

Congress Park School Family Handbook 2024-2025

Principal: Amy Grieve

Assistant Principal: Catherine Rodriguez

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Absences

For your child's protection, please call the school health office before 8:20a for a morning or all-day absence, or before 12:15p for an afternoon absence (11:55a on Wednesdays). If a student does not report to school, and we have not been notified of an absence, the attendance officer will call each person listed on the student's emergency contact list. The parent must call each day that a student is absent unless the parent notifies the school that the student will be absent for a certain number of days. If we are unable to contact anyone regarding an absent student by 10:00a or 1:00p, we may notify the police to assist us in locating the child.

Regular attendance in school and on-time school arrival is essential to developing a pattern of academic success. In addition, students develop a foundation for responsible behavior that will carry them throughout their lives. The Illinois School Code, Section 5/26-2a, defines valid causes for school absences as "illness, observance of a religious holiday, death in the immediate family, family emergency, and shall include such other situations beyond the control of the students as determined by the board of education in each district or such other circumstances which cause reasonable concern to the parent for the safety or health of the student. The law further defines chronic or habitual truancy as a child who is absent without valid cause from such attendance for 5% or more of the previous 180 regular attendance days." This means that a student can be considered truant for missing 9 days of school without valid cause for any 180-day segment.

If a student shows a repeated pattern of absences or tardies, the absences may be considered unexcused and the principal may require a physician's excusal from school before the student will be offered make-up work or given an opportunity to retake tests. For students with a pattern of non-attendance, our school team will work with parents to try to pinpoint the reason for the absences and take steps to return the student to regular attendance.

Accident/Illness at School

In case of an accident or illness at school, first aid will be administered. The parent or person designated on the student's emergency contact list will be contacted to come for the student in the event the student should not remain at school. Students will only be released to persons listed on the student emergency contact form. If the parent or emergency contact cannot be reached and medical attention is urgent, paramedics will be summoned and the district nurse, the health aide, principal, assistant principal, or district administrator will accompany the student to the hospital. It is absolutely essential that the school be notified of any change in contact information occurring during the school year. Without current information, we may be unable to reach you if illness or an emergency occurs.

Accident Insurance

Our School District has purchased Student Accident Insurance Coverage on your child's behalf. This program provides coverage for your child for any injuries incurred while participating in any school sponsored and/or supervised activity, including athletics. Aside from the school sponsored coverage that the District has provided on your student's behalf, the program administrator is also offering 24-hour unlimited Dental Accident coverage and also 24-hour coverage that provides protection during vacation, weekends, and the time school is not in session. Brochures and applications are available through the district office.

After School

If a student forgets homework or items in their locker or classroom, it is advised to call ahead before returning to school to ensure someone is in the office. Parents and/or students should not return to the classrooms from the BASE Room or use the BASE door for entering the building for any reason other than BASE. No students are allowed to return to classrooms on Wednesday after 2:30p since teachers are in meetings immediately after school on Wednesday.

Arrival / Dismissal Procedure

Arrival Times & Procedures – Before School

- The morning session will start promptly at 8:20a. Students should arrive at school between 8:10a and 8:15a. Students should line up in the area designated for their classroom or grade level.
- Staff supervision begins at 8:10a. At 8:15a students may enter the building following the line order procedures and go directly to their classes.
- Students should walk on sidewalks and follow the directions of the adult safety monitors.
- Parents are not allowed to enter with their children. For the safety of all students, all visitors (including parents) are required to enter through the main office.
- In the event of precipitation or temperatures below 10° F, students will be allowed to enter the building by 8:10a and line up outside of their classroom or the general hallway area.
- No students are allowed to use the playground equipment or play on the blacktop or grassy areas before school.

Student Entrance Procedures

Students should line up at the designated spot on the playground and wait for a signal from a supervisor to enter the building. Once the bell rings, students will enter the building following building line procedures:

- Walk in a single file line
- Stay on the right side of the hallway (following the silver line on the hallway floor)
- Keep a safe distance between yourself and the person in front of you
- Use quiet voices when entering or exiting (Silent lines when moving from room to room)

Driving Procedures for Parents During Drop-Off & Pick-Up

- You must remain in your car, pull all the way forward, and wait for the student escort to open the door for your child to exit curb side.
- Drive forward (to the end of the drop off area).
- Do not block the crosswalk
- Students should exit on the passenger side of the vehicle and never walk between cars.
- Stay in the traffic line – do not reverse or try to pass another vehicle.

Asbestos

The district submitted asbestos inspection and management plans to the Illinois Department of Public Health for each building. The results of the inspections indicate that all buildings are safe, although the district will continue to remove and repair damaged asbestos as necessary. The inspection reports may be reviewed by contacting the district office.

Assessments

Assessments are used to inform instruction to help improve teaching and learning. District 102 uses a variety of assessments that are both standardized and locally developed to help inform student progress and instruction. Standardized assessments include the Measures of Academic Progress (MAP) test administered to all students in second through eighth grade in the fall and spring of each year in the areas of reading and mathematics, and the state required, IAR (Illinois Assessment of Readiness), which is administered to all students in third through eighth grade in the spring of each year to determine progress on the Illinois Learning Standards (Common Core State Standards) in the areas of English Language Arts and Mathematics. A list of assessments can be found on the District website.

Authorized Use Policy

Each year, students and their parents and/or guardians are asked to sign a form regarding student use of the district's network, including Internet access. Even though the district takes precautions to eliminate controversial material, it is impossible to restrict access to all controversial and inappropriate material. The form indicates that students and parents hold responsibility for supervision of the network when it is

used outside the school setting.

Band and Orchestra

Band and orchestra are offered to all students in grades 5-8. Band and orchestra members receive one small-group lesson per week in their home schools, and one or two large-group rehearsals per week at Park Junior High School, depending upon their age level. There are three levels of band / orchestra: Beginning, Intermediate, and either Concert Band or Park Symphony Orchestra.

Band / Orchestra lessons in grades 5 and 6 operate as a pull-out on a rotating basis. Lessons at Park Junior High are coordinated with the student's PE class and students miss PE once each week to attend their lesson.

Students participate in at least two evening concerts each year and at least one daytime concert. In addition, students are provided several opportunities for social gatherings with other music students.

Before and After School Care

For 2024-2025, parents have two options for before and after school care in grades K-6. BASE (Before and After School Experience) is supervised by the Park District of La Grange. For additional information, please contact the Park District of La Grange at 352-1762. Right at School is a private provider contracted by the school district. Additional information is available at rightatschool.com or by calling 855-287-2466. Please note, BASE and Right at School are the acting supervisors and are responsible for their students during their scheduled program hours. If you have concerns or questions, please call the appropriate number above.

Bicycles At School

1. Students in grades 3 through 6 that are interested in riding their bicycles to school without their parents or guardian need to participate in the Bike Rodeo at the beginning of the year.
2. Bicycles should be walked on school grounds.
3. Bicycle riders should yield to pedestrians.
4. Each student should lock their bicycle with their own lock.
5. The school assumes no responsibility for lost or damaged bicycles.

It is highly recommended that you register your bicycle with the Village of La Grange Park. This free service may help recover a stolen bicycle.

Birth Certificate

A certified birth certificate is necessary to register as a new student in District 102. The Illinois Missing Children Records Act (325 ILCS 50/0.01, et seq.) and the Illinois Missing Children Registration Law (325 ILCS 55/0.01, et seq.) require a person enrolling a student to provide a certified copy of the student's birth certificate to the School District within 30 days of enrollment.

Other reliable documentation of identity may include a passport, visa, or other government issued identification. Such other documentation must be submitted with an affidavit explaining the inability to produce a copy of the birth certificate.

Failure to provide a birth certificate or other reliable documentation of identity, District 102 is required by law to notify the police if a parent attempts to register a child without providing a valid birth certificate.

Birthday Celebrations

Students may NOT bring treats (edible or non-edible) to share with others.

Each child's birthday (or half-birthday) is celebrated by reading his/her name over the all-school intercom. In addition, the PTO provides a birthday book for every child.

Party invitations should not be distributed at school unless ALL of the students in the classroom have been invited to the party (or all of the girls or all of the boys). For ease in distribution, *names should not be placed on the invitations*. Teachers cannot give out contact information for students if you desire to send invitations outside of school. Lockers and/or desks may not be decorated in celebration of birthdays or special events.

Blood Borne Pathogens, HIV/AIDS/Universal Precautions

The district has an Exposure Control Plan for blood borne pathogens. It provides: (1) annual inservice to all staff members on blood borne pathogens, (2) the practice of universal precautions to prevent the spread of HIV/AIDS, hepatitis B and other blood borne pathogens, and (3) Hepatitis B vaccine free of charge to those employees in job categories which make it likely they will come in contact with blood or other potentially infectious materials.

The following are the universal precautions practiced in the district:

1. Rubber gloves are available to and worn by personnel in cleaning up blood and body fluid spills.
2. Good handwashing, using soap and running water, after exposure to body fluids (including routine use of the toilet) are taught and observed.
3. Open lesions on students and staff are covered if possible.
4. Soiled surfaces are promptly cleaned with approved disinfectants.
5. All disposable materials, including gloves, are disposed of in a sealed plastic bag. Body fluid may be disposed of through the normal sewage system.

Board of Education

The Board of Education, the elected governing board of the district, meets one or two Thursdays per month during the school year at 7:00p. Open meetings can be preceded by a closed session. Board members are unpaid and serve overlapping 4-year terms. Board elections are held in April of odd-numbered years. The public is welcome at all board meetings. A current list of board members and board meeting dates are on the district website.

Building Security Procedure

The building has long appreciated and promoted an attitude and atmosphere of welcomed, relaxed visitations, but the number of national and metropolitan school security breaches in recent years has necessitated a more structured and controlled visitation/entrance policy at all district schools. Therefore, to better ensure the health, safety and well-being of our children, the following procedures are in effect:

- ALL doors to the school building are locked during school hours.
- ALL visitors must register in the main office upon entering the building and wear an identifying nametag.
- BASE and RAS - All visitors should ring the buzzer at Door #8 (BASE) and Door #7 AM only/Door #11 (PM only) (RAS) and identify themselves.

The BASE door is located at Door #8. This door should be used for BASE drop off and pick up only. The RAS drop-off door is located at Door #7. The RAS pick-up door is located at Door #11.

Bus Transportation

The Board of Education offers transportation to and from school to qualifying students. Eligible bus riders live more than 1.5 miles from school or in an area where walking to school involves a serious safety hazard that is not attended by a crossing guard. Serious safety hazards are generally busy roadways and railroad crossings. The annual fee for this service is \$300. Students who are not qualified for transportation services may ride the bus for an annual fee of \$500.

Students receiving special education services who attend buildings outside their attendance areas receive free transportation to and from school. Band and orchestra students receive bus transportation to their home school after early morning practice. Full day kindergarten students attending Barnsdale may ride the shuttle bus from and to their home school at no cost.

Failure to observe the rules of behavior can result in loss of the privilege of riding the school bus. Please review the following information and bus behavior standards with your child(ren). These procedures and behavior expectations will be in effect whenever your child(ren) rides the bus. This includes all field trip bus rides.

Safety Procedures

- (1) Students are asked to be especially careful as the bus approaches and not move toward the bus in an attempt to board until the bus has come to a complete stop and the door opened for them.
- (2) If it is necessary to cross the street when getting off the bus, students should walk 10 feet in front of the bus before attempting to cross. This is especially important for primary age children so they can be clearly seen by the bus driver.
- (3) When entering the bus, students should not push or shove. Students should use the handrail and move quickly to their seat. Once in their seats, students are expected to remain seated until the trip has been completed.

Procedures

- (4) Kindergarten students riding to and from school by themselves (not accompanied by an older sibling) must be met by a parent/guardian at the bus stop each day. If the bus arrives at a stop and the driver does not see a parent/guardian, the student will be returned to his/her home school to be picked up by their parent/guardian.
- (5) While waiting for the bus, students are expected to behave in an orderly manner, remain on the parkway, and stay out of the street.
- (6) Students should keep books, packages, coats, band instruments, and lunches out of the aisle. Be sure to take all belongings when leaving the bus.
- (7) In the event of an emergency, students should follow the instructions of the driver.

Behavior

- (8) Bus riders are under the jurisdiction of the bus driver/bus monitor during the loading, unloading, and riding portion of their trip. The bus driver/bus monitor has the authority to change and/or assign students to specific seats. Students are expected to respond to the driver's/bus monitor's instructions with the same obedience, courtesy, and respect given to teachers and parents. Disrespect and back talking to the driver will result in disciplinary measures and possible loss of riding privileges.
- (9) Students are required to keep hands, arms, and head inside the bus at all times. Throwing objects out of the bus window is strictly forbidden.
- (10) Students are asked to please assist in keeping the bus safe and sanitary by not eating or drinking on the bus. Students are also expected to treat the bus equipment in a respectful manner. Students found to be responsible for damage or vandalism will also be responsible for the cost of repairs.
- (11) Students are expected to demonstrate basic courtesy and self-control with regard to fellow

students. Name calling, profanity, unnecessary noise, throwing things, shooting rubber bands, smoking, lighting matches, fighting, pushing or shoving, and bullying other students is strictly forbidden.

(12) Major offenses will result in disciplinary action from the school and/or temporary forfeiture of riding privileges. School bus drivers have been trained to report school bus infractions in writing to both the bus company and the school.

Chronic Infectious Diseases

In the event that a student or staff member should develop a chronic infectious disease such as HIV disease, AIDS, congenital rubella syndrome, cytomegalovirus infection (CMV), herpes simplex or hepatitis B, decisions regarding placement will be made on an individual basis. (Please see Blood Borne Pathogens/HIV/AIDS).

Communicable Diseases

According to the rules of the Illinois Department of Public Health and District 102, children must be kept out of school if they have the following illnesses:

Chicken Pox - At least six days after the onset of the skin rash, or until the scabs are crusted.

Measles - At least 5 days after the onset of the rash. Students with measles should have a physician's permission to return to school.

Mumps - Seven days, or until all swelling is gone.

Strep Infection - At least 24 hours after antibiotics have been started.

Skin Rashes - Until they are diagnosed.

Conjunctivitis (pink eye) - At least 24 hours after medication has been started.

Fever and Vomiting - A student who has a cold, sore throat, earache, upset stomach, or a temperature of 100 degrees should not be sent to school and should be kept home for 24 hours following fever and vomiting.

Fifth Disease - A lace like rash with reddened cheeks; no need to miss school unless the student has a fever. Rash may come and go for days. Notification to the health office is necessary. Notification of pregnant staff and parents will occur if there are multiple cases.

Parents should notify the school if a child has a communicable disease; the school in turn will notify parents when their child has been exposed to a communicable disease.

Communication

Parents may call each of the district schools at any time and leave a voicemail message. All teachers have a voicemail box. The staff directory can be found on the district website. Please note that teachers may not be able to check their voicemail box until the end of the school day, but will make every effort to return calls as soon as possible. If your call is an emergency or is time sensitive, please leave a message with the school secretary.

Staff may also be reached by e-mail. The e-mail address for each staff member can be found in the staff directory available on the district website. Information about School District 102 can be found on the district website: www.dist102.k12.il.us

The PTO and the School Principal send out e-news and periodic announcements of events through e-mail and/or text alerts. Be sure to keep your e-mail address current with the school office.

Although teachers have their different modes of communication, at the minimum you can expect weekly communication demonstrating classroom work and one to two new pieces of evidence per class in the gradebook each month.

Curriculum

The District 102 core curriculum consists of reading, writing, mathematics, science, social sciences, health/safety, physical education, art, music, and world languages. A differentiated curriculum is provided for students whose needs are not met through the regular academic program. Additional information is available on our district web page or contact the Assistant Superintendent of Teaching and Learning.

Dress Code

LaGrange School District 102 strives to create an atmosphere where all students, staff, and members of our community feel safe and respected. We further believe that:

1. Students/parents have the right to make clothing and accessory selections so that they feel comfortable and confident at school.
2. Students/parents have the responsibility to make clothing and accessory selections that are appropriate for the educational environment. Clothing choices should not disrupt the educational process, interfere with the maintenance of a positive teaching and learning climate, or compromise reasonable standards of health, safety, and decency.
3. Hats and headgear: Students may wear scarves and other items that honor and celebrate their cultural identity. Students should not wear hats and will be asked to lower hoodies if their use obscures their face.
4. Apparel that promotes or advertises weapons, drugs, alcohol, tobacco products, or other inappropriate activities is not permitted.
5. Items and/or behaviors determined to be symbolic of gang membership are prohibited.
6. Shoes must be worn at all times.

Furthermore, as a majority of our students go outside for P.E. or for lunch recess, we ask that our students be dressed appropriately for the weather.

If inappropriate clothing is worn to school or a school-sponsored event, we may offer alternate clothing or call home to have something brought to the office.

Early Dismissal Requested by Parents

Students may be dismissed early from school on a regular basis only with the permission of the superintendent. In order for a student to be dismissed early on a given day, the parent must send a note to the principal stating the reason, date and time of dismissal. Students will not be dismissed from school to anyone other than a parent or guardian without the parent's permission. Parents need to allow time to come to school and sign their child out. After the parent arrives, the student will then be called down from class.

Electronic Devices/Cell Phones

Student use of electronic equipment including, but not limited to, electronic watches which allow communication, games, and music players while in a school building is prohibited. All electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP), medical plan or 504; or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals. Student use of audio listening devices while at school is restricted to listening to instructional materials during class time under the direction of the teacher. The school cannot be responsible for the damage or loss of such items. Possession or use of laser pointers is prohibited at all times. Electronic devices, including cell phones, that disrupt learning may be confiscated and the parent will be asked to pick them up from the office.

Emergency Closing

When schools are closed because of an emergency, the district will initiate an automated phone message, text message, and emails to parents. Please be sure to keep your phone number updated with the school office. Parents are encouraged to also check the District 102 website at: www.dist102.k12.il.us for immediate and updated information.

Equal Educational Opportunities

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status.

Fees

A yearly fee is charged for textbook rental, technology, Chromebooks and/or iPads, and other materials. If you have financial difficulty with a fee, please contact the office. It is possible to arrange payment schedules. There could be a charge for any intentional damage to your child's technology device for replacement or repair.

Fees - Insufficient Funds

There are many fees and purchases throughout the school year that may be paid by check, cash, or money order. If two or more checks are returned for insufficient funds or closed accounts, the school reserves the right to require that all future payments be made in cash or by money order.

Fee Waivers

Fees for textbooks are waived for those students who meet state and federal guidelines for free or reduced-price lunches. These fees are also waived for students whose families experience a significant loss of income due to severe illness, injury, death, or damage/destruction of their home. If a request for waiver of fees is denied, parents have the right to appeal the decision to the District 102 Business Office, which will notify parents of the appeal decision within 15 calendar days. Application forms are available in the main office, or at <https://www.nslpapp.com>.

Field Trips

Field trips are planned as an integral part of the learning program and approved in advance by the principal. Parents are notified in advance of the time, date, and place of the event. Registration for field trips must be completed by logging into your student's PushCoin account.

Food Allergies

While it is not possible for the District to completely eliminate the risks of exposure to allergens when a student is at school, a Food Allergy Management Program using a cooperative effort among students' families, staff members, and students helps the District reduce these risks and provide accommodations and proper treatment for allergic reactions.

The Superintendent or designee shall develop and implement a Food Allergy Management Program that (1) fully implements the following goals established in the School Code: (a) identifying students with food allergies, (b) preventing exposure to known allergens, (c) responding to allergic reactions with prompt recognition of symptoms and treatment, and (d) educating and training all staff about management of students with food allergies, including administration of medication with an auto-injector, and providing an in-service training program for staff who work with students that is conducted by a person with expertise in anaphylactic reactions and management; (2) follows and references the applicable best practices

specific to the District's needs in the joint State Board of Education and Ill. Dept. of Public Health publication Guidelines for Managing Life-Threatening Food Allergies in Schools; and (3) complies with State and federal law and is in alignment with Board policies.

Harassment Prohibited

Bullying, Intimidation, and Harassment Prohibited

No person, including a district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The district will not tolerate harassing, intimidating behavior, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited behavior include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

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

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such behavior a condition of a student's academic status; or
2. Has the purpose or effect of:
 - a. Substantially interfering with a student's educational environment;
 - b. Creating an intimidating, hostile, or offensive educational environment;
 - c. Depriving a student of educational aid, benefits, services, or treatment; or
 - d. Making submission to or rejection of such behavior the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include behavior that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term sexual violence includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Making a Complaint; Enforcement

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited behavior to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that a student was a victim of any prohibited behavior perpetrated by another student shall be referred to the Building Principal, Assistant Building Principal, or Dean of Students for appropriate action.

Nondiscrimination Coordinator:

David Holt
333 N Park Road, LaGrange Park IL 60526
holtda@dist102.k12.il.us
708.482.2400

Complaint Managers:

David Holt
333 N Park Road, LaGrange Park IL 60526
holtda@dist102.k12.il.us
708.482.2400

Kathy Boxell
333 N Park Road, LaGrange Park IL 60526
boxellka@dist102.k12.il.us
708.482.2400

The Superintendent shall use reasonable measures to inform staff members and students of this policy, such as, by including it in the appropriate handbooks.

Any District employee who is determined, after an investigation, to have engaged in behavior prohibited by this policy will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in behavior prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding prohibited behavior will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

Homeless Children

Both Illinois and federal law – the Illinois Education for Homeless Children Act and the federal McKinney-Vento Homeless Assistance Act – require school districts to provide assistance to homeless and displaced children and youth. Please contact the district homeless liaison, Amy Becker, at 482-2400 for further information and assistance.

Kindergarten Entrance and Placement

A child must be five years old on or before September 1 in order to enter kindergarten. In order to enroll a child for kindergarten, parents must present a certified birth certificate, a physical examination, proof of required immunizations, proof of lead screening, and proof of residency. Assignments to morning, afternoon or full day kindergarten will be made by district administration. The priority is to provide the best educational environment for each student as well as balanced classes.

L.A.D.S.E

The LaGrange Area Department of Special Education is a multi-district cooperative that provides classes and services for district students both within District 102 schools and in neighboring districts. (Please see Special Education.) If you have any questions regarding special education please call Ms. Traci Milledge, Assistant Superintendent of Student Services.

Learning Resource Center (LRC)

The Learning Resource Center is the center for learning using both print media and technology. Each LRC is staffed with a full-time school library media specialist who supervises the print collection, the audiovisual collection, as well as a full-time learning resource services assistant.

Lockers and Desks

To maintain order and security, school officials may inspect and search places and areas such as lockers, desks, parking lots and other school property and equipment owned or controlled by the school as well as personal effects left in such places and areas by students. The Illinois School Code provides that students

have no reasonable expectation of privacy in these places or areas or in their personal effects left in these places and areas. These searches may be without notice to, or the consent of, the student or the student's parents and without a search warrant. School officials may also request the assistance of law enforcement officials in searches, seize items which evidence violations of law, local ordinances or school policies or rules and take appropriate disciplinary action. Evidence of violation of the law or local ordinances may be turned over to law enforcement authorities.

Students that are provided lockers should not share their locker with other students. Locks are not provided and should not be used. Students should not keep valuables in their locker. It is the responsibility of the student to report damaged lockers to the school office. Lockers and/or desks may not be decorated in celebration of birthdays or special events.

Lost and Found

Students should have their major items of clothing and school supplies labeled, particularly coats, hats, gloves and boots. Students should check the Lost and Found frequently. Any small valuable items such as glasses, wallets, jewelry, are generally turned into the office and held until the end of the school year. Any items not claimed in a reasonable timeframe will be given to a local charity for distribution. Please check with the office for the location of the Lost and Found.

Lunch Program

Students staying for lunch are expected to maintain appropriate lunchroom and playground behavior. Failure to do so may result in suspension of the privilege of eating lunch at school.

Lunch Arrival -

- Students who go home for lunch must have a parent come into the office to sign them out.
- Students who go home for lunch or eat lunch away from school are requested not to return until 12:10p (11:50a on Wednesdays).

Commercial lunches, such as McDonald's, are NOT allowed. If this type of lunch is dropped off for a student, they will eat in the office. Students may NOT leave school to eat at any commercial restaurant unless signed out by their parent in the office, and accompanied by the parent at the restaurant.

Moist towelettes are provided to each student at lunch as part of the district's campaign to improve hygiene. Students are expected to use them.

Glass bottles or containers are NOT allowed.

Lunch Hour Behavior

Students are expected to:

- Follow the directions of the lunch supervisors;
- Use respectful voices and appropriate interactions with students and adults;
- Clean up after themselves, taking turns cleaning the lunch tables when requested to do so;
- Seek assistance from adults when necessary; and
- Eat their own lunch. They should not ask for nor give food to others.

Make-Up Work

Students who miss class work because of illness or school activities are expected to demonstrate an understanding of the missed work. After two days of an excused illness, parents may request homework assignments for a child by calling the school office one day in advance of expected pick up. Homework assignments will only be issued after the second day of an excused illness. Students will have as many days as they were absent to make up the missed assignments. All assigned make-up work will carry the same grade weighting as when originally assigned.

Parents are strongly discouraged from taking students out of school for vacations and teachers are not required to provide detailed assignments for those students. Students will be allowed to bring their textbooks home and work ahead on their own. Excused students will be given the opportunity to make up missed assignments when they return. Students are not expected to make up work that is missed due to the observance of religious holidays.

Medication at School

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent/guardian. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

Self-Administration of Medication

A student may possess an epinephrine auto-injector and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The School District shall incur no liability, except for willful and wanton behavior, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton behavior, arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel.

School District Supply of Undesignated Epinephrine Auto-Injectors

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of undesignated epinephrine auto-injectors in the name of the District and provide or administer them as necessary according to State law. Undesignated epinephrine auto-injector means an epinephrine auto-injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine auto-injector to a person when they, in good faith, believe a person is having an anaphylactic reaction.

This section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated epinephrine auto-injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school epinephrine auto-injectors.

Upon any administration of an undesignated epinephrine auto-injector, the Superintendent or designee(s) must ensure all notifications required by State law and administrative procedures occur.

Upon implementation of this policy, the protections from liability and hold harmless provisions as explained in Section 22-30(c) of the School Code apply.

No one, including without limitation parents/guardians of students, should rely on the District for the availability of an epinephrine auto-injector. This policy does not guarantee the availability of an

epinephrine auto-injector; students and their parents/guardians should consult their own physician regarding this medication.

Nettie J. McKinnon American Art Collection

The Nettie J. McKinnon Collection, under the oversight of LaGrange School District 102 is located at Park Junior High School. It is one of the largest and finest private collections of American art in Illinois and is used in the district art curriculum and visited by other schools and community groups. The gallery is open by appointment only. A docent will work with the group to determine your group's focus. The tours are limited to 30 people maximum. Most tours last 45 minutes to 1 hour depending on the age of the group. If interested in arranging a tour, please click [McKinnon Art Gallery Visit Request Form](#). Questions on the foundation should be directed to our district office at 708.215.7024.

Parent Expecations/Responsibilites

It is our hope that the custodial parent would inform and share district and school information with the non-custodial parent.

Parent Teacher Advisory Council

The Parent Teacher Advisory Committee (PTAC) is established as a means for Board of Education members and District Administration to engage with parents about topics relevant to the district, listen to concerns, and otherwise engage in dialogue that leads to the improvement of school operations, the learning environment, and student academic achievement and growth. Additionally this committee discusses and provides feedback on discipline policies and practices as well as the student handbook.

Each Regular Meeting of the District 102 Board of Education will include an opportunity for Board Committee Members to report to the entire Board of Education the information and discussion shared during PTAC meetings.

Parent/Teacher Conferences

Regular conferences are scheduled twice a year. The first conferences are held in the fall and parent(s)/guardians should attend. If the parent/guardian cannot attend the conference on the dedicated day, they may request an alternate date. It is up to the availability and discretion of the teacher to hold a conference on a different day. It is strongly encouraged that parents arrange their schedules and family vacations around the dedicated conference day in the fall.

The second round of conferences is scheduled in early spring. The conferences are scheduled at the request of the teacher or parent/guardian.

Parents are always encouraged to contact teachers to schedule meetings whenever they wish to discuss their child's progress. Please avoid unscheduled spur-of-the-moment conferences. It is best to give teachers the time to gather materials and agree upon a mutually agreeable private location.

Parent Parking

It is essential that all posted parking, loading, and speed zone signs be obeyed. For the safety of our children, drop off and pick up in the circle drive is not allowed. Please refer to the parking, drop-off and pick-up procedures document from the summer mailing for specific information. Observation of posted signs and directions of school personnel will avoid ticketing by the police department who frequently monitors our parking and traffic rule compliance.

Parent-Teacher Council/Organization

The PTO is the official parent-teacher organization of Congress Park School. The PTO sponsors many activities, events, and fundraisers throughout the year. Major activities of the PTO include: Book Fair, Back to School Bash, and end-of-the-year activities.

The PTO welcomes everyone to their meetings and encourages you to take an active role in your school. We look forward to having your family become an active part of our school family.

Parties

We recognize that special celebrations create wonderful social times and memories for our students. We ask that when room parents plan all parties they go over every aspect of the party with the classroom teacher. Room parents should not bring younger siblings to parties.

So that all grade levels enjoy similar events, please follow these 1-6 guidelines:

- Halloween Party - 1 hour with one treat and one drink and games. Only room parents are present for the party. All parents and siblings are welcome for the parade.
- Winter Party - 1 hour with one treat and one drink and simple craft project or games. Only room parents are present.
- Valentine's Day – Classroom teacher determines the time for the treat. No parents stay for this treat. Children can bring in Valentine's, but if so they must bring for all students in the class. No edible Valentine's
- End of Year Party - All School Celebration: Planned by PTO and parent volunteers. The PTO provides a snack.

Special Note: Please check with the teacher regarding all plans and also for food allergies.

Pest Control

Each school site follows a regularly scheduled pest control program. Treatments are conducted outside of the regular student attendance times. For a specific schedule, please contact the district office at 708.482.2400.

Pets at School – Dogs at arrival and dismissal time prohibited

It is prohibited to have dogs on school grounds at arrival times, during school hours and at dismissal. Please do not bring the family dog (or puppy) to school when you walk your child to school. With the number of children at arrival and dismissal times this can be a potentially dangerous situation. Even well behaved pets can become nervous around this extreme amount of activity, as well as some children are frightened or allergic to dogs. We appreciate your cooperation.

Photographing Students/Sharing Student Information

The district requires permission each year to publish photos and information regarding students. This information is collected during the online enrollment process. If answer no to *Consent to Publish Photos, Recordings, or Works in Yearbook* during the online registration application, we are not able to include a student's photo in the annual yearbook.

Physical Education/Recess Exclusion

Students are expected to participate in physical education classes and recess. If a student is to be excused from P.E. or recess for more than three days, a doctor's excuse is required.

Physicals and Immunizations

Required Health Examinations and Immunizations

A student's parent(s)/guardian(s) shall present proof that the student received a health examination, with proof of the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health, within one year prior to (1) entering kindergarten or the first grade; (2) entering the sixth grade; and (3) enrolling for the first time in an Illinois school, regardless of the student's grade.

Unless an exemption or extension applies, the failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. New students who register after October 15 of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations.

Eye Examination

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required. It is also a mandatory health requirement for kiddos entering kindergarten.

Dental Examination

All children in kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the Illinois Department of Public Health.

Parents who object to religious grounds to immunizations or health examinations for their children must follow ISBE protocol and have proper ISBE form signed by parent & physician. [Click here](#) to access the ISBE form.

Playground

The school playground is reserved for school students on school days during school hours. After school use, the playground is reserved for BASE/RAS students until 5:00 PM on school days. Other students may use the playground area away from the BASE/RAS students. If students interfere with BASE/RAS and/or are not respectful and responsive to the BASE/RAS supervisors, they will lose the privilege of playing on school grounds while BASE/RAS students are present.

Please note that students may not use the playground equipment before school.

Preschool Services

District 102 offers various preschool programs for students ages 3-5. Parents are encouraged to take advantage of the district's pre-school screening program if they have concerns about their child's development. Please call Barnsdale Road school's office to make an appointment for your child or inquire about the programs..

Prevention of and Response to Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and it does not require a district or school to staff or monitor any nonschool-related activity, function, or program.

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

Bullying includes cyber-bullying and means any severe or pervasive physical or verbal act or behavior, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyber-bullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the following requirements:

1. The District uses the definition of bullying as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.

3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted.

Complaint Managers:

David Holt
333 N Park Rd, LaGrange Park IL 60526
holtlda@dist102.k12.il.us
708.482.2400

Kathy Boxell
333 N Park Rd, LaGrange Park IL 60526
boxellka@dist102.k12.il.us
708.482.2400

Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of all students involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

1. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
 - i. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of the incident of bullying was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying.
 - ii. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - iii. Notifying the Building Principal or school administrator or designee of the report of the incident of bullying as soon as possible after the report is received.
 - iv. Consistent with federal and State laws and rules governing student privacy rights, providing parents and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported act of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

2. The Superintendent or designee shall use interventions to address bullying, which may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.

3. A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
4. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
5. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
6. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of behavior are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.
7. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification of areas of a school where bullying occurs;
 - d. The types of bullying utilized; and
 - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

8. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
 - a. 2:260, Uniform Grievance Procedure. A student may use this policy to complain about bullying.
 - b. 6:60, Curriculum Content. Bullying prevention and character instruction is provided in all grades in accordance with State law.
 - c. 6:65, Student Social and Emotional Development. Student social and emotional development is incorporated into the District's educational program as required by State law.
 - d. 7:20, Harassment of Students Prohibited. This policy prohibits any person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
 - e. 7:185, Teen Dating Violence Prohibited. This policy prohibits teen dating violence on school property, at school-sponsored activities, and in vehicles used for school-provided transportation.
 - f. 7:190, Student Behavior. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such behavior.

- g. 7:310, Restrictions on Publications. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.
- h. 9:00, Use of Technology. This policy states that the use of the District's electronic networks is limited to (1) support of education and/or research, or (2) a legitimate business use.

PushCoin Refund Procedures

LaGrange School District 102 used the online payment system, PushCoin. Please note the following refund procedures.

The PushCoin system will be used for all student payments to the District, including student fee payments, and purchased in the cafeteria and webstore. No refunds will be given on deliverable items such as, but not limited to, the following: P.E. Uniforms, yearbooks, purchased, school books, locks, etc. Balances in a student wallet can be used to pay fees and for purchases in the cafeteria and District 102 Webstore.

Contributions to a student's PushCoin wallet should be made in amounts that reasonably can be expended by the student each school year. As long as your student remains in District 102, no refund from a student wallet will be issued. Refunds for a student wallet will only be processed when there is a qualifying event. Graduating 8th graders with available funds and younger siblings will automatically transfer to younger siblings' PushCoin account. Graduating 8th graders with no younger siblings and students transferring out of the District must complete a refund request to receive a refund. For balances under \$654.00, unless a refund request is received, they will be donated to the Student Scholarship Fund. If you wish to donate funds over \$65.00, please contact the Business Office. If no refund request has been received, within 6 months of your child's last day of attendance at a D102 school, those funds will automatically be applied to the District Scholarship Fund. No automatic refunds will occur.

Registration/Residency/Custody

Only students who are residents may enroll in and attend school in the district. Parents may enroll new students at the school office by presenting a certified birth certificate, proof of physical exam and immunizations, completing the required forms, and paying the required fees. Proof of residency and custody is required at the time of enrollment. All necessary forms are available on the district website. Student placement will not take place on the day of enrollment. Initial placement is subject to change based upon the instructional needs of the child.

To assist the district in determining residency and legal custody, a form must be completed and required documents submitted each year. The district may investigate the residency of any student and may require additional information to determine residency. A student will not be enrolled and will not be allowed to attend school until residency and custody have been verified with the district.

Military Families

When a student's change of residency is due to the military service obligation of the student's legal custodian the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation if the student's custodian made a written request. The District, however, is not

responsible for the student's transportation to or from school.

If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District, but will be living within the District within 60 days after the time of initial enrollment the child is allowed to enroll, subject to the requirements of State law, and must not be charged tuition.

Release During School for Doctor/Dental Appointments

From time to time it may become necessary for your child to be seen by a doctor or dentist during school hours. For safety reasons, to protect against heavy traffic and undesirable strangers, we require that all children be personally picked up by an authorized adult at the school office whenever it is necessary for the child to leave the school at times other than dismissal. The staff appreciates advance notice when children are released early. Please make sure you allow sufficient time for your child to be called from the classroom. Students will be called to the office upon your arrival to sign them out and not before.

Release of Information

Records may be released to certain state and federal agencies for the purpose of research or planning provided that no student can be identified from the information. Records may also be released if necessary to protect the health or safety of the student or other persons, or by court order. Upon request, records and information will be released to both parents if they are separated or divorced unless there is a court order preventing release to the non-custodial parent.

The records of a student who enrolls in another district will be sent to that district upon written request from the district.

Directory information that lists a student's name, address, phone number, gender, grade level, and place and/or parents' names and addresses may be released unless a parent requests that such information not be released. Be sure to check the appropriate box on the annual publication form.

Report Cards

Report card distribution dates are listed on the school calendar and on the district website.

Risk Assessment Flow Chart

Please [click here](#) to view LaGrange School District 102's Risk Assessment Procedures

Safety Drills: Disaster / Fire / Lockdown

Safety drills are held frequently throughout the school year as required by State mandates.

If a tornado warning, lockdown situation or evacuation is in effect at dismissal time, students will not be released until the all-clear signal is sounded.

If a fire alarm sounds during a public event, everyone is expected to exit the school immediately, without locating their children. Before entering a school event, parents should talk with children about a good place to meet once the family is safely outside of the building.

Staff and students will practice lockdown drills in conjunction with the local police and emergency departments. If you arrive at school during a lockdown, you will not be allowed to enter the building and your child will not be allowed to exit the building. During lockdown situations, the school is to appear as empty as possible. Police officers will not draw weapons during drills.

Safety Patrols/Crossing Guards

Paraeducators assist in monitoring students as they walk on school grounds, and adult crossing guards are on duty at East Avenue and Shields, Madison and Shields, and Raymond and Congress Park.

Contact the school office with concerns regarding safety.

Playground supervision is provided by the staff on the playground starting by 8:10a.

School Hours

The arrival and dismissal times Monday, Tuesday, Thursday and Friday are as follows:

8:15a and 12:10p	Entrance bell rings
8:20a and 12:15p	Tardy bell rings. School is in session
11:20a	Lunch dismissal
3:15p	Student dismissal

The arrival and dismissal times for Wednesday are as follows:

8:15a and 11:50a	Entrance bell rings
8:20a and 11:55a	Tardy bell rings. School is in session
10:55a	Lunch dismissal
2:30p	Student dismissal

The entire district is making an effort to make the most of our instructional time. We will truly be teaching until 11:20a before lunch and 3:15p at the end of the day. This means students will not be exiting the building until AFTER 3:15p.

Science Center

The Allen P. Zak Science Discovery Center is located at Barnsdale Road School. The center is staffed by trained science teachers and uses the hands-on science method. Students in the primary grades receive one-third of their science education at the science center. Students are transported to the center by bus. These trips are not considered field trips as they are part of our regular program. Parents will be notified of Science Center visits through the classroom newsletters. The center is funded by the District 102 Board of Education.

Sex Education Curriculum

District 102's curriculum is derived from the Illinois State standards and School Code that requires us to address established grade level goals and objectives. As a result, we are required to teach some sensitive topics. The School Code provides specific topics that parents have the right to opt their child out of participating in the learning experiences. Those topics include sex education. In District 102, our Fourth graders participate in a presentation by Candor Health on Puberty, our Fifth graders participate in a presentation by Cando Health on Human Reproduction, and our Seventh graders participate in a unit on Sex Education including sexually transmitted diseases. Additional information regarding these units and experiences are shared with families through the schools or teachers closer to the time of the units. If parents want to opt their child out of one of these activities, they can contact the classroom teacher to request an alternate plan.

Sex Equity

No student shall based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student may file a sex equity complaint by using the Board's Uniform Grievance Procedure policy.

Sex Offenders

State law requires schools to notify parents/guardians during school registration, parent-teacher conferences, or in the student handbook that information about sex offenders and violent offenders against youth is available to the public on the Illinois State Police's website. The Illinois State Police

website contains the following:

Illinois Sex Offender Registry: <http://www.isp.state.il.us/sor/>

Illinois Murderer and Violent Offender Against Youth Registry: <http://www.isp.state.il.us/cmvo/>

Frequently Asked Questions Concerning Sex Offenders: <http://www.isp.state.il.us/sor/faq.cfm>

Scooters, Skateboards, Roller Blades, and Rolling Shoes

All of these items are prohibited at school. The school bears no responsibility if these items are left around the school unsecured.

Snowballs and Wood chips

For the protection of all students, throwing snowballs or wood chips is prohibited on school grounds and on the way to and from school. Disciplinary action will be taken.

Special Education

Special Education services are provided in District 102 based on individual needs. Individual student programs vary in service areas that may include special education staff support, Early Childhood Education, home/hospital tutoring, speech and language, social work, occupational therapy, and physical therapy. Special education services are tailored for individual students to assist in meeting their specific goals while maintaining an appropriate and safe learning environment for all students.

A continuum of special education support is available ranging from assistance in general education classrooms through alternative placement outside of the district based on student needs. Services to support children with special education needs in regular education classrooms encompass such areas as co-teaching, curriculum modification, peer support, staff/parent collaboration, and small group instruction. Students in grades 3-8 may be excused from engaging in physical education courses if those pupils must utilize the time set aside for physical education to receive special education support and services

Parents may request a copy of their rights regarding special education services at the Administrative Office of District 102, 333 N. Park Road., La Grange Park, IL 60526. Questions regarding Special Education services may be directed to the Assistant Superintendent of Student Services.

Student and Family Privacy Right

Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives as identified in Board of Education policy 6:10, Parameters and Objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

Surveys Created by a Third Party

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent(s)/guardian(s) may inspect the survey or evaluation, upon their request and within a reasonable time of their request.

This section applies to every survey: (1) that is created by a person or entity other than a District official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Survey Requesting Personal Information

School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the District) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.

2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent(s)/guardian(s) may:

1. Inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or
2. Refuse to allow their child or ward to participate in the activity described above. The school shall not penalize any student whose parent(s)/guardian(s) exercised this option.

Instructional Material

A student's guardian(s) may inspect, upon request, any instructional material used as part of the student's educational curriculum. The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Physical Exams or Screenings

No school official or staff member shall subject a student to a non-emergency, invasive physical examination, or screening as a condition of school attendance. The term invasive physical examination means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing or vision screening.

The above paragraph does not apply to any physical examination or screening that:

1. Is permitted or required by applicable State law, including physical examinations or screenings that are permitted without parental notification.
2. Is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 et seq.).
3. Is otherwise authorized by Board policy.

Selling or Marketing Students' Personal Information Is Prohibited

No school official or staff member shall market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term personal information means individually identifiable information including (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

The above paragraph does not apply: (1) if the student's parent(s)/guardian(s) have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs provide access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.

5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's personal information to a business organization or financial institution that issues credit or debit cards.

Notification of Rights and Procedures

The Superintendent or designee shall notify students' parents/guardians of:

1. This policy as well as its availability upon request from the general administration office.
2. How to opt their child or ward out of participation in activities as provided in this policy.
3. The approximate dates during the school year when a survey requesting personal information, as described above, is scheduled or expected to be scheduled.
4. How to request access to any survey or other material described in this policy.

This notification shall be given to parents/guardians at least annually, at the beginning of the school year, and within a reasonable period after any substantive change in this policy.

The rights provided to parents/guardians in this policy transfer to the student when the student turns 18 years old or is an emancipated minor.

Student Behavior and Discipline

The goals and objectives of this policy are to provide effective discipline practices that:

- (1) prioritize the safety and dignity of students and staff;
- (2) maintain a positive, weapons-free, and drug-free learning environment;
- (3) keep school property and the property of others secure;
- (4) address the causes of a student's misbehavior and, to the extent possible and practical, provide opportunities for all individuals involved in an incident to participate in its resolution; and
- (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

As is the case throughout the Board Policy Manual, the term "includes" when used in this policy means "includes, without limitation."

When and Where Behavior Rules Apply

A student may be subject to disciplinary action for engaging in prohibited student behavior, as described in the section with that name below, whenever the student's behavior is reasonably related to school or school activities, including:

1. On, or within sight of, school grounds at any time, including before, during, and after school hours; Note: After school hours and weekend Third Party use and rental of D102 facilities are responsible for onsite student behavior.
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the behavior does or reasonably could be foreseen to do any of the following: interfere with, disrupt, or adversely affect the school environment, school operations, or an educational function, including behavior that may reasonably be considered to (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property. This includes online activity through email, social media or digital media.

Information about all of the following behaviors and consequences are addressed in detail in D102 Board Policy 7:190. Add link

- **Prohibited Student Behavior**
- **Disciplinary Measures**
- **Weapons**
- **Re-Engagement of Returning Students**
- **Required Notices**
- **Delegation of Authority - Possibly reword**

[School Expectations](#)

Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

Student Records

Permanent Records

Permanent records contain information on the student's name, parents' names, student's birthplace, and date, academic achievement, and attendance. Permanent records are kept in the district for 60 years.

Temporary Records

Temporary records may include all other information that is of clear relevance to the education of a student, such as family information, ability, and achievement test scores, reports of psychological evaluations, gifted education files, honors and awards received, disciplinary records, special education files and reports from persons, agencies or organizations outside the district. Temporary records are destroyed 5 years after the student has left the district.

Challenges to Records

Records are confidential and may be inspected and copied only by students and parents. Parents may challenge any entry in a student's record with the exception of grades by contacting the principal. If the matter is not resolved satisfactorily, parents may appeal the decision following guidelines in the Illinois School Student Records Act.

There is no fee to copy the first 50 pages of student records.

Release of Information

Records may be released to certain state and federal agencies for the purpose of research or planning provided that no student can be identified from the information. Records may also be released if necessary to protect the health or safety of the student or other persons, or by court order. Upon request, records and information will be released to both parents if they are separated or divorced unless there is a court order preventing release to the non-custodial parent.

The records of a student who enrolls in another district will be sent to that district upon written request from the district.

Directory information that lists a student's name, address, phone number, gender, grade level, and place and/or parents' names and addresses may be released unless a parent requests that such information not be released. Be sure to check the appropriate box on the annual publication form.

Tardy

Children are considered tardy to school if they are not in their classroom by 8:20a for the morning session and by 12:15p for the afternoon session (11:55a on Wednesdays). By law, all tardies are recorded and become part of a child's permanent school file.

State of Illinois requirements for student attendance are as follows:

- Half-Day Kindergarten students must attend 2 clock hours to be considered in full attendance for that day.
- Full-Day Kindergarten/First grade students must attend 4 clock hours to be considered in full attendance for that day and 2 clock hours to be considered in half-day attendance.
- Second through Eighth 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.

There are two kinds of tardiness, excused and unexcused. An excused tardy is due to an appointment or other necessary reason to miss a short portion of the school day. Oversleeping, incomplete homework, headache, sleeping-in due to a late-night activity, and exhaustion due to weekend events are not acceptable excuses for coming late to school.

A pattern of tardiness may be a symptom and signal stress or other emotional factors that need to be addressed. Parents are encouraged to talk with the student's classroom teacher and the school social worker when a pattern of tardiness occurs. We will make every effort to work with parents and their children to begin school on time. Parents will be contacted to discuss the tardiness and to develop a plan to return the student to arrive on time for school.

Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term teen dating violence occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

The Superintendent or designee shall develop and maintain a program to respond to incidents of teen dating violence that:

1. Fully implements and enforces each of the following Board policies:
 - a. 7:20, Harassment of Students Prohibited. This policy prohibits any person from harassing, intimidating or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).
 - b. 7:180, Preventing Bullying, Intimidation, and Harassment. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events, and electronically. Prohibited behavior includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.
2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:
 - a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence.

- b. The Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, or a Complaint Manager identified in policy 7:20, Harassment of Students Prohibited.
3. Incorporates age-appropriate instruction in grades 7 through 8, in accordance with the District's comprehensive health education program in Board policy 6:60, Curriculum Content. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, Student Social and Emotional Development.
4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, or a Complaint Manager.
5. Notifies students and parents/guardians of this policy.

Toys at School

Toys, games, trading/playing cards, etc., and/or playground equipment, etc. are not to be brought to school unless the child has the permission of the classroom teacher. The school cannot be responsible for the damage to or loss of toys of any kind.

Visitation Rights Act

The School Visitation Rights Act of 1993 (820 ILCS 147/30) requires employer-granted leave for employees to attend school conferences or classroom activities related to the employee's child for up to four hours on any given day and for a total of eight hours during any school year. There is a form available in the school office, which will be completed for a parent to take to his/her employer to verify attendance at the conference or school activity.

Visitors to Schools/School Security

All visitors are required to check in at the main office and MUST have a driver's license.

- All D102 schools use [Safe Visitor](#). This fast check-in system requires that all parents/guardians and community members bring a Drivers License or State ID when they come to the school building as a visitor or when they are checking out their child during the school day. The Safe Visitor system will check all visitors against a criminal and sex offender database and our internal PowerSchool system to identify individuals who should not be allowed in our buildings or picking up children.
- If your child's school currently has an Open Campus lunch option, we will require that a parent physically come to the school to check their child out during lunch. A Parent may also designate a trusted adult to pick up their child. In the interest of safety and security, we must maintain a more accurate and parent-supported system for students leaving our campuses during lunchtime. This change does not limit students from leaving campus for lunch, but it does require that a parent or trusted adult come to the school to check their children out of the school building.

Volunteers

There are many volunteer opportunities through our parent organizations that you can sign up for when you register for school. If you would like to volunteer in your child's classroom, please contact their teacher. There are often sign-up opportunities for volunteering throughout the school year.

LaGrange School District 102

Commonly Used Terms and Abbreviations

BASE - **B**efore and **A**fter **S**chool **E**xperience is a fee-based, child care service provided for parents to use before and/or after school. This program is operated by the LaGrange Park District at several of the District 102 schools.

Bilingual Program— Instructional support program for students who are English Language Learners. Also, known as TBE (Transitional Bilingual Education).

BR – Barnsdale Road School

CBM – Curriculum-Based Measurement – The district uses reading CBMs to assess students' reading and math skills.

CCSS – Common Core State Standards. The learning standards all students in Illinois are expected to reach by the end of each grade level. Visit www.corestandards.org for more information.

CO - Cossitt School

CogAT -Cognitive Test of Abilities - a standardized test given annually to select grade levels to help determine the potential of students. CogAT scores are used as one of the criteria for accelerated placements.

CP - Congress Park School

CPCFRO – (**C**ongress **P**ark, **C**ossitt, **F**orest **R**oad, **O**gden) A parent-sponsored group that provides 5th and 6th-grade students an opportunity to play basketball and/or volleyball. Learning is emphasized through small teams that compete with the other teams from the four elementary schools.

Differentiation –A practice teachers use to meet the varied needs of students in a classroom by adjusting instruction, activities, materials, etc. to challenge all students at individually appropriate levels.

District – LaGrange School District 102. Serves areas of LaGrange, LaGrange Park, and Brookfield. Includes Barnsdale Road School, Forest Road School, Ogden Avenue School, Cossitt School, Congress Park School, and Park Junior High School.

ECE - Early Childhood Education - Pre-K students with identified needs. Students are typically identified through the pre-school age screenings in early intervention services.

ELA – English Language Arts (all aspects of reading and writing, including spelling and grammar)

EL - English Learners are also known as TPI (Transitional Program of Instruction)

FR - Forest Road School

Home School – A child's 'home school' is the neighborhood school based on the child's home address. A map of school boundaries can be found on the school district website.

Hot Lunch – Food service-provided lunch program at Forest Road, Congress Park, and Park Junior High Schools

IAR – Illinois Assessment of Readiness- State-wide assessment for grades 3-8.

IEP - Individualized Education Plan refers to the goals and plans created for students identified with special education needs.

IC – Instructional Coach – A staff member at each school whose role is to support classroom teachers in providing quality instruction.

Intervention Services/Tiered Services – Reading, Math, and Social-Emotional Learning support programs for students. Students receive intervention services based on guidelines and teacher referral.

ISBE - Illinois State Board of Education is headquartered in Springfield. Their website is: www.isbe.net

LADSE - LaGrange Area Department of Special Education - the co-operative organization that District 102 belongs to and from which we receive some of our contracted special education services.

LRC - Learning Resource Center (our school library).

LT or LTHS - Lyons Township High School, District 204 (our local high school)

MAP – (**M**easures of **A**cademic **P**rogress) Computer-based assessments of Reading and Math skills

MTSS – (**M**ulti-**T**iered **S**ystem of **S**upport) A framework that guides schools and teachers to provide appropriate instruction and interventions to ensure all students receive the education and supports they need to be successful in school. MTSS is a continuous process that is applicable to all students, ranging from Tier 1 interventions for the general student population through Tier 3 for individual students. MTSS incorporates performance data and progress monitoring to inform evidence-based decisions about the intensity and duration of interventions.

MPR - Multipurpose room.

Parent Teacher Advisory -. A group of parents and teachers representing each of the District 102 Schools. This group meets with the Superintendent multiple times throughout the year to discuss student discipline and other topics..

PIMA - **P**arent **I**nstrumental **M**usic **A**ssociation is a group of parents dedicated to the support of music education in District 102.

PK - Park Junior High School

PTC/PTO – Parent Teacher Council/Organization. Each school has a Council or Organization that meets monthly to collaborate and plan school events.

Right at School - This is a fee-based, child care service provided for parents to use before and/or after school. Additionally, Right at School provides fee-based after-school activities at some schools. This program is operated by the Right at School company at District 102 schools.

RSD - Restructured School Day. This refers to the early release time for students every Wednesday. Staff members attend team, building, and/or district meetings and/or training for a two-hour block of time.

SEL - Social-emotional learning refers to the nonacademic development of a child in social and emotional skills (i.e., ability to relate to others, ability to maintain focus, etc.). Social-emotional benchmarks were developed by the district and may be viewed on the district website (www.dist102.k12.il.us)

Special Education – (abbreviated as SpEd) Specialized instruction for students with an Individualized Education Plan (IEP). Students receive special education services only after being determined eligible through an evaluation process.

Specials – Elementary School Special Subjects classes, including Art, Music, and Physical Education.

SST - **S**tudent **S**upport **T**eam. Weekly meetings are held with special education resource teachers, the school social worker, the school psychologist, classroom teachers, and the principal to determine student progress, interventions, and/or support for students. Parents may also contact the SS Team to share concerns. However, communicating and working with the classroom teacher should be the first step in the process.

TD – Talent Development programs are differentiated instructional programs designed to meet the needs of high-achieving learners. This includes support for differentiation in the classroom, accelerated instruction, and/or individualized planning.

Tier Services - Reading, Math, and Social-Emotional Learning support programs for students. Students receive intervention services based on criteria and teacher referral.

TPI -Transitional Program of Instruction. Formerly ESL-English as a Second Language.