM) they will report to the main office to check in. Students will receive a sheet of paper identifying what number tardy they are on for the quarter and any corresponding consequences. Additionally, a parent/guardian will be emailed every morning that their son/daughter is tardy to school. Consequences for being tardy to school are as follows:

- 1st & 2nd Tardy = Warning (+ Email home)
- 3rd & 4th Tardy = Lunch Detention (+ Email home)
- 5th & 6th Tardy = PM Detention (3:00 - 3:40) (+ email home & call home)
- 7th + Tardy = PM Detention (3:00 - 4:00) + Parent Meeting + Potential loss of privileges as discussed with parent at parent meeting.

Beginning each quarter students start with a clean slate. Chronic tardy issues during the year can cause a student to lose the privilege to participate in various activities throughout the year. This includes, but is not limited to: 8th grade Great America Trip, various field trips, and class picnics.

School Visitation

To further improve the safety of our buildings all visitors are required to submit a photo I.D. upon entering the buildings. You will be given your I.D. back when you leave the building. This enables us to verify who you are and also provide the police any necessary information if any situations occur. Visitors are always welcome, but are required to ring the buzzer, sign in at the school office, and to wear a visitor's badge. If a student from another school is visiting, approval must be given by the Principal prior to the day of the visit. To ensure the health, safety and well being of our children, the following procedures apply:

1. **All doors to Brook Park and S. E. Gross are locked during school hours.**
2. **Public access to Brook Park is only by the front door on Raymond Avenue.**
3. **Public access at S. E. Gross is only at the parking lot door on Broadway.**

The Board of Education encourages citizens interested in the educational programs in the public school to visit during National Education Week, which is held in November. All visitors including scheduled volunteers are required under Illinois School Code to register upon entering the building. After identification has been made and the purpose of the visit established, visitors will be directed to the instructional area desired.

School Hours/Lunch

For their safety, students should not arrive more than 15 minutes before the scheduled start time, as there is no supervision available. At Brook Park, every student has a dismissal plan. When the plan is changed, a parent must come to the office and fill out the "Student Removal From School" permission form. A student's plan of dismissal will not be changed (pick up by another person, bus ride to walking, stay after school for clubs, scouts, or any other activity etc.) unless this form has been filled out.

BROOK PARK:

Grades 1-5	8:00 a.m.-2:45 p.m.
AM Kindergarten	8:10 a.m.-10:50 a.m.
PM Kindergarten	11:50 a.m.-2:30 p.m.
Lunch – Grade 1	10:40a.m.-11:15 p.m
Lunch – Grade 2	11:10 p.m.-11:45 p.m.
Lunch – Grade 3	11:15 p.m.-11:50 p.m.
Lunch – Grades 4 & 5	11:55 a.m.-12:30 p.m.

Students will go outside for lunch when weather permits.

Children should be dressed appropriately for the weather.

S.E. GROSS MIDDLE SCHOOL

Grades 6-8	8:05 am - 2:55 pm
Lunch-Grade 6	11:21 am - 11:51 am
Lunch-Grade 7	12:07 am - 12:37 pm
Lunch-Grade 8	12:53 pm - 1:23 pm

The lunchroom is available to all students. A vending machine is available to purchase juice during the school day. Students are to remain at school during their lunchtime. Exceptions may be granted by the building principal. Written request by the parent/guardian must be submitted to the principal in advance. Students must be signed out at the office by an adult when leaving and signed in upon returning.

***The following applies to both Brook Park and S.E. Gross:
Restaurant/Fast Food Lunches are not to be brought to school.
Food service for sale, shall only be commercially prepared & individually wrapped***

Hot Lunch Program

QUEST Hot Lunch Program is offered to all students at the cost of \$3.60. Additional milk can be purchased for \$.50. Students have several meal choices daily of food prepared fresh that morning. Parents may view the monthly meal calendar on the school website in order to make decisions on purchasing lunch on a given day. All students will have an on-line lunch account through a secured system called **mySchoolBucks**. Parents may deposit money in a variety of convenient electronic methods or by having the child bring cash or check to the school. Money deposited on this account may be used for daily purchases.

Birthday Treats

Due to many food allergies in District 95, we are asking that you not send in any food items for treats. If you would like to send in a treat, we suggest stickers, pencils, erasers, etc. Another alternative to treats is donating a book to your child's class or school library in your child's name.

School/Emergency Closings – Alert Solutions

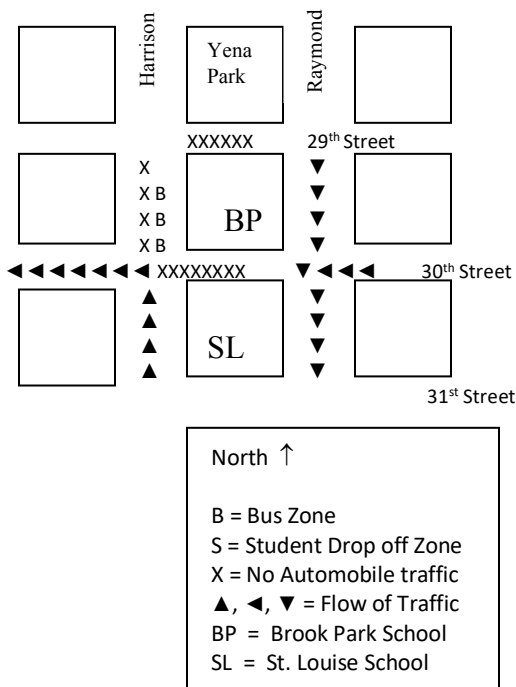
District 95 uses an automatic communication program called **Alert Solutions**. During the registration process, the user signs up for text message, email and/or phone messages as the preferred method of communication.

District 95 is a member of the "Computerized Emergency Closing Information" network. For snow closings or other Emergency school closings, tune your radio to any of the following stations: **WGN, WMAQ, WCLR, WBBM-FM**, or your television to **WGN-9 or WFLD-32**. Please do not call the school office to see if classes will be conducted on days the weather is bad.

Caution: DuPage and Lake Counties also have a District #95.

Brook Park School Traffic Pattern

The Brook Park traffic pattern is in effect from 7:40-8:15 a.m. and from 2:25-3:00 p.m.



Bus Service

Bus service is provided for students who live within the established bus boundaries and have paid bus registration fees for the current school year. Shuttle bus service to S.E. Gross is available for students residing in LaGrange Park. The shuttle picks up students at Brook Park at 7:50 a.m. and takes them to S. E. Gross. The shuttle picks the students up at S.E. Gross on Lincoln at 3:00 p.m. for the return ride to Brook Park. Fees for the bus will be established annually by the Board of Education.

Students should be at the bus stop at least 5 minutes prior to the scheduled time. Students are expected to conduct themselves in an orderly manner while waiting for the bus. Remain on the sidewalk, and stay out of the street. Once bus routes are established and students assigned, students will not be allowed to change routes. If residence or babysitting arrangements change, bus routes can be changed if a seat is available. **Permission to occasionally ride a bus to a different location will not be granted.** The bus driver is in complete charge of the bus and pupils at all times. Students must obey the bus driver. The right to ride the bus is a privilege, and if the students do not observe the rules or exhibit good behavior, they may lose their bus riding privilege. If there are any violations of bus rules, as determined by the driver, the student is subject to suspension

from bus riding for a period of time. In this instance, it is the responsibility of the student's parent or guardian to notify the school should the student not have alternate transportation. If the offense is of a flagrant nature, permanent suspension of bus privileges by the principal is possible. Bus fees will not be refunded if student is suspended from the bus. The rules also apply to field trips.

Bus Rules

1. Follow directions the first time they are given.
2. Sit flat on the seat and keep hands, feet, and objects to yourself.
3. Use appropriate language and speak at an appropriate voice level.
4. Remain in seats.
5. No food or drink is allowed on the bus.
6. Students found to be responsible for damage or vandalism will be responsible for the cost of repairs.

Bus Consequences

1. ***Inappropriate behavior during bus dismissal or as reported by bus drivers will be written up for the discipline file. The child will meet with the principal or assistant principal.***
2. The second reported inappropriate behavior will result in an assigned seat, conference with the principal, and contact with the parent. A note will be entered in the discipline file.
3. ***The third reported inappropriate behavior will result in loss of bus riding privileges.*** It is the responsibility of the student's parent or guardian to notify the school should the student not have alternate transportation.

School Rules

School-wide rules are:

1. Follow directions the first time they are given.
2. Be respectful of yourself and others.
3. Keep hands, feet, and objects to yourself.
4. Walk quietly in the hallways and staircases.
5. Be on time for school.

Lunch Rules:

1. Remain seated at all times, unless permission is given to do otherwise.
2. Place trash in proper containers.
3. Speak in an appropriate voice level.

Playground Rules:

1. Use equipment safely and properly.
2. Stay within the playground boundaries.
3. Stop playing and line up quietly when directed.

Students who choose to follow these rules will be eligible to participate in recess, extracurricular activities, school assemblies, field trips, and special activities. Students who choose not to follow these rules may be subject to the loss of recess, loss of

extracurricular activities, detention, suspension, or expulsion. For the protection of all students, **throwing snowballs is prohibited on school grounds and on the way to and from school.** Disciplinary action may be taken, with possible suspension for repeated offenses.

At Brook Park, every student has a dismissal plan. When the plan is changed, a parent must send a note or fill out the "Student Removal From School Permission" form.

A student's plan of dismissal will not be changed (pick up by another person, bus ride to walking, staying after school, for clubs, scouts, or any other activity, etc.) unless a form has been filled out or a note has been sent to the office.

Life long success depends, in part, on learning to make responsible choices. We ask our parents for their complete support and cooperation in making our school a safe, secure, and productive learning environment.

Bicycle Rules

Students may ride their bicycles to school. For the sake of safety, it is important that all riders follow these few rules:

1. Obey all traffic regulations required of a motorist.
2. Ride with traffic, not against it.
3. Ride without cutting in and out among parked cars.
4. Stop at stop signs.
5. Always use hand signals before turning or stopping.
6. Ride single file and close to the curb.
7. Lock bike properly to the bike rack.
8. **Walk bikes on school grounds or in the parking area.**

The school reserves the right to rescind bike riding privileges of any student if these rules are not followed.

Dress Code

Parents are asked to be sure that students are dressed appropriately for school. The students should wear neat, clean clothing, which is appropriate for the activity in which he/she will be participating. Students may not wear clothing that is distracting to them or fellow students or disruptive to the educational environment and atmosphere of the school. The administration assumes that the parents wish to and will cooperate in disallowing extremes of any type, such as bare midriffs, tube tops, short shorts, short skirts, any showing of undergarments, rubber bands on pants, and clothing with any kind of inappropriate slogan, artwork, profanity, vulgarity, violence, or drug/alcohol related advertisement. Tank tops must have a 2" strap width. Hats and jackets must be taken off and left in lockers or coat closets. The dress code also applies to school sponsored trips.

For safety reasons, we ask that appropriate athletic shoes be worn during all physical education classes.

Electronic Devices

Electronic or Cellular Telecommunication Devices

No student shall use any electronic cellular telecommunication device during school hours unless allowed by administration. The administration may impose appropriate disciplinary actions including suspension or other sanctions against any student who violates any provisions of this policy.

Electronic Signaling Devices

Students may not use or possess electronic paging devices or two-way radios on school property at any time, unless the Building Principal (designee) specifically grants permission.

Cell Phones and Other Electronic Devices

The possession and use of cell phones and other electronic devices, (other than paging devices and two-way radios), are subject to the following rules:

1. Devices must be kept out of sight and in an inconspicuous location, such as a backpack, purse, or locker.
2. They must be turned **off** during the regular school day.
3. They may not be used in any manner that will cause disruption to the educational environment or will otherwise violate student conduct rules.
4. Use of devices during after-school activities or during school-sponsored events is allowed at the discretion of the sponsor/supervisor (if a student is attending a school-sponsored activity, permission must be granted from the sponsor).
5. Use of devices is permissible when after-school events are completed, outside the school building or school property.

* The Principal (or designee) may allow use of cell phones or other devices on a case-by-case basis.

Consequences:

- **First Offense** – the device will be confiscated and secured in the office for the duration of the day. Student may receive a verbal warning.
- **Second Offense** – the device may be confiscated and secured in the office for the duration of the day. Student will receive a detention for the offense. Referral may be sent home communicating to parent(s) the violation that occurred.
- **Third Offense** – violation may require a parent to pick up the device at school

Electronic study aids may be used during the school day if:

1. Use of the device is provided in the student's IEP, 504 plans or
2. Permission is received from the Principal (designee).
 - Examples of electronic devices that are used as study guides include tape recorders, CD players, headphones, palm pilots, and laptop computers.

- Examples of electronic devices that are **not** used as study aides include: hand-held electronic games, tablets, smart watches and cellular phones.

The School District is not responsible for the loss, theft, or breakage of any electronic device brought to school.

Field Trips

School-sponsored field trips are scheduled at all grade levels at various times throughout the year. The school district assumes a tremendous responsibility in planning and chaperoning field trips. Therefore, students whose behavior indicates that they could not be cooperative on school outings will not be allowed to attend. If the trip involves the use of a school bus, the students will be charged \$6.00 to help defray the cost of transportation.

Lockers

Some students will be assigned a hall locker for books and personal belongings. Any valuables or large sums of money should not be kept in the lockers, but instead, deposited in the office for safekeeping. Edibles should never be kept in the locker overnight. Lockers are the property of School District 95, not the students to whom they are assigned. Students may not share a locker with another student. District 95 is not responsible for loss or damage of property as a result of locker sharing. Lockers are property of District 95 and subject to search.

Lost and Found

Major items of clothing and school supplies should be labeled with the students' name. Articles found around school may be placed in bins within the cabinet outside the student services office on second floor (S.E. Gross) or in the first floor hallway (Brook Park). Small valuable items such as watches, money, wallets, glasses or jewelry are turned in to the office. Any items left at school will be given to a local charity at the end of each quarter.

Telephones and Messages

School business phones may only be used by students for emergency calls.

Deliveries from home should be left in the school office and will be given to your child during passing periods. Telephone messages to students will be delivered only in the case of an emergency. **NO commercial deliveries will be accepted.** This policy includes, but is not limited to, flowers, food, balloons, or services during the normal school day.

Vacation/Extended Absence

When a student will be absent from school for an extended period of time he/she is still required to make up all missed work.

If the absence is due to vacation, please notify the school, in writing, two weeks in advance of the dates of absence. Make-up work will be completed and turned in to each teacher according to the following:

1. If the work was given prior to the absence, it is due upon return unless a different due date is designated by that teacher.
2. If the work was given as make-up work following the absence, the student has one day for each absent day in which to complete all work unless otherwise designated by the teacher.

It is requested that parents not schedule vacations during the school year.

Discipline Plan

District 95 has the goal of establishing an atmosphere where teachers have the right to teach and students have the right to learn. Effective teaching can only occur in an atmosphere conducive to learning. In an effort to accomplish this goal, we have developed a discipline policy that encourages students to show proper respect to adults and fellow students in the school setting.

The plan states that students who choose to follow the rules will expect positive consequences and students who choose to break the rules will experience negative consequences. Parents will be informed of any disciplinary action taken at any time.

Disciplinary Measures

Disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school.
5. Suspension of bus riding privileges, provided that appropriate procedures are followed. It is the responsibility of the student's parent or guardian to notify the school should the student not have alternate transportation.
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.
7. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol or weapons.
8. Notifying parents/guardians.
9. Removal from classroom.
10. In-school suspension for a period not to exceed 10 school days. The Building Principal or designee shall ensure that in-school suspension rooms be staffed by licensed teaching personnel.
11. After-school study or Saturday study provided the student's parent(s)/guardian(s) have been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.

12. Community service with local public and nonprofit agencies that enhance community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure giving the student and/or parent(s)/guardian(s) the choice.

Students with frequent and/or repetitive behavior issues may be required to sign a behavior contract. This will outline expected behaviors and the consequences associated with violation of the contract. Consequences can range from, but not limited to: loss of privileges, detentions/suspensions, and placement in an alternative-learning environment for up to 10 days.

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

Required Notices

A school staff member shall immediately notify the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and the student's parent(s)/guardian(s). "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

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

Delegation of Authority

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

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

Suspensions and Expulsions of Students

As outlined by the school attorney:

Gross disobedience or misconduct, which may lead to suspension or expulsion of a student pursuant to the provisions of the School Code, shall include any activity or behavior which might reasonably lead school authorities to forecast substantial disruption but is not limited to the following types of activities or behavior, whether on school property, on a school bus, or at a school sponsored function:

1. Insubordination to any school personnel.
2. Possession of, use of, or distribution of any substance which is unlawful for a student to possess, use or distribute, including, but not limited to, illicit drugs, alcohol and tobacco products.
3. Any excessive truancy or tardiness after warnings.
4. Fighting or assaulting any person.
5. Intentional damage to, or destruction of school property, of a school board member, school personnel or fellow student.
6. Serious verbal abuse or use of profanity or obscenity to school personnel, a school board member, or fellow student.
7. Excessive referrals as provided in the Conflict Resolution Plan.
8. Affiliation or association with a gang or any type of display of gang related activities.
9. Electronic devices are not permitted at school, except with permission from the principal.
10. Gambling.
11. Possession, use, control or transfer of a weapon, or any other object that can reasonably be considered, or looks like a weapon. Suspension Procedures

The Superintendent shall implement suspension procedures that provide, at a minimum, for the following:

1. Before a student may be suspended, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.
2. A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.

3. Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule that was violated, and a notice to the parent(s)/guardian(s) of their right to a review of the suspension. A copy of a notice shall be given to the Board of Education.
4. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board of Education or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the
5. hearing officer's report, the Board shall take such action as it finds appropriate.

Expulsion Procedures

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested.

The request should include:

- a. The reasons for the proposed expulsion as well as the conduct rule the student is charged with violating.
- b. The time, date, and place for the hearing.
- c. A short description of what will happen during the hearing.
- d. A statement indicating that The School Code allows the Board of Education to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case by case basis.
- e. A request that the student or parent(s)/guardian(s) inform the District if the student will be represented by an attorney and, if so, the attorney's name.

2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board of Education or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.

3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-

examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

Misconduct by Students with Disabilities

Behavioral Interventions

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

Discipline of Special Education Students

The district shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's *Special Education* rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

Communication

Information about District 95 can be found on the district website: www.district95.org Three times a year the District sends out the *InSights Newsletter* to all residents of District 95. The Brook Park newsletter, the *Bugle*, is sent home twice a month. S.E. Gross sends all school mail electronically each Friday and can also be found on their website.

Parents may send e-mail or leave a voice mail message for any staff member. Please note that teachers may not be able to check their mail until the end of the school day. They will make every effort to return calls or e-mail as soon as possible. If your call is an emergency or is time sensitive, please leave a message with the school secretary. Phone extensions and e-mail addresses can be found on the district website. www.district95.org

Curriculum

District 95 offers a standard core curriculum supplemented by a variety of exploratory subjects:

Mathematics	Music/Chorus	Reading	Art
English	Technology	Social Studies	Physical Fitness/Health
Science	Consumer Skills	Industrial Arts	Spanish
Band			

In addition, a variety of clubs and activities are offered throughout the year. S.E. Gross Middle School also belongs to the Salt Creek Valley Athletic Conference for interscholastic competition in COED Soccer, Boys/Girls Volleyball, Boys/Girls Basketball, and Cross Country. All students are required to maintain their eligibility in order to participate in co-curricular activities. A system exists in order to monitor student progress, which includes communication with the parent, student and activity advisor.

Homework Guidelines

Definition: Homework is defined as any work or task planned by the teacher to be completed by the student outside of the regular classroom without immediate and direct teacher interaction.

Philosophy: District 95 has a commitment to excellence in instructional programs while taking into consideration the unique developmental stages of children. Homework is a continuation of a learning process developed in the classroom and carried on by the child in the home environment. Its effectiveness depends upon planning by the teacher as well as supportive parental involvement.

A major focus should be on quality rather than quantity. Teaching organization should be a by-product of homework. Homework should include teacher involvement, student involvement, and parent involvement.

Teacher Responsibilities:

- 1) Recognize that the amount of time spent on homework will depend on a student's ability, grade level, and work/study habits. As students progress through the various grade levels, they should be expected to handle more homework.
- 2) Assign tasks which are within the student's range of abilities. Individual differences should be recognized, accepted, and integrated into the homework assignment of each student, as necessary.
- 3) Assign homework that expands and enriches that class room instruction.
- 4) Homework assignments should vary in scope.
- 5) Explain assignments clearly and thoroughly and provide feedback.
- 6) Collaborate with team members regarding homework assignments.
- 7) Do not assign homework for punitive reasons.
- 8) Monitor the completion of homework assignments and contact parents when necessary.

Parent Responsibilities:

- 1) Recognize that the amount of time spent on homework will depend on a student's ability and work/study habits.
- 2) Provide a well-lighted, distraction-free study area where the student can comfortably read and write.
- 3) Be positive, provide encouragement and make sure assignments are completed on time.
- 4) Assist the student with budgeting his or her time.
- 5) Provide a specific time period for daily study.
- 6) Supervise the homework, make sure the student understands directions and works carefully and neatly.
- 7) Talk with the teacher about concerns or problems regarding homework.
- 8) Help find materials and resources needed to complete homework assignments.
- 9) Encourage the child to take responsibility for keeping track of school materials and assignments.

Student Responsibilities:

- 1) Listen carefully and follow the directions provided by the teacher.
- 2) Use study aids and materials provided by your teacher and parents.
- 3) Complete homework in a timely and efficient manner.

Research On Homework

The following considerations regarding homework guidelines (K-8th) are based on researched data.

Homework accounts for about 20% of the total time the typical American students spends on academic tasks. In addition the research shows there is “greater parental appreciation of and involvement in schooling.”

I. Positive academic effects of homework are:

- better retention of factual knowledge;
- increased understanding;
- curriculum enrichment;
- better study habits and skills.

II. Homework contributes to life-long attributes through:

- greater self-direction;
- greater self discipline;
- better time organization;
- more inquisitiveness;
- more independent problem solving.

III. Homework bases research indicates:

- assignments should vary in scope, examples include:
 - simple skills (e.g. math skills);
 - skill integration (e.g. research reports);
 - using imagination (e.g. creative writing);
- shorter, more frequent assignments are more effective;
- all subject areas have a positive correlation with homework. Math and reading are the highest;
- doing homework produces better results than in-school study (for middle school and high school students);
- it is recommended that both assigned and voluntary assignments are provided to students;
- after-school activities that foster positive identification with school have positive influences on achievement;
- parents should encourage self-study structure, and time-management which helps students become life-long learners, outside formal educational settings. Direct parental involvement should be minimal.

IV. Recommendations for the amount of time homework is assigned, varies slightly, but the following ranges are commonly cited in the research.

Kindergarten – limited fun assignments to reinforce basic skills
1st – 3rd – one to three assignments, per week, taking 10 to 30 minutes per day.

4th – 6th – two to four assignments, 15 to 60 minutes per day.

7th – 8th – three to five assignments, 45 to 75 minutes per day.

Resources

National PTA

National Education Association

Homework Research and Policy – Harris Cooper

Center for Applied Research and Education Improvement

Fees

Material Fees are charged for consumable materials such as workbooks, paper, art supplies, woodworking, cooking materials, and towel usage. The student is responsible for the proper care and use of all books, supplies, locks and furniture furnished by the district. Students who do not care for these materials properly will be responsible for the replacement cost of the property.

Activity Fees are charged for participation in activities for which an adult is reimbursed (sports, band, chorus, clubs, etc.) The fee per activity is \$60. Activity fees will be paid online through the district’s online store. Fees will be charged to a maximum of \$180 per student, per school year. Thereafter, additional activity fees for that school year will be waived for that student.

For further information regarding Activity Fees, please see the District 95 website at www.district95.org Fees cannot be transferred from one activity to another. **All school fees must be paid in full before students can participate in extra-curricular activities.**

School Fees

The term “fees” means any monetary charge collected by the district for student participation in any curricular program in the district.

Fees include, but are not limited to:

1. Charges for textbook rental
2. P.E. shirts and lock fees
3. Field trips
4. Graduation fees (Excluding class trip)
5. Charges for supplies for special classes

Fees Not Included

School fees do not include library fines, charges made for the loss, misuse or destruction of school property; charges for the purchase of yearbooks, pictures, or similar items;

charges for optional travel undertaken by a school club or group of students outside of school hours; charges for admission to school dances, athletic events or other social events, charges for BPC/PTO membership.

Waiver of School Fees / Eligibility Standards

Students who are eligible for fee waivers are those identified as meeting the Federal income guidelines for the current school year, or those who live in homes that suffer significant loss of income due to illness, injury or other emergency situations.

Notification and Appeal

Fee waiver applications are available at each building. The principal shall review all applications and render a decision. If the request is denied, the reasons for denial must be mailed within 30 days of the receipt of the request. Parents have the right to appeal. Within 30 days of the request for appeal the parents/guardians will have the right to meet with the superintendent to explain their rationale for the waiver. If the appeal is again denied, parents/guardians have the right to a hearing with the Board of Education, whose decision will be final. No fee will be collected from any parent/guardian seeking a fee waiver until a final decision has been rendered. The Board of Education will not permit any discriminatory actions against a District 95 student as a result of his/her parent's inability to purchase required textbooks, instructional materials or pay required fees. All information obtained during this process will be held in the strictest confidence.

Report Cards

A formal report to parents will be issued quarterly. Parents of students in grades 1 through 5, are asked to read the report, discuss it with their child, sign it, and return it to school. Kindergarten report cards will be issued at the end of the first and second semesters. Report cards are mailed home for students at S.E. Gross Middle School, (The mailing dates are on your school calendar). Parents will be afforded an opportunity to meet with their child's teacher at Parent/Teacher conferences or at any other time when felt necessary. At mid-quarter, or any time there is a marked change in a student's academic performance or behavior, the parents or legal guardian will be notified.

Testing

- The Cognitive Abilities Test is administered to all students in grades 3 and 5.
- PARCC is a state required test that is taken by students in grades 3-8.
- The Measure of Academic Progress (MAP) is administered in grades 2-8.

Cheating /Plagiarism Policy

Cheating is defined as any action to obtain credit for work that is not your own. Student cheating is prohibited and will be initially handled by the classroom teacher. The teacher will inform parents of the infraction and the student may receive a zero for that assignment. Repeat offenders will face further disciplinary action from school staff and/or administration.

Plagiarism is defined as presenting published material, including material from the Internet, without clear documentation and offering the information as your own work. The classroom teacher will initially handle student plagiarism. The teacher will inform the parents of the infraction and the student may receive a zero for that assignment. Repeat offenders will face further disciplinary action from school staff and/or administration.

Promotion

Students will be promoted to the next grade upon successful completion of the curriculum, attendance, performance based on Illinois Standards Achievement Tests, or any other testing. A student shall not be promoted merely based upon age or any other social reason not related to academic performance.

Honor Roll Grades 6-8

At the end of each quarter an Honor Roll is posted to commend students who work to meet a high standard of achievement. A grade point average is computed to determine Honor Roll eligibility.

10.0 or above determines "A" Honor Roll students

8.0 or above determines "B" Honor Roll students

An increase of +1.0 determines the Improvement Honor Roll.

Students' grades are given the following numerical value:

A+ = 12	B+ = 9	C+ = 6	D+ = 3
A = 11	B = 8	C = 5	D = 2
A- = 10	B- = 7	C- = 4	D- = 1

Students receiving a "Needs Improvement"(3) in Conduct or Effort are not eligible.

Students with a "D" or "F" are not eligible.

Only the most recent quarter grade will be computed.

National Junior Honor Society

Any seventh or eighth grade student may be considered for induction into NJHS if they have achieved a GPA of B+ or better, and may not have any 3s in conduct or effort. They must also have exhibited outstanding citizenship, service, leadership, scholarship, and character. Students will be required to fill out an application for consideration as a member of NJHS. The application will outline the requirements for membership and potential consequences for violation of NJHS rules if membership is granted.

Top Ten Percent Graduating Class

The top ten percent of 8th grade students with the highest grade point average in the core classes (science, math, reading, language arts, social studies) for the first three quarters of the school year will be recognized at graduation.

Advanced Philosophy

We believe that advanced students are entitled to a challenging and engaging education that is appropriately matched to their ability level. This involves providing the students

with curriculum that is advanced in depth, breadth, and complexity and has relevance in the real world.

Students in 3rd through 8th grades, who qualify using local, state and national data, are placed in an advanced reading, writing or math class. The writing classes are either taught or co-taught by a gifted teacher in an enriched setting using enhanced curriculum to best serve each gifted student's needs. The advanced math classes are taught by the grade level math teacher using an advanced curriculum.

Response To Intervention (RTI) Student Support

To better accommodate the learning needs of all students, School District 95 has adopted a school-wide approach called Response to Intervention or RTI. It is a flexible problem solving model in which schools provide timely assistance to students and match that help to each learner's level of need. Schools that use RTI organize their school intervention services into three levels, or *Tiers*. Students with emerging difficulties in school are first given *Tier I*, universal support. If that help is not sufficient, they are next provided *Tier II*, individualized assistance. Students with significant delays who do not 'respond' to *Tier I* and *Tier II* interventions may be eligible for *Tier III*, intensive support.

Special Education

Brookfield-LaGrange Park School District 95 offers a continuum of special education. To be eligible for special services:

- A student must have a disability, as determined by state and federal law.
- The student's disability must adversely affect his/her performance.
- The resulting educational needs must require special education services to address the adverse effects documented.

Specific procedures to identify evaluate and provide appropriate services for students with disabilities who reside within the district include:

- Early childhood screening of children ages 3-5 in order to identify those who may need early intervention,
- Assisting identifying children with known or suspected disabilities from birth to 2 years.
- Hearing and vision screening at regular intervals during the child's school career.
- Speech and language screening upon initial enrollment in an Illinois public school.
- Ongoing review of each child's performance and progress by teachers and other professional personnel.

Parents/guardian, teachers or other professionals concerned about a student's performance may submit a written referral to the School Principal or the Assistant Superintendent of Instructional Services. The Student Support Team will consider the referral and determine the appropriateness of a special education evaluation. Procedural safeguards of procedures and rights may be obtained in the district office.

Brookfield-LaGrange Park School District 95 also provides accommodations as mandated by Section 504 of the Rehabilitation Act. Section 504 is designed to eliminate discrimination on the basis of a disability. A student who has an impairment which

substantially limits his/her functioning in the education setting may be considered for a Section 504 Educational Plan if such accommodations are needed to derive benefit from his/her education. Referral for services under this plan would follow the same procedures as detailed above.

Release of Information

Upon graduation or transfer, the records of a student shall be transferred by the records custodian of District 95 to the receiving school in which the student has enrolled or intends to enroll. The records shall be transferred upon receipt of a written request of the records custodian of the receiving school. The parent shall receive prior written notice of the nature and substance of the information to be transferred. If the parental address is unknown, notice may be served upon the records custodian of the requesting school for transmittal to the parents. Such service shall be deemed conclusive, and ten days after such service, if parents make no objection, the records may be transferred to the requesting school.

Social Worker

The Social Worker is readily available to converse with parents, students and/or teachers. If a student wishes to see the Social Worker, he/she should schedule an appointment.

Health Services

A full time Health Aide or Nurse is on duty at each school. Students who become ill during the day are to report to the Health Office. If it is necessary to send the student home, the Health Aide/Nurse will notify the parent and excuse the student upon parent arrival. **No student will be allowed to leave the building without a parent or parent designee escort, who is required to sign the child out of school in the office.**

To ensure your child receives appropriate treatment following an illness, injury, or surgery, please notify the health office. Please state in writing or by phone call, any special needs or restrictions that must be followed to safely care for the child at school. It is always good to keep emergency contact phone numbers up-to-date throughout the school year.

Physical Exam Requirements For Attendance

Illinois law states that students must present proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases, within one year prior to entering kindergarten, sixth grade, and transfer students. **In order for students to start school, the physical and immunization record must be on file in the school.** If the child does not comply by the 1st day of school attendance with these requirements, he/she WILL be excluded from school until such time as the parent presents proof of having had the health examination and necessary immunizations.

Illinois law requires all Kindergarten students to turn in proof of a professional eye examination before entering kindergarten.

Illinois law requires all students in Kindergarten, Second and Six grades to turn in proof of a dental examination by May 15th of each school year. The school dental examination must have been completed within 18 months of the May 15th deadline.

Sports Physical Requirements

All students who plan to participate in interscholastic sports MUST have a **sports physical** on file in the health office. This sport physical must be less than one year old and **on file before tryouts**. Forms are available from the school office or on the website at www.district95.org

Vision and Hearing Screening

Vision screening is conducted yearly in Kindergarten, second, and eighth grades. Vision screening is NOT a substitute for a complete vision evaluation by an eye doctor. However, your child is not required to have this vision screening if an optometrist or ophthalmologist has completed and signed a report indicating that an exam has been administered within the previous 12 months, and a copy of that exam is on file at school. If a vision exam is not on file at school for your student, your student in the mandated grade will be screened.

Hearing screening is conducted yearly in kindergarten, first, second, and third grades. All students in the mandated grade levels are screened.

Medication Policy

A student is not permitted to have prescription or non-prescription medication in his/her possession. The only exception, with the necessary paperwork on file, is asthma medication (inhaler) and epi pen. Upon entering the building for the day, all medication, both prescription and non-prescription, shall be given to the health office personnel. All prescription medication MUST include written instructions (**form available from the health office or on the website at www.district95.org**) from a licensed medical doctor explaining the administration of the medication. NO prescription will be distributed to any child without a written order from a physician. **No exceptions will be made.** All prescription medication must be dispensed by the Health Aide, Nurse, principal or designee. The only exception is when the student is off school premises at an approved field trip. At that time the student's teacher may dispense the medication. The specific written instructions of the licensed medical doctor shall be followed by the person dispensing the medication.

Communicable Diseases

According to the rules of the Illinois Department of Public Health and District 95, children must be kept out of school if they have the following illnesses:

Chicken pox - Until scabs are crusted.

Measles - At least 5 days after onset. Students should have physician's permission to return to school.

Mumps – 9 days after the onset of swelling.

Strep infection – At least 24 hours after antibiotics have been started.

Skin rashes – Until they have been diagnosed.

Conjunctivitis (pink eye) – At least 24 hours after starting medication.

Fever and Vomiting – Students with a cold, sore throat, earache, upset stomach, or temperature of 100 degrees or higher should not be sent to school and should be kept home for 24 hours following fever or vomiting.

Head Lice – should remain home until treatment has been started and **all nits** removed. **Remember to keep your student home from school until he/she shows no signs of illness. They must be free from fever, without taking a fever reducing medication, for 24 hours before returning. If in doubt, please contact the health office for consult.**

Accidents

All accidents, however minor, are to be reported to the teacher in charge. Accidents occurring on the way to school should be reported to the health aide/nurse immediately upon reaching the building.

Disaster Drills

Disaster, fire, intruder, tornado, and bus evacuation drills are held frequently throughout the school year. If a tornado warning is in effect at dismissal time, students will not be released until the all-clear signal is sounded. Parents may enter the building to take cover.

In accordance with instructions from the local police departments, students will be evacuated only when circumstances indicate there is an expectation that students might be injured.

Insurance

School District 95 cooperates with an insurance company in offering an accident policy to all students at the minimal cost to the parents. A brochure is issued to each student at the beginning of the year. If parents decide to purchase any of the options, it must be done at that time. Parents **not** wishing to purchase any of the options should return the brochure marked with a NO and their signature.

Safety Awareness

Through partnerships with our local police departments, various programs are offered that support good decision making and safety awareness: “Stranger Danger,” Lets Win and Adopt-A-Cop. In addition, we are always conscious of neighborhood incidents or community offenders. If any questions or concerns arise regarding safety in our community, please contact the police department(s) immediately.

Environmental Protections Agency Asbestos Notice

In accordance with the Federal Rules and Regulations promulgated under the “Asbestos Hazard Emergency Response Act”, District 95 has on file in the District office a copy of its Asbestos Hazard Emergency Plan. All inquiries should be directed to the District 95 Office at (708) 485-0606 between the hours of 8:00AM and 4:00PM.

Authorized Use Policy

At the initial time of student registration, students and their parents and/or guardians are asked to sign a Letter of Agreement regarding student use of the district's network, including Internet access. The Letter of Agreement states that, even though the District takes precautions to eliminate controversial material, it is impossible to restrict access to all controversial and inappropriate material. The Letter of Agreement contains a hold harmless clause for the district and its employees. It also indicates that students and parents hold responsibility for supervision of the network when it is used outside the school setting. Only students whose parent/guardian sign the Letter of Agreement will have access.

Student Records

1. The student permanent record consists of basic identifying information, academic transcripts, attendance record, accident reports and health records, record of release of permanent information and other basic information. The permanent record shall be kept for sixty (60) years after graduation or permanent withdrawal.
2. The student temporary record consists of all information not required to be in the student permanent record, including any family background information, test scores, psychological evaluations, special education files, teacher anecdotal records and disciplinary information. The temporary record will be reviewed every four (4) years for destruction of out-of-date information and will be destroyed entirely five (5) years after graduation or permanent withdrawal.
3. Parents have the right to:
 - a. Inspect and copy any/all information contained in the student records at a cost of \$.25 per page.
 - b. Challenge the contents of the record by notifying the Principal or records custodian of an objection to information contained in the record.
 - c. Receive copies of records proposed to be destroyed. The school will notify parents of the destruction schedule.
 - d. Receive notice of student records to be transferred.
 - e. Inspect and challenge information proposed to be transferred to another school district in the event of a move to another school district.
4. Local, State and Federal education officials have access to student records for educational and administrative purposes without parental consent. Student records shall be released without parental consent pursuant to a court order, provided, upon District 95's receipt of such order, the parent is given prompt written notice of the terms of the order and the nature and substance of the information proposed to be released. Student records shall be released without parental consent in connection with an emergency where the records are needed by law enforcement or medical officials to meet a threat to the health or safety of the student or other persons. All other releases of information require the informed written consent of the parent. The rights become exclusively those of the student upon his/her 18th birthday, graduation from secondary school, marriage or entry into military service, whichever occurs first.
5. The following is designated as directory information and shall be released to the general public, unless the parent requests 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, period of attendance in the school.

6. A parent or student may not be forced by any person or agency to release information from the temporary record in order to secure any right, privilege or benefit, including employment, credit or insurance.
7. Full and complete copies of the laws, rules and regulations on student records are on file with the records custodian of each school and the Superintendent of District 95.

All information maintained concerning a student receiving Special Education services shall be directly related to the provision of services to that child.

Sexual harassment/Bullying

District 95 will not tolerate sexual harassment or bullying of students by district employees or fellow students. The entire policy is available for viewing in the District Office between the hours of 8:00 a.m. and 3:00 p.m. on school days.

Sex Equity Policy Statement

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

Any student may file a sex equity complaint by using the Uniform Grievance Procedure. A student may appeal the Board of Education's resolution of the complaint to the Regional Superintendent of Schools and, thereafter, to the State Superintendent of Education.

Parent Teacher Organizations

The Parent Teacher Organization at Brook Park School is the Brook Park Council; at S.E. Gross it is the PTO. Anyone living in District 95 is eligible to be a member. Membership fees are \$15.00 per family, per year for PTO and \$10.00 per family, per year for BPC. Both groups sponsor many activities, events and fundraisers throughout the year. Funds raised have gone toward the purchase of electronics, books for the Learning Centers, trophies, playground equipment, classroom gifts, student assemblies and much more. As a service to the school and community, both schools sponsor a Market Day. Both groups welcome everyone to their monthly meeting and encourage you to take an active part in your school. Please contact the BPC or PTO Presidents for more information.

Title I Required Notification

District 95 is considered a Title 1 District as we receive Federal funds in order to help provide reading services to our students. As a recipient of this money, we are required by ESEA Section 1111(h)(6) *PARENTS RIGHT-TO-KNOW*, to notify every parent of a student in a Title I school that you have the right to request information regarding the professional qualifications of your child's classroom teacher. This information includes, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If at any time your child has been taught for 4 or more consecutive weeks by a teacher not highly qualified, the school will notify you.

If you have any questions about this required communication, please do not hesitate to contact the Superintendent's office at 708-588-8706.



PARENT TEACHER GROUPS / MEETING DATES

Brook Park Council
www.brookparkcouncil.org

Name	Title	Email
Katie Mulcrone	President	BPCpresident1@gmail.com
Kate Amin	Vice President	BPCvicepresident@gmail.com
Kim D'Albenzio	Treasurer	BPCtreasurer01@gmail.com
Phyllis Kastle	Volunteer Coordinator	volunteerwiththeBPC@gmail.com
Jill McQueeny	Fundraising Coordinator	raisefundswiththeBPC@gmail.com
Holly Hill	Recording Secretary	BPCrecordingsecretary@gmail.com
Jen MacLennan	Coresponding Secretary	BPCcorrespondingsecretary@gmail.com
Ann Heinl	Board Member at Large	BPCCatLarge@gmail.com

Brook Park Council – Meeting Dates

Date	Time	Place
Thursday - September 6 th	7:00 pm	Multipurpose Room
Thursday - October 2 nd	7:00 pm	Multipurpose Room
Thursday - November 1 st	7:00 pm	Multipurpose Room
December	No Meeting	N/A
Thursday - January 17 th	7:00 pm	Multipurpose Room
Thursday - February 7 th	7:00 pm	Multipurpose Room
Thursday - March 7 th	7:00 pm	Multipurpose Room
Thursday - April 4 th	7:00 pm	Multipurpose Room
Thursday – May 7 th	7:00 pm	Multipurpose Room



PARENT TEACHER GROUPS / MEETING DATES

S.E. Gross PTO
segpto@yahoo.com

Name	Title	Email
Melissa Biskupic	President	segrossptopres2@gmail.com
Nicole Gilhooley	1 st Vice President	segrossptovp1@gmail.com
Shannon Towers	2 nd Vice President	segrossptovp2@gmail.com
Heather Sharenow	Treasurer	segrossptotreasurer@gmail.com
Lisa McGuinness	Recording Secretary	segrossptorecsecretary@gmail.com
Maria Kaplan	Corresponding Secretary	segrossptocorrsecretary@gmail.com

S.E. Gross PTO – Meeting Dates

Date	Time	Place
Tuesday – September 19 th	7:00 pm	1 st Floor Cafeteria
Tuesday – October 17 th	7:00 pm	1 st Floor Cafeteria
Tuesday – November 14 th	7:00 pm	1 st Floor Cafeteria
December	No Meeting	N/A
Tuesday – January 16 th	7:00 pm	1 st Floor Cafeteria
Tuesday – February 20 th	7:00 pm	1 st Floor Cafeteria
Tuesday – March 13 th	7:00 pm	1 st Floor Cafeteria
Tuesday – April 17 th	7:00 pm	1 st Floor Cafeteria
Tuesday – May 15 th	7:00 pm	1 st Floor Cafeteria

INDEX

A

Accidents	31
Administration	3
Admission of Students	10
Advanced Philosophy	28
Attendance	10
Attendance Extensions	10
Authorization Use Policy	32

B

Bicycle Rules	16
Birthday Treats	13
Board of Education	3
Boundaries & Student Attendance Centers	10
BPC – Brook Park Council	36
Brook Park School Traffic Pattern	14
Brook Park Staff	5,6
Bus Consequences	15
Bus Rules	15
Bus Service	14

C

Cheating/Plagiarism Policy	27
Communicable Diseases	31
Communication	23
Curriculum	23

D

Disaster Drills	32
Discipline Plan	19,20
Dress Code	16

E

Electronic Devices	17
Eligibility Standards	26
Environmental Protection Agency Asbestos Notice	32

	<u>F</u>	
Fees		26
Fees Not Included		26
Field Trips		18

INDEX CONTINUED

	<u>G</u>	
	<u>H</u>	
Health Services		30
Homework Guidelines		23,24
Honor Roll Grades 6-8		28
Hot Lunch Program		13

	<u>I</u>	
Insurance		32

	<u>J</u>	
	<u>K</u>	
	<u>L</u>	
LADSE		4
Late Arrival/Early Dismissal		11
Lockers		18
Lost and Found		18

	<u>M</u>	
Medication Policy		31
Mission Statement		10

	<u>N</u>	
National Junior Honor Society		28
Notification and Appeal		27

	<u>O</u>	
	<u>P</u>	
Parent Teacher Groups / Meeting Dates (Brook Park)		36
Parent Teacher Groups / Meeting Dates (S.E. Gross)		37
Parent Teacher Organizations		34
Physical Exam Requirements for Attendance		30
Promotion		27

Q

R

Release of Information	29
Report Cards	27
Research on Homework	25
Response to Intervention (RTI) Student Support	28

S

S.E. Gross PTO	37
S.E. Gross Staf	8,9
S.E. Gross Tardy Policy	11
Safety Awareness	32
School Calendar	see website
School Fees	26
School Hours/Lunch	12
School Information/Brook Park	4
School Information/S.E. Gross	7
School Rules	15
School Visitation	12
School/Emergency Closings-Xpedite	13
Sex Equity Policy Statement	34
Sexual Harassment/Bullying	34
Social Worker	30
Special Education	29
Sports Physical Requirements	30
Student Arrival	11
Student Records	33
Superintendent's Message	2
Suspensions and Expulsions of Students	21,22

T

Telephones and Messages	18
Testing	27
Title I Required Notification	35
Top Ten Percent Graduating Class	28

U

V

Vacation/Extended Absence	18
Vision and Hearing Screening	30

W

Waiver of School Fees/Eligibility Standards

26

X

Y

Z