

# District 95

## Parent/Student

### Handbook



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



**Brook Park Elementary School**  
30<sup>th</sup> 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](http://www.district95.org)**

# 2011-2012

September, 2011

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**

**Jim Landahl, President**  
**Chuck Snyder, Vice President**  
**Lynn Waterloo, Secretary**  
**Chris Blackburn**  
**John LaBarbera**  
**Pat Speziale**  
**Doris Stanek**

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 2<sup>nd</sup> Floor Conference Room at S. E. Gross Middle School. Please check the District 95 website at [www.district95.org](http://www.district95.org) for exact **dates**, **times** and **locations**. Generally Board Meetings begin at 7:00 P.M.

## **ADMINISTRATION**

**Dr. Mark Kuzniewski, Superintendent**

[mkuzniewski@district95.org](mailto:mkuzniewski@district95.org)

District Office

3524 Maple Avenue, Brookfield, IL 60513

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

Jeannie Zeitlin, Assistant Superintendent of Instructional Services  
[jzeitlin@district95.org](mailto:jzeitlin@district95.org)

Cathy Cannon, Director of Teaching & Learning  
[ccannon@district95.org](mailto:ccannon@district95.org)

Richard Batka, Director of Buildings and Grounds  
[rbatka@district95.org](mailto:rbatka@district95.org)

Roberta Carlson, Superintendent's Executive Assistant  
[rcarlson@district95.org](mailto:rcarlson@district95.org)

Elena Pena, Administrative Assistant to Assistant Superintendent of Instructional Services  
[epena@district95.org](mailto:epena@district95.org)

Bookkeeper/Purchasing Administrative Assistant

**District Website:** [www.district95.org](http://www.district95.org)

## SCHOOL INFORMATION

### Brook Park School

30<sup>th</sup> & Raymond Ave.

LaGrange Park, IL 60526

708-354-3740

Office Hours: 7:30 a.m. – 3:30 p.m.

FAX: 708-354-3146

<u>TITLE</u>	<u>PHONE EXTENSION</u>
Mr. Mike Sorensen, Principal	8792
Ms. Cathy Cannon, Director of Teaching & Learning	8808
Mrs. Jeannie Zeitlin, Assistant Superintendent of Instructional Services	8818
Mrs. Carol Rita, Secretary	8712
Mrs. Barb Payne, Office Clerk	8713
Mrs. Donna Preston, District Nurse	8714
Mrs. Mary Ann Sullivan, Health Aide	8714
Ms. Kathryn Johns, Social Worker	8718
Mr. Richard Batka, Director of Buildings & Grounds	8834
Mr. Mitch Jakubowski, Day Custodian	8755
Mr. Frank Passarella, Evening Custodian	
Mr. Ed Mele, Evening Custodian	
Mr. Corey Miller, Evening Custodian	

### **L.A.D.S.E.**

Mrs. Jeannie Zeitlin, Assistant Superintendent 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 TEACHING STAFF**

<b><u>Teacher</u></b>	<b><u>Subject</u></b>	<b><u>Room#</u></b>	<b><u>Phone Ext.</u></b>	<b><u>Email Address</u></b>
Angeloni-Nash, Mari	Grade 4	123	8744	<a href="mailto:mnash@district95.org">mnash@district95.org</a>
Bryning, Eric	Grade 5	114	8735	<a href="mailto:ebryning@district95.org">ebryning@district95.org</a>
Buller, Sandra	Grade 2	202	8758	<a href="mailto:sbuller@district95.org">sbuller@district95.org</a>
Calkins, Ellen	Grade 5	115	8736	<a href="mailto:ecalkins@district95.org">ecalkins@district95.org</a>
Changnon, Celeste	Grade 1	106	8727	<a href="mailto:cchangnon@district95.org">cchangnon@district95.org</a>
Collins, Joanne	Grade 4	117	8738	<a href="mailto:ccollins@district95.org">ccollins@district95.org</a>
Culen, Christine	Grade 1	104	8726	<a href="mailto:cculen@district95.org">cculen@district95.org</a>
Czajka, Kristina	Grade 3	217	8769	<a href="mailto:kczajka@district95.org">kczajka@district95.org</a>
Dykes, Catherine	Enrichment	207	8764	<a href="mailto:cdykes@district95.org">cdykes@district95.org</a>
Ehlert, Janet	ELL	120	8741	<a href="mailto:jehlert@district95.org">jehlert@district95.org</a>
Geddes, Michelle	Grade 4	119	8740	<a href="mailto:mgeddes@district95.org">mgeddes@district95.org</a>
Grosskopf, Kirsten	Grade 1	108	8729	<a href="mailto:kgrosskopf@district95.org">kgrosskopf@district95.org</a>
Habes-Wojcik, Lauren	Grade 3	219	8770	<a href="mailto:lhables-wojcik@district95.org">lhables-wojcik@district95.org</a>
Hamer, Melody	PE	112	8733	<a href="mailto:mhamer@district95.org">mhamer@district95.org</a>
Hendrey, Kim	Grade 1	110	8731	<a href="mailto:khendrey@district95.org">khendrey@district95.org</a>
Herman, Kelley	Cross Cat	103	8725	<a href="mailto:kherman@district95.org">kherman@district95.org</a>
Hernandez, Maureen	Speech	201	8757	<a href="mailto:mhernandez@district95.org">mhernandez@district95.org</a>
Janetopoulos, Joanne	PE	112	8733	<a href="mailto:jjanetopoulos@district95.org">jjanetopoulos@district95.org</a>
Kandah, Erika	Grade 2	213	8767	<a href="mailto:ekandah@district95.org">ekandah@district95.org</a>
Keller, Donna	Reading	203	8759	<a href="mailto:dkeller@district95.org">dkeller@district95.org</a>
Kuchler, Deann	Reading	203	8759	<a href="mailto:dkuchler@district95.org">dkuchler@district95.org</a>
Marusarz, Pat	Kdgn.	100	8721	<a href="mailto:pmarusarz@district95.org">pmarusarz@district95.org</a>
McCracken, Margaret	Grade 3	215	8768	<a href="mailto:mmccracken@district95.org">mmccracken@district95.org</a>
Melanson, Nancy	Resource	135	8752	<a href="mailto:nmelanson@district95.org">nmelanson@district95.org</a>
Msall, Mary Jo	LC	209	8765	<a href="mailto:mmsall@district95.org">mmsall@district95.org</a>
Nadkarni, Lynda	Art	206	8763	<a href="mailto:lnadkarni@district95.org">lnadkarni@district95.org</a>
Nokes, Susan	Tech	126	8747	<a href="mailto:snokes@district95.org">snokes@district95.org</a>
Nothnagel, Megan	Grade 4	125	8746	<a href="mailto:mnothnagel@district95.org">mnothnagel@district95.org</a>
O'Connor, Wendy	Resource	137	8753	<a href="mailto:woconnor@district95.org">woconnor@district95.org</a>
Pilson, Kathryn	Band	122	8743	<a href="mailto:kpilson@district95.org">kpilson@district95.org</a>
Reeger, Jennifer	Grade 2	211	8766	<a href="mailto:jreeger@district95.org">jreeger@district95.org</a>
Ruscille, Amy	Resource	130	8750	<a href="mailto:aruscille@district95.org">aruscille@district95.org</a>
Schaffer, Michele	Grade 1	107	8728	<a href="mailto:mschaffer@district95.org">mschaffer@district95.org</a>
Sgro, Elise	Kdgn.	102	8724	<a href="mailto:esgro@district95.org">esgro@district95.org</a>
Smith, Catherine	Grade 2	205	8762	<a href="mailto:csmith@district95.org">csmith@district95.org</a>
Spriggs, Lindsay	Cross Cat	101	8723	<a href="mailto:lspriggs@district95.org">lspriggs@district95.org</a>
Starostka, Pamela	Grade 5	111	8732	<a href="mailto:pstarostka@district95.org">pstarostka@district95.org</a>
St. Peter, Cynthia	Music	139	8754	<a href="mailto:cstpeter@district95.org">cstpeter@district95.org</a>
Stukel, Lisa	Reading	203	8759	<a href="mailto:lstukel@district95.org">lstukel@district95.org</a>
Talley, Sue	Speech	101G	8722	<a href="mailto:stalley@district95.org">stalley@district95.org</a>
Tertell, Nancy	Grade 3	118	8739	<a href="mailto:ntertell@district95.org">ntertell@district95.org</a>
Tracy, Gina	Grade 4	121	8742	<a href="mailto:gtracy@district95.org">gtracy@district95.org</a>
Trifone, Marlene	Grade 5	116	8737	<a href="mailto:mtrifone@district95.org">mtrifone@district95.org</a>
Turucz, Tracy	Grade 2	204	8761	<a href="mailto:tturucz@district95.org">tturucz@district95.org</a>
Tuscher, Christina	Grade 3	133	8751	<a href="mailto:ctuscher@district95.org">ctuscher@district95.org</a>
Weigus, Michael	Grade 5	113	8734	<a href="mailto:mweigus@district95.org">mweigus@district95.org</a>

## **BROOK PARK STAFF**

### **Principal's Office**

Michael Sorensen	Principal	8792	<a href="mailto:msorensen@district95.org">msorensen@district95.org</a>
Cathy Cannon		8808	<a href="mailto:ccannon@district95.org">ccannon@district95.org</a>
Director of Teaching & Learning			
Carol Rita	Secretary	8712	<a href="mailto:carita@district95.org">carita@district95.org</a>
Barbara Payne	Clerk	8713	<a href="mailto:bpayne@district95.org">bpayne@district95.org</a>

### **Rooms**

Teachers Workroom	109	8730
Ceres Food Service	129	8716
Computer Lab	124	8745

### **Health Office**

Preston, Donna	District Nurse	8714	<a href="mailto:dpreston@district95.org">dpreston@district95.org</a>
Sullivan, Mary Ann	Health Aide	8714	<a href="mailto:msullivan@district95.org">msullivan@district95.org</a>

### **Student Services**

Jeannie Zeitlin		8818	<a href="mailto:jzeitlin@district95.org">jzeitlin@district95.org</a>
Assistant Superintendent of Instructional Services			
Elizabeth Miller	Psychologist	8719	<a href="mailto:emiller@district95.org">emiller@district95.org</a>
Johns, Kathryn	Social Worker	8718	<a href="mailto:kjohns@district95.org">kjohns@district95.org</a>

### **ParaPros**

Berry, Cathleen	102	<a href="mailto:cberry@district95.org">cberry@district95.org</a>
Bongiorno, Shari	115/130	<a href="mailto:sbongiorno@district95.org">sbongiorno@district95.org</a>
Calandriello, Denise	101	<a href="mailto:dcalandriello@district95.org">dcalandriello@district95.org</a>
Crowley, Cathy	121/125	<a href="mailto:ccrowley@district95.org">ccrowley@district95.org</a>
Dziekan, Nancy	133	<a href="mailto:ndziekan@district95.org">ndziekan@district95.org</a>
James, Lorrie	103	<a href="mailto:lames@district95.org">lames@district95.org</a>
Kosson, Kathryn	100	<a href="mailto:kkosson@district95.org">kkosson@district95.org</a>
Miller, Alice	104	<a href="mailto:amiller@district95.org">amiller@district95.org</a>
Morrissey, Jennifer	211	<a href="mailto:jmorrissey@district95.org">jmorrissey@district95.org</a>
Rulich, Amelia	209	<a href="mailto:arulich@district95.org">arulich@district95.org</a>
Sellers, Brian	103	<a href="mailto:bsellers@district95.org">bsellers@district95.org</a>
Stelter, Theresa	101	<a href="mailto:tstelter@district95.org">tstelter@district95.org</a>
Stiso, Ruth	103	<a href="mailto:rstiso@district95.org">rstiso@district95.org</a>

### **Maintenance**

Jakubowski, Mitch		8755	<a href="mailto:mljakubowski@district95.org">mljakubowski@district95.org</a>
Mele, Edward			
Miller, Corey			
Passarella, Frank			

## SCHOOL INFORMATION

### S.E. Gross Middle School

3524 Maple Ave.

Brookfield, IL 60513

708-485-0600

Office Hours: 7:30 a.m. – 3:30 p.m.

FAX: 708-485-0638

<u>TITLE</u>	<u>PHONE EXTENSION</u>
Mr. Todd Fitzgerald, Principal	8853
Mr. Wayne Porod, Assistant Principal	8854
Ms. Cathy Cannon, Director of Teaching & Learning	8808
Mrs. Jeannie Zeitlin, Assistant Superintendent of Instructional Services	8818
Mrs. Mary Krzos, Secretary	8803
Mrs. Carol Stephan, Office Clerk, Attendance	8804
Mrs. Donna Preston, District Nurse	8805
Mrs. Mary Ann Sullivan, Health Aide	8805
Technology Services – Mike Mazurkiewicz	8845
Ms. Kathryn Johns, Social Worker	8837
Mr. Richard Batka, Director of Buildings & Grounds	8834
Mr. Mike Jakubowski, Day Custodian	8807
Mr. Bob Prchal, Evening Custodian	
Mr. Tim Mesich, Evening Custodian	
Mr. Darius Didzgalvis, Evening Custodian	

## S.E. GROSS TEACHING STAFF

<u>Teacher</u>	<u>Subject</u>	<u>Room#</u>	<u>Phone Ext.</u>	<u>Email Address</u>
Accardi, Jason	LA-7	209	8833	<a href="mailto:jaccardi@district95.org">jaccardi@district95.org</a>
Becker, Michael	Science-7	107	8813	<a href="mailto:mbecker@district95.org">mbecker@district95.org</a>
Begley, Ryan	Gym	Gym	8836	<a href="mailto:rbegley@district95.org">rbegley@district95.org</a>
Burke, Jonathan	Math-6	205	8829	<a href="mailto:jburke@district95.org">jburke@district95.org</a>
Cornacchia, Debby	LA-8	302	8842	<a href="mailto:dcornacchia@district95.org">dcornacchia@district95.org</a>
Ehlert, Janet	ELL	300	8840	<a href="mailto:jehlert@district95.org">jehlert@district95.org</a>
Evans, Ryan	SS-7	108	8814	<a href="mailto:revans@district95.org">revans@district95.org</a>
Fleming, Tracy	Spanish	311	8851	<a href="mailto:tfleming@district95.org">tfleming@district95.org</a>
Frailey, Margaret	LA-6	204	8824	<a href="mailto:mfrailey@district95.org">mfrailey@district95.org</a>
Glazik, Lori	Science-8	307	8847	<a href="mailto:lglazik@district95.org">lglazik@district95.org</a>
Hendrickson, Barb	Music	116	8822	<a href="mailto:bhendrickson@district95.org">bhendrickson@district95.org</a>
Herrmann, Fran	LA-8	301	8841	<a href="mailto:fherrmann@district95.org">fherrmann@district95.org</a>
Hodges, Jennifer	Gym	Gym	8835	<a href="mailto:jhodges@district95.org">jhodges@district95.org</a>
Idec, Alexandra	LA-7	208	8832	<a href="mailto:aidec@district95.org">aidec@district95.org</a>
Jobb, Shelley	Early Childhood	103	8810	<a href="mailto:sjobb@district95.org">sjobb@district95.org</a>
Kluge, Kristen	Resource-7	110	8816	<a href="mailto:kkluge@district95.org">kkluge@district95.org</a>
Kohl, Susanne	Consumer Skills	104	8811	<a href="mailto:skohl@district95.org">skohl@district95.org</a>
Krogh, Michelle	SS-6	203	8827	<a href="mailto:mkrogh@district95.org">mkrogh@district95.org</a>
Mazurkiewicz, Mike	Technology	305	8845	<a href="mailto:mmazurkiewicz@district95.org">mmazurkiewicz@district95.org</a>
McCloskey, Sue	Resource-8	304	8844	<a href="mailto:smcclloskey@district95.org">smcclloskey@district95.org</a>
McCoy, Elizabeth	LA-6	202	8826	<a href="mailto:emccoy@district95.org">emccoy@district95.org</a>
McDanel, Molly	Math-7	111	8817	<a href="mailto:mmcdanel@district95.org">mmcdanel@district95.org</a>
Niinemae, Ingrid	Learning Center	309	8849	<a href="mailto:iniinemae@district95.org">iniinemae@district95.org</a>
Pilson, Katie	Band	113	8819	<a href="mailto:kpilson@district95.org">kpilson@district95.org</a>
Preston, Cary	Science-6	207	8831	<a href="mailto:cpreston@district95.org">cpreston@district95.org</a>
Ray, Deanne	Math-8	306	8846	<a href="mailto:dray@district95.org">dray@district95.org</a>
Richards, Katherine	Art	102	8809	<a href="mailto:krichards@district95.org">krichards@district95.org</a>
Rogich, Cathleen	Resource-6	206	8830	<a href="mailto:crogich@district95.org">crogich@district95.org</a>
Rost, Tim	Industrial Arts	114/115	8820/8821	<a href="mailto:trost@district95.org">trost@district95.org</a>
Schaub, Will	ACE Creat Write	117	8823	<a href="mailto:wschaub@district95.org">wschaub@district95.org</a>
Soto, Shane	SS-8	303	8843	<a href="mailto:ssoto@district95.org">ssoto@district95.org</a>
Suchy, Peggy	Enrichment	312	8852	<a href="mailto:psuchy@district95.org">psuchy@district95.org</a>
Tomasik, Debbie	Cross Cat	308	8848	<a href="mailto:dtomasik@district95.org">dtomasik@district95.org</a>

## S.E. GROSS STAFF

### Principal's Office

Todd Fitzgerald	Principal	8853	<a href="mailto:tfitzgerald@district95.org">tfitzgerald@district95.org</a>
Wayne Porod	Assistant Principal	8854	<a href="mailto:wporod@district95.org">wporod@district95.org</a>
Cathy Cannon		8808	<a href="mailto:ccannon@district95.org">ccannon@district95.org</a>
Director of Teaching & Learning			
Mary Krzos	Secretary	8803	<a href="mailto:mkrzos@district95.org">mkrzos@district95.org</a>
Carol Stephan	Clerk, Attendance	8804	<a href="mailto:cstephan@district95.org">cstephan@district95.org</a>

### Rooms

Commons/Cafeteria/CERES	109	8815
Computer Labs/ Computer Office	310	8850
LADSE	105	8812
Teachers Workroom	201	8825

### Health Office

Preston, Donna	District Nurse	8805	<a href="mailto:dpreston@district95.org">dpreston@district95.org</a>
Sullivan, Mary Ann	Health Aide	8805	<a href="mailto:msullivan@district95.org">msullivan@district95.org</a>

### Student Services

Jeannie Zeitlin		8818	<a href="mailto:jzeitlin@district95.org">jzeitlin@district95.org</a>
Assistant Superintendent of Instructional Services			
Elizabeth Miller	Psychologist	8838	<a href="mailto:emiller@district95.org">emiller@district95.org</a>
Johns, Kathryn	Social Worker	8837	<a href="mailto:kjohns@district95.org">kjohns@district95.org</a>
Burke, Anna	Speech	8839	<a href="mailto:aburke@district95.org">aburke@district95.org</a>

### ParaPros

Collazo, Pat			<a href="mailto:pcollazo@district95.org">pcollazo@district95.org</a>
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Lopez, Lettie			<a href="mailto:llopez@district95.org">llopez@district95.org</a>
Markgraf, Brenda			<a href="mailto:bmarkgraf@district95.org">bmarkgraf@district95.org</a>
Montefinese, Tammy			<a href="mailto:tmontefinese@district95.org">tmontefinese@district95.org</a>
Rentas, Kori			<a href="mailto:krentas@district95.org">krentas@district95.org</a>
Sventy, Mary			<a href="mailto:msventy@district95.org">msventy@district95.org</a>

### Maintenance

Didzgalvis, Darius			
Jakubowski, Mike		8807	<a href="mailto:mjakubowski@district95.org">mjakubowski@district95.org</a>
Mesich, Tim			
Prchal, Bob			

### **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 26<sup>th</sup> 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 6<sup>th</sup> 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 in full attendance for the day
- 1<sup>st</sup> grade must attend 4 clock hours for full day & 2 clock hours to be considered ½ day
- 2<sup>nd</sup> through 8<sup>th</sup> grade students must attend 5 clock hours to be considered in full attendance for that day and 2.5 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.

**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.

**3 Tardy Offenses** per quarter result in the 1<sup>st</sup> period teacher contacting the student's home to inform the parents that there is a problem with the student being late for school. Every 3<sup>rd</sup> tardy results in a morning detention to be served the following day in the office at 7:30 am. If the student does not attend the morning detention, he/she will serve a 1-hour detention after school on that day.

**4 Tardy Offenses** per quarter result in a conference between a school administrator, parent/guardian, and student to discuss ways to solve this problem. Students that have 4 tardy offenses in a quarter lose the privilege of participating in the school wide reward for that grading period.

**5 Tardy Offenses** per quarter result in the student serving an in-school suspension. The student will complete a suspension-learning packet on that day.

**6 or more Tardy Offenses** per quarter will result in further consequences as determined by the administration.

**Beginning each quarter** students start with a clean slate.

### 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	8:00 a.m.-10:50 a.m.
PM Kindergarten	11:55 a.m.-2:45 p.m.
Lunch – Grades 1,2 & 3	11:00 a.m.-11:50 a.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 a.m.-2:55 p.m.
Lunch-Grade 6	11:10 a.m.-11:40 a.m.
Lunch-Grade 7	11:56 a.m.-12:26 p.m.
Lunch-Grade 8	12:42 p.m.-1:12 p.m.

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**

**Ceres Hot Lunch Program** is offered to all students in District 95 at the cost of **\$2.90** per day. The students are offered two meal choices each day, and will be given the choice of white, chocolate, or skim milk. Every month the students are given an order form, and the form needs to be filled out and returned by the due date in order for the hot lunch to be ordered. If a student brings his or her own lunch, milk may be purchased using the menu at **\$.25** per carton. At S.E. Gross, an a la carte menu will also be offered at a small cost of **\$.25-\$.75** to all of the students, which consists of fruit, grain bars, sunflowers seeds and cookies.

### **BIRTHDAY TREATS**

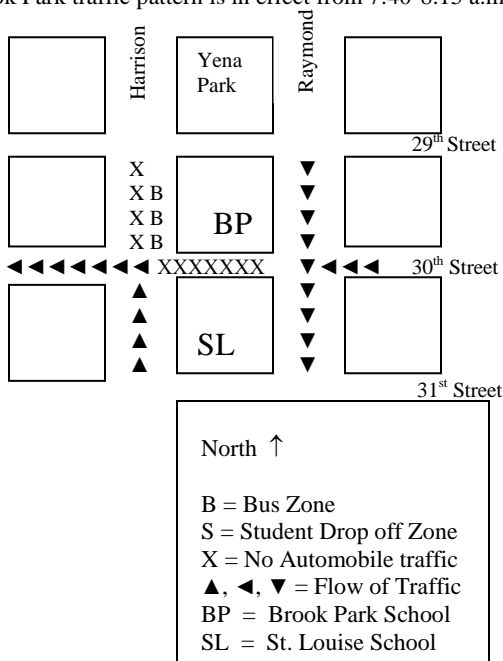
Due to many food allergies in District 95, we are asking that you not send in any food items for treats. If you would like to send in a treat, we suggest stickers, pencils, erasers, etc. Another alternative to treats is donating a book to your child's class or school library in your child's name.

### **SCHOOL/EMERGENCY CLOSINGS – XPEDITE**

District 95 uses an automatic communication program entitled **Xpedite**. A 30 second recorded message will be dialed directly to your home, as recorded. This call will appear on your **Caller ID as a Toll-Free call**. 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.

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.

### 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.**

### SCHOOL RULES

Our 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.

And at lunch:

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.

And on the playground:

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 will 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 will 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 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, staying after school, for clubs, scouts, or any other activity, etc.) unless this form has been filled out.

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. **Roller blades, scooters, and skateboards are not allowed.**

## **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. Headbands and bandannas for the boys are not allowed. Hats and jackets must be taken off and left in lockers or coat closets.

For safety reasons, we ask that appropriate tennis 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. 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. Devices are not to be used in the school building, during after-school activities, or during school-sponsored events (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 will receive a verbal warning.

**Second Offense** — the device will be confiscated and secured in the office for the duration of the day. Student will receive a detention for the offense. Referral will be sent home communicating to parent(s) the violation that occurred.

**Third Offense** — violation requires a parent to pick up the device at school

**Fourth Offense** – violation results in an In-School Suspension. Each additional violation will require a parent to pick up the device.

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 (e.g. GameBoy), MP3 players, AM/FM radios, 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 \$4.00 to help defray the cost of transportation.

## **HALL PASSES**

Students at S. E. Gross should not be in the halls or other areas of the building without a pass. If it is necessary to go to the restroom, health aid/nurse, learning center, etc., the proper pass should first be received from the teacher.

## **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.

## **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.
3. Failure to complete the homework within the prescribed time limits could result in the child being kept after school until the work is completed.

**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 and all school activities for up to 10 days, provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges, provided that appropriate procedures are followed.
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. Unless the Building Principal determines otherwise, a student expelled anytime during a semester will be denied credit for the semester regardless of whether the student had completed sufficient course work to earn a passing grade before being expelled. 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 5 school days. The Building Principal or designee shall ensure that the student is properly supervised.
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.

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 certificated 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 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](http://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. The S.E. Gross newsletter and monthly calendar, *SEG-ways*, is sent home the last week of each month.

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](http://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	Creative Writing
Science	Consumer Skills	Industrial Arts	
Physical Fitness/ Health	Band	Spanish	

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 Soccer, Girls Volleyball, Boys and Girls Basketball, and Track. 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-8<sup>th</sup>) 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 based 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

1<sup>st</sup> – 3<sup>rd</sup> – one to three assignments, per week, taking 10 to 30 minutes per day.

4<sup>th</sup> – 6<sup>th</sup> – two to four assignments, 15 to 60 minutes per day.

7<sup>th</sup> – 8<sup>th</sup> – 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 is based upon the number of times the club or activity meets. The activity sponsor will collect fees. 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](http://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 or extracurricular 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. Extracurricular activity charges
5. Graduation fees (Excluding class trip)
6. 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 6.
- The Illinois Standard Achievement Test (ISAT) are state required tests that are taken by students in grades 3, 4, 5, 6, 7, and 8.

Parents receive the results of all testing when the results are returned to the school.

## **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.

## **TOP TEN PERCENT GRADUATING CLASS**

The top ten percent of 8<sup>th</sup> 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 3<sup>rd</sup> through 8<sup>th</sup> 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.**

In order to ensure the best care for your student, please keep emergency contact phone numbers up-to-date throughout the year.

### **PHYSICAL EXAM REQUIREMENT 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 or first grade, and sixth grade. **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 1<sup>st</sup> 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.

Transfer students must also have this requirement met BEFORE starting school.

Illinois law requires all students in Kindergarten, Second and Six grades to turn in proof of a dental examination by May 15<sup>th</sup> of each school year. The school dental examination must have been completed within 18 months of the May 15<sup>th</sup> 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](http://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). 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](http://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 and vomiting.

*Head Lice* – should remain home until treatment has been started and **all nits** removed.

*Fifth Disease*-(A lace-like rash with reddened cheeks); No need to miss school unless a fever is present. Notification to health office is necessary.

Remember to keep your student home from school until he/she shows no signs of illness. They must be free from fever 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,” Drug Awareness Resistance Education (D.A.R.E.), 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 PROTECTION 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 18<sup>th</sup> 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 Book Park Council; at S.E. Gross it is the PTO. Anyone living in District 95 is eligible to be a member. Membership fees are \$8.00 per family, per year for PTO and \$8.00 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 – 2011/2012**

<b>Brook Park Council</b>		<b>PTO</b>
Nicole Bretz, <b>President</b> 708-256-8606 <a href="mailto:nicbretz@gmail.com">nicbretz@gmail.com</a> Carla Pitts, <b>Exec.V.P.</b> 708-352-1393 <a href="mailto:carla.pitts@sbcglobal.net">carla.pitts@sbcglobal.net</a>	<b>◀President Co-Presidents-PTO▶</b>	Sandy Bakalich 708-352-7565 <a href="mailto:sbbak@sbcglobal.net">sbbak@sbcglobal.net</a> Pam Powers 708-387-0551 <a href="mailto:powers_chi@comcast.net">powers_chi@comcast.net</a>
Mary Liss 708-485-3708 <a href="mailto:mliss@freebornpeters.com">mliss@freebornpeters.com</a>	<b>◀1<sup>st</sup> Vice President▶</b>	Teresa Speziale 708-482-0014 <a href="mailto:tgspeziale@yahoo.com">tgspeziale@yahoo.com</a>
Carla Pitts 708-352-1393 <a href="mailto:carla.pitts@sbcglobal.net">carla.pitts@sbcglobal.net</a>	<b>2<sup>nd</sup> Vice President▶ ◀Executive Vice President</b>	Heather Elwart 708-387-9728 <a href="mailto:haelwart@yahoo.com">haelwart@yahoo.com</a>
Mary Cote, <b>1<sup>st</sup> VP</b> 708-655-0181 <a href="mailto:mewcote@yahoo.com">mewcote@yahoo.com</a>	<b>◀Recording Secretary▶</b>	Doris Perry 708-482-0572 <a href="mailto:ddperry40@sbcglobal.net">ddperry40@sbcglobal.net</a>
Kristen Bisiules 708-579-0025 <a href="mailto:kbisiules@ameritech.net">kbisiules@ameritech.net</a>	<b>◀Corresponding Secretary▶</b>	Sandi Fields 708-485-2974 <a href="mailto:tsjfields@att.net">tsjfields@att.net</a>
	<b>Membership Secretary▶</b>	Kathi Parisi 708-415-4620 <a href="mailto:kathiparisi79@gmail.com">kathiparisi79@gmail.com</a>
Andrea O'Brien 708-387-1259 <a href="mailto:obrienz@sbcglobal.net">obrienz@sbcglobal.net</a>	<b>◀Treasurer▶</b>	Sue Huhndorf-Payne 708-579-1107 <a href="mailto:shuhndorf@comcast.net">shuhndorf@comcast.net</a>

**PARENT GROUP MEETING DATES**

<b>BPC Thursdays 7:00 PM</b>	<b>PTO Tuesday 7:00 PM</b>
September 15	September 20
October 6	October 18
November 3	November 15
January 10 (Tues.)	January 17
February 2	February 28
March 1	March 13
April 5	April 17
May 10	May 15

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