

# **Cossitt Avenue Parent Handbook 2023-2024**

**Principal: Michael Michowski**

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## **Appendix**

Commonly Used Terms and Abbreviations

*We encourage parents/guardians to review the following pages with students. Our goal is to provide a safe environment along with a consistent routine for all our students.*

### **Absences**

For your child's protection, please call the school health office before 8:20 a.m. for a morning or all-day absence or before 12:15 p.m. for an afternoon absence (11:55 a.m. on Wednesdays). If a student does not report to the school, and we have not been notified of an absence, the attendance/health office 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 10:00 AM or 1:00 PM, 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 teachers 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, or the principal 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 session. Brochures and applications are available through the district office.

### **After School**

Teachers may request that a student remain after school for up to fifteen minutes for reasons such as homework check-out or other organizational assistance, assignment completion, make-up lessons from absences, or individual conferences. If this after-school time is to be longer than fifteen minutes, parents will be notified by phone. Once students are dismissed from school, they are to leave school grounds. The playground area is reserved for BASE from 3:15 p.m. to 5:00 p.m.

### **Arrival/Dismissal**

The morning session will start at 8:20 a.m. Students should plan their arrival to school between 8:05 a.m. and 8:15 a.m. and line up on the playground in their assigned area. Students enter the building at 8:15 a.m. and go directly to their classes. Parents are requested to please not send children to school before 8:05 a.m. as there is no playground supervision available prior to that time. Likewise, students who go home for lunch are requested to not return until 5 minutes prior to the end of their lunch period (Please see lunch schedule below). **If students have been absent in the morning, they should return at the end of the lunch.** At that time they may enter the building and go directly to their classrooms. Students returning early at lunchtime will not be allowed on the playground. Students returning from lunch will enter the building via the playground/blacktop as they do for morning arrival, not via the school office.

All students exit out the front doors. If you are on foot, please meet your child away from the doors, so that there are no obstacles to students that are exiting through those doors.

### **Lunch Schedule:**

Monday, Tuesday, Thursday, and Friday: 11:20 a.m. to 12:10 p.m.  
Wednesday: 10:55 a.m. to 11:55 a.m.

### **Art Enrichment Program**

Many parents volunteer their time through our PTC/PTO to our Art Enrichment Program. They go into the classroom once a trimester and teach children about various artists and paintings and students create a work of art in that style.

### **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. Standardized assessments include the Measures of Academic Progress (MAP) test administered to all students in kindergarten through eighth grade in the fall of each year in the areas of reading and mathematics, and the state required, PARCC (Partnership for Assessment of Readiness for College and Careers), 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.

### **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. Only students whose parents request access to the network by signing the form will have access.

### **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 large-group rehearsal per week at Park Junior High School. There are five levels of band: Beginning, Intermediate, Cadet, Concert and Jazz. There are three levels of orchestra: Beginning, Intermediate and Advanced.

Please note that it is the child's responsibility to get their homework assignments from their teachers at the end of the day and not interrupt teaching upon their arrival. Students are expected to demonstrate understanding of

work missed for any tests or quizzes etc.

### **Before and After School Care**

For 2021-2022, 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 LaGrange. For additional information, please contact the Park District of LaGrange at 708.352.1762. Right at School is a private provider contracted by the school district. Additional information is available at [rightatschool.com](http://rightatschool.com) or by calling 855.287.2466.

### **Behavior Expectations for Students**

Just as school is a place to learn and practice various academic concepts and skills, so is it a place for students to learn and practice appropriate behavior. Appropriate student conduct is based, to a large degree, upon students learning to exercise self-discipline, i.e. learning to respect the rights of others and doing whatever is necessary to follow reasonable rules and regulations to ensure a better life for themselves and those around them.

The staff strives to create a learning atmosphere within the school as well as outside the school when students are under its direct supervision. A good school climate maintains working conditions conducive to learning. Students are expected to refrain from making unnecessary noise. They are expected to respond quickly and quietly to the requests of their supervisors. Activity, conversation and laughter all have a place as long as they are a part of the learning situation or the activity being undertaken. Fair play and actions show a concern for the welfare of others. Self-discipline must be the goal in a learning environment.

While it is not possible or desirable to develop rules for all possible situations, these guidelines have been adopted by the staff:

- Students are expected to be in their classes on time with the necessary materials, to give the teacher their attention, and to complete their work promptly, accurately, honestly, and neatly.
- Students are to respond appropriately to the directions or requests of the school staff, both in the school and at school-sponsored activities.
- Students must remain after school if requested to do so by a school staff member.
- Students are expected to act appropriately in school or on school grounds, including extracurricular events, by refraining from kissing, hand-holding, and unsolicited physical contact.
- Students are expected to be present and on time for school daily.
- Students are expected to be dressed and groomed in a manner that meets reasonable standards of health, cleanliness, and safety, and which does not detract from the educational process.
- Students are to exercise care with regard to the property of others including school property. Proper care should be given to school lockers that are the property of the school district and are subject to periodic inspection.
- Students are not to use libel, slander, vulgarity, or obscenity in their verbal or written expression, or in their gestures.
- Students are not to possess at school or bring on school grounds, items that may be dangerous or disruptive to the educational process. The school is not responsible for loss or damage to these items when brought on school grounds. Such items will be confiscated and returned at the discretion of the school administration.
- Students are not permitted to sell anything unless the sale is school-sanctioned.
- Students are not to possess or chew gum at school. Candy will be allowed during lunch period and when sold at school activities.
- Students are expected to walk (not run) and to avoid disruption or excessive noise in the halls and classrooms. Students are to be in their assigned areas and to have passes when not in class.
- Students are expected to comply with all other school rules established by school personnel for student conduct.



### **Bicycles At School**

Students in grades 3 - 6 may ride bicycles to school under the following provisions:

1. Each student must have his or her own lock.
2. *The school will assume **no** responsibility for lost or damaged bikes.*
3. Proper bicycle safety is followed.
4. Wearing a bicycle helmet is strongly encouraged.

The PTC sponsors a Bike Safety Rodeo in September. At that event, students register bicycles with the LaGrange Police Department and must pass a safety course. After participating in the Bike Safety Rodeo, students in grades 3-6 are approved to ride their bicycles to school.

### **Birth Certificate**

A certified birth certificate is necessary to register as a new student in District 102. In order to trace missing children, 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**

Student birthdays are recognized during morning announcements (half birthday for those with summer birthdays). All students receive a book on their birthday courtesy of the PTC. Student celebrations in the classrooms include special recognition but do not include treats or desk/locker decorations. Personal birthday party invitations are not to be distributed at school.

### **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 bloodborne pathogens, (2) the practice of universal precautions to prevent the spread of HIV/AIDS, hepatitis B, and other bloodborne 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 7:00 p.m. Open meetings are generally preceded by a closed session at 6:30 p.m. 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 is on the district website.

### **Buddy Classroom**

As part of our school-wide community building, each student is paired with a buddy in a buddy classroom. Buddies meet periodically throughout the school year to work on projects together, read to one another, share stories or socialize. Having a buddy in the school helps build connections between grade levels and helps create a sense of family.

### **Building Security Procedure**

All entrances to the school will remain locked at all times. Visitors should enter the building via the Visitors Entrance at Door #1 on Madison Avenue. Please do **not** enter the building via any other door. All visitors must register in the main office upon entering the building. Visitors will be issued a pass that must be worn while in the building. This applies to any visitor.

Students who need to return to the building to retrieve forgotten items may do so via Door #1 until 4:00 p.m. After that the building is closed until the following morning.

The exterior doors are numbered for quick communication with emergency personnel such as the fire department. The numbers are as follows:

- 1 = Main visitor entrance along Madison Avenue
- 2 = Southeast door
- 3 = Southwest door
- 4 = Loading dock
- 5 = Northwest door
- 6 = Northeast door

### **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 the 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 seats. 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 conduct themselves 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 during the loading, unloading, and riding portion of their trip. The bus driver has the authority to change and/or assign students to specific seats. Students are expected to respond to the driver'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 their 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.

### **Car Line Drop Off**

The car line forms heading east along Harris Avenue. Please keep your car moving with the line as you hug the curb along Harris. While moving in the line along Harris be sure your child is ready to get out with backpack in hand, coat buttoned, gloves on, and so forth. Have your reminders given and your farewells said so that when your car turns the corner along Madison Avenue, your child is ready to hop out when the car stops. There will be staff members available to assist but you do not need to wait for a staff member to open the car door if your child is capable of doing so. Please keep the car line moving. Do not let your child out of the car along Harris Avenue. This disrupts the flow of traffic. Do not wait to watch your child walk onto the playground. Once your child is safely out of the car, merge into traffic along Madison Avenue as quickly as possible.

### **Car Line Pick Up**

The car line forms along Madison Avenue and wraps around the corner at Harris. It is important to keep the car line moving forward as cars exit. As your children approach the car, please do not stop where they are. Pull your car forward as much as possible and then stop to let the children into the car. This may mean you drive past the children a few feet but they can turn around to get to the car. Once the children are safely in the car, please carefully exit the car line as quickly as possible and merge into the traffic on Madison Avenue. *Please do not walk away from your car while in the pick-up line as this is a safety hazard to the pick up line. Cars parked diagonally or left unattended are subject to citations issued by the La Grange Police Department.*

### **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. The 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 voice mailbox. Staff phone extensions may 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. Please do not email staff with student messages as we cannot guarantee they will be read and delivered before dismissal time. Student messages should come via the main office only. Staff may also be reached by email. The email 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](http://www.dist102.k12.il.us) Information is sent home each Friday, preferably electronically via our weekly communication. This includes information from Cossitt School, the Cossitt PTC, and District 102 as well as approved community information. The PTC sends reminders of events and activities through weekly communication with the school community. The school may also send emails to the parent community as necessary. Towards the end of each week, a Weekly Bulletin is sent to the entire school community by Mr. Michowski regarding events and happenings for the upcoming week at Cossitt. Please contact the school office to be added to these lists or to change the email address at which you receive these communications.

### **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 Curriculum and Instruction.

### **Dress Code**

While there is no formal dress code, parents are asked to be sure that students are dressed appropriately for school. It is especially important that students are dressed warmly in the winter since they may go outside during P.E. and for lunch recess. Students may not wear clothes or accessories that are distracting to other students or disruptive to the educational process, or any item, which may somehow threaten the health or safety of other students. Hats are not worn indoors.

Examples of inappropriate clothing include tee/sweatshirts, caps, etc. with profanity, vulgarity, and drug/alcohol-related advertisement. Appropriately modest shorts (mid-thigh or longer, no short shorts) and shirts (no bare midriff, deeply scooped tops, or spaghetti straps) may be worn in warm weather. We ask that athletic shoes be worn during all physical education classes. Roller shoes are prohibited. We discourage flip-flops for safety reasons.

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 Student Dismissal**

While we strongly discourage students from being removed from appointments during the school day, we realize that some appointments during this time are unavoidable. If you need your student to leave early, please notify the health office by calling 708.215.6241 or emailing [coattendance@dist102.k12.il.us](mailto:coattendance@dist102.k12.il.us) the day before or the morning of the early dismissal. Students will not be called down to the office until the parent/guardian arrives at pick up the student. The person picking up the student must come into the health office and sign the student out. Please remember it is very difficult to find a student during an all-school assembly and/or activity, during lunch, or if the class happens to be on a field trip. It is the district's policy that a student must be present for a full two-hour period (each) in the morning and in the afternoon to be considered "present" and not marked absent.

### **Electronic Devices/Cell Phones**

Student use of electronic equipment including, but not limited to, paging devices, 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); 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/smart watches, 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 and email to parents. Please be sure to keep your phone number updated with the school office. You may also listen to radio stations WGN-AM 720 or WBBM-AM 780. Parents are encouraged to also check the District 102 website at: [www.dist102.k12.il.us](http://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, the 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.

### **Extra-Curricular Activities**

The PTC/PTO provides a foundation level of funding for some extra-curricular activities each school year. The following are school sponsored activities that may be offered during the school day (lunch period):

- Battle of the Books
- Chorus
- Environmental Club
- Student Service Council

Safety Patrol is offered with no participation fee.

### **Fees**

A yearly fee is charged for textbook rental, purchase of a calculator, technology, and other materials. At the end of the school year, the district submits names of parents with outstanding fees to a collection agency. If you have

financial difficulty with a fee, please contact the office. It is possible to arrange payment schedules.

### **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 homes. 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 at the time of registration and in the main office.

### **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. Parents must sign permission slips prior to field trips giving the following information:

- Emergency phone number for the day.
- Medical concerns and medication required by a child while on a trip.

### **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 help 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 are 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 conduct, 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 conduct 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 conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct 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 a submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct 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 conduct 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 conduct perpetrated by another student shall be referred to the Building Principal, Assistant Building Principal, or Dean of Students for appropriate action.

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. At least one of these individuals will be female, and at least one will be male.

#### **Nondiscrimination Coordinator:**

David Holt  
333 N Park Road, LaGrange Park IL 60526  
[holtda@dist102.k12.il.us](mailto: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](mailto:holtda@dist102.k12.il.us)  
708.482.2400

Traci Milldege  
333 N Park Road, LaGrange Park IL 60526  
[milledgetr@dist102.k12.il.us](mailto:milledgetr@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 conduct 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 conduct 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 conduct 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 laws – 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 708.482.2400 for further information and assistance.

### **Homework**

Homework is assigned for educational purposes, *not punishment*, and requires the cooperation of teachers, students, and parents. Students in grades 3 through 8 use assignment notebooks to assist in the development of their personal responsibility for the completion of home assignments. The assignment notebooks also serve as a communication tool between home and school.

If at any time you feel your child is working too long on their homework, please contact the child's teacher. As a rule of thumb, 10 minutes of homework each night is multiplied by the grade level (i.e. 3<sup>rd</sup> grade = 30 minutes). Parents should help by encouraging students, but keep in mind it is the child's homework – not the parent's. Homework may not be faxed to the school office.

Reading 20 minutes each day should be in addition to any homework assigned at the grade level. Reading to your child can be counted into 20 minutes. Reading to a child helps them develop vocabulary, gives them background knowledge, exposes them to more difficult age-appropriate materials, and creates a special family time together.

### **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 the district administration. The priority is to provide the best educational environment for each student as well as balanced classes.

### **Kindergarten Parent Information Night**

Kindergarten information nights are held yearly for parents of incoming kindergarten students. Information will be shared regarding kindergarten readiness and district program options for kindergarten students. The dates are on the school calendar on our website. We encourage all parents to attend this meeting whether a first child entering school or a sibling of a child already enrolled.

### **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. Terry Sofianos, Assistant Superintendent of Special Education.

### **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 that 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 whose classrooms are on the third floor will be assigned a hall locker at the beginning of the year. Locks are not provided. It is the responsibility of the student to report damaged lockers to the office.

### **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**

It is **NOT** encouraged that students leave school grounds to spend the lunch hour at a commercial restaurant. The expectation is that students either eat at school or go home for lunch. Any student leaving the school for lunch **must** be signed out via student's page in Power School. If the student has not been signed out by a parent by lunch dismissal, the student will be held from leaving until the office can get verbal permission from a parent.

When bringing in a forgotten lunch, please be sure the student's name and homeroom are marked somewhere on the lunch. There is a table in the main office where lunches can be placed and the office will be sure the student receives the lunch. We ask that parents do not bring in fast food carryout to students for lunch. If a student has forgotten lunch and the parent cannot be reached to provide a lunch, the office staff will make every effort to make sure to provide the student with some type of nutritious snack or lunch within the student's diet guidelines so the student does not go the whole day without anything.

### **Make-Up Work**

Students who miss classwork 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 conduct, 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 conduct, 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 The SaltCreek Art Foundation, 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. Interest in the foundation should be directed to our district office at 708.482.2400.

#### **Non-Custodial Parent Responsibilities**

We attempt to keep all of our students' parents informed on their child's school progress. It would be our hope that the custodial parent would keep up with this information and share it with the non-custodial parent. The school will make copies of student grade reports for a non-custodial parent when requested to do so. Unless a

parent is precluded by a court edict (a copy of which must be provided to the school) not to have school information shared, we'll act in good faith to all reasonable requests.

### **Parent Advisory Council**

The Parent Advisory Committee is an advisory group comprised of District 102 parents who provide ongoing dialogue with and feedback to District administrative staff regarding educational processes, objectives, initiatives, and results and communicate back to the larger parent community.

### **Parent/Child Conferences**

Regular conferences are scheduled twice a year. The first conferences are held in November after the first marking period and parent(s) should attend. If the parent cannot attend the conference on this dedicated day, they may inform the teacher where they can be reached by phone during an open time slot on that day and a phone conference will be held. It is up to the availability and discretion of the teacher to hold an off-day conference which must be after 7:00 AM and before 4:00 PM. It is strongly encouraged that parents arrange their schedules and family vacations around the dedicated conference day in November.

The second round of conferences is scheduled near the end of the second trimester, usually early March. Conferences are only held with the child's parents and/or guardian unless otherwise directed. Students are encouraged to attend conferences and be part of setting goals for their improvement.

Parents are always encouraged to contact teachers to schedule conferences whenever they wish to discuss their child's progress. It is best to call between 8:00 and 8:10 AM and 3:15 and 3:45 PM to schedule conferences. Please avoid unscheduled spur-of-the-moment conferences. It is best to give teachers the time to gather materials and time to sit quietly with you and share information.

### **Parent Parking**

It is essential that all posted parking, loading, and speed zone signs be obeyed. Please do not block crosswalks, make U-turns, double-park, or use the staff parking lot or playground for picking up and dropping off students. 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.

It is difficult to find parking in school lots during the school day. If you are volunteering in the school, we ask that you find parking on the street or in the lot behind the stores east of Madison Avenue. You must obey all posted parking regulations. Please do not park in the area marked Fire Lane alongside the school building.

If you are running in to pick up a sick child, you may pull up along the main office entrance but you should plan to stay no longer than five minutes. Please do not leave your car running. However, please do not enter this lot during arrival and dismissal periods.

### **Parent-Teacher Council/Organization**

The PTC is the official parent-teacher organization of Cossitt School members who support the school through fundraising, social, and educational activities. Major activities of the PTC include a book fair, children's clothing sale, and much more. The PTC also sponsors school assemblies and other school-related activities such as Art Appreciation.

### **Parties**

Classroom parties are organized by Cossitt Room Parents for Halloween and the winter season. The End of the Year Event, a celebration planned by a PTC committee and staffed by parent volunteers, celebrates the end of the school year.

### **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**

If a child wishes to have a pet visit their classroom they must secure the permission of the classroom teacher and the principal. It is preferred that pets are to be caged or leashed during their visit, that the parent of the child bringing the pet be present throughout the visit, and that the pet be taken home after the visit. If any child in a classroom is allergic to pets, pets will not be allowed to visit. **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.

### **Phone Requests**

The following procedure should be used by parents, who have special requests while their children are in school:

1. Restrict all phone messages for children to emergency or extremely important matters.
2. We will not accept phone calls of any kind requesting that children be sent to a place (barber, store, library, street corner, etc.) as opposed to the personal custody of an adult.
3. If you wish your child to go to a certain place after school, please send a signed written note to his/her teacher in advance and she/he will make every attempt to remind your child before dismissal.
4. If you find it necessary to call the school and have your child go to another party's home or into the personal custody of another adult after dismissal, the following procedure will be required:
  - Call the school as soon as possible and notify us of your directions.
  - Provide us with the name and phone number of the receiving party.
  - Have the receiving party call the school to verify their knowledge of your circumstance and their willingness to accept and be responsible for your child.
  - If the receiving party fails to call the school, no notification will be given to your child.
  - When the receiving party calls the school, we will then counter-verify that information before releasing the child.
  - No calls for this purpose will be accepted within 15 minutes prior to a dismissal time.
  - If an emergency call is necessary within the 15 minutes prior to dismissal, your child will automatically be held in the office until such time as the above procedures have been met.
5. If a parent sends someone to school unannounced and/or without prior notification to the office to pick up his/her child, we will not release the child until parent verification has been established.
6. We reserve the right to request personal identification and a written signature from anyone whom we do not personally know or recognize before releasing any child, even though phone verification has been made.
7. Urgent information that must be conveyed prior to the end of the school day should not be left on the voicemail of a teacher but communicated directly to the school secretary.

### **Photographing Students/Sharing Student Information**

The district requires permission each year to publish photos and information regarding students. Please be sure to complete this form each year for each student. If we do not have a completed form on file, 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. Students with casts and/or stitches may not participate in P.E. or recess until casts and/or stitches are removed.

## **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 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.

### **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 on religious grounds to immunizations or health examinations for their children must present a written, signed statement of such objection to school officials. The grounds for a religious objection must be detailed. Parents who object on medical grounds must present written verification from a physician.

### **PIMA (Parents' Instrumental Music Association)**

This district-wide parent organization supports the band and orchestra programs and sponsors fund-raisers and other activities. Please refer to the District website for the parent representative's name and phone number.

### **Playground Equipment**

The school playground equipment is reserved for school students only on school days during school hours. After school, use is reserved for B.A.S.E. and Right At School students until 5:00 p.m. on school days. After 6:00 p.m. each day and when school is not in session, the playground gates are locked and no admittance to the playground area should be made. Signs are posted stating there is to be no skateboarding and rollerblading at any time on school property.

### **Preschool Services**

District 102 offers various preschool programs for students who qualify. Parents are encouraged to take advantage of the district's pre-school screening program if they have concerns about their child's development. Preschool screening dates are on the school calendar on our website. Please call the school office to make an appointment for your child.

### **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, the 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 student's 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 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* mean a continuum of school-based alternatives to exclusionary disciplines, 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  
[holt@dist102.k12.il.us](mailto:holt@dist102.k12.il.us)  
708.482.2400

Traci Milldege  
333 N Park Rd, LaGrange Park IL 60526  
[milledgetr@dist102.k12.il.us](mailto:milledgetr@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:
  - a. 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.
  - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
  - c. 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.
  - d. 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.
2. 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.
3. 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.

4. 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.
5. 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.
6. 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.
7. 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.
8. 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. 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.



### **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.

### **Safe Walking Routes**

Students approaching Cossitt School from the west of the school should walk north or south to Cossitt Avenue. No one should cross Cossitt Avenue or Ashland Avenue until reaching the intersection of Ashland and Cossitt. The crossing guard will assist all students at that point.

Students approaching Cossitt School from the east of the school should walk to Cossitt Avenue using as direct a route as possible. All students who cross LaGrange Road **MUST** cross with the crossing guard at the corner of LaGrange Road and Cossitt Avenue. Students then should cross Cossitt Avenue or Madison Avenue with the assistance of the crossing guard. The crossing guard will cross students north/south as well as east/west on the east side of Madison. No one should cross Cossitt Avenue on the west side of Madison Avenue.

### **Safety Drills: Disaster / Fire / Lockdown**

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

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.*

Our smoke detectors are very sensitive and have been set off at events in the past by such things as burnt popcorn. Do not put yourself and others at risk. As hard as it is to do, in the event a fire alarms sounds, exit the building at the nearest exit and meet your family once you are outside. Our students are well trained to leave the building quickly, please help us follow our guidelines.

Lockdown drills are now required by a new State mandate. Staff and students will practice a lockdown drill 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**

The LaGrange Police Department provides adult crossing guards at LaGrange Road, Madison Avenue and Ashland Avenue (all along Cossitt Avenue). The only approved crossing intersections for students to cross are as follows:

- Cossitt Avenue & LaGrange Road
- Cossitt Avenue & Madison Avenue
- Cossitt Avenue & Ashland Avenue

Students in fifth and sixth grade may volunteer to serve as members of the Safety Patrol. They assist at intersections where crossing guards are posted as well as serving as monitors at the bike racks.

### **School Hours**

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

8:05 a.m.	Arrival on school property is permitted.
8:20 a.m.	Tardy bell rings. School is in session
11:20 a.m.	Lunch/Recess. Children may go home or stay at school for lunch.
11:20 a.m.	Dismissal of A.M. Kindergarten
3:15 p.m.	Classes end. Dismissal begins shortly thereafter.

The arrival and dismissal times for **Wednesday** are as follows:

8:05 a.m.	Arrival on school property is permitted.
8:20 a.m.	Tardy bell rings. School is in session
10:55 a.m.	Lunch/Recess. Children may go home or stay at school for lunch.
10:55 a.m.	Dismissal of AM Kindergarten.
2:30 p.m.	Classes End. Dismissal begins shortly thereafter.

Parents are advised that blacktop supervision begins at the times listed above.

The school office is closed at 4:00 p.m. each day. BASE employees are not allowed to let Cossitt students enter the building through their entrance/exit or allow their BASE students up into classrooms if office staff has left for the day to retrieve forgotten items.

### **Student Phone Calls**

Students may use the phone in the office for the following reasons: forgotten eyewear and/or medical devices, forgotten homework/textbooks (at the teacher's discretion), forgotten lunch, and forgotten band/orchestra instruments (at the teacher's/music instructor's discretion) and for what is determined as an emergent matter. Students may not use the phone to arrange after-school activities. It is strongly encouraged that parents and students discuss after-school activities and getting home arrangements prior to the beginning of the school day. If a parent needs to speak with a student regarding an emergency situation, the office staff will call the student down to the office five minutes prior to lunch or after school dismissal for the student to contact the parent. It is recommended that students not be allowed to come down during classroom instruction time to receive phone calls from parents/guardians.

### **School Song**

We're sure to shine today  
We've got the stuff.  
We've got the school, all right,  
We never bluff  
We've got the pep and we're the best in town  
So here's to Cossitt School  
We're proud to be a part of it  
We Cossitteers go down the line  
Let's raise the flag cause right now is the time  
Yes we will always try to do our best  
Rah Rah Rah! Cossitt School

**School Staff** – See School and District Directories

### **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**

The health curriculum for grades 5, 6, and 8 contains topics dealing with sex education and infectious diseases including AIDS. The district has included these topics in the curriculum because we think they are important topics in the development of young adolescents and are required by the Illinois School Code. The state has protected your rights as a parent to refuse instruction in these areas for your children. If you do not wish to have your child instructed in sex education and/or AIDS education, please communicate this in writing to your child's teacher. If you do not wish to have your child participate in instruction on diseases, you also need to communicate this in writing to your child's teacher indicating your objection is based on constitutional grounds. Please send these notices to your child's teacher on or before the third week of school.

### **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 Woodchips**

For the protection of all students, throwing snowballs or woodchips is prohibited on school grounds and on the way to and from school. Disciplinary action will be taken, with possible suspension for repeated offenses.

### **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.

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 Special Education Services.

### **Student and Family Privacy Rights**

#### **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.
- 9.

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 parent(s)/guardian(s) may inspect, upon their request, any instructional material used as part of their child/ward's educational curriculum within a reasonable time of their request.

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, vision, or scoliosis 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**

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;
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 attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

### **Prohibited Student Behavior**

The school administration is authorized to discipline students for gross disobedience or misconduct, including

1. Using, possessing, distributing, purchasing, selling, or offering for sale:

- a. Tobacco or nicotine materials, including electronic cigarettes.
- b. Alcoholic beverages. A student who is under the influence of an alcoholic beverage is not permitted to attend school or school functions and is treated as if in possession of alcohol.
- c. Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).
- d. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
- e. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
- f. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
- g. Any substance, regardless of whether it contains an illegal drug or is explicitly prohibited by this policy, that is inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, regardless of whether such change is in fact caused. This includes pure caffeine in tablet or powdered form. The prohibition in this section does not apply to a substance for which the student has a prescription from a physician or licensed practitioner where the student is using the substance in a manner consistent with the prescription or prescribing physician's or licensed practitioner's instructions, including a student's use of legally prescribed asthma or other inhalant medication.
- h. "Look-alike" or counterfeit drugs, which are any substance: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, the substance causing a physiological or psychological change in the body, or other substance that is prohibited by this policy; or (b) about which a student engages in behavior that would lead a reasonable person to believe that the student expressly or impliedly believes or represents the substance to be an illegal drug, controlled substance, the substance causing a physiological or psychological change in the body, or other substance that is prohibited by this policy. The prohibition in this section does not apply to a substance for which the student has a prescription from a physician or licensed practitioner where the student is using the substance in a manner consistent with the prescription or prescribing physician's or licensed practitioner's instructions.
- i. Drug paraphernalia, including devices that are or can be used to (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

- 1. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
- 2. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic devices in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student behavior rules. Prohibited behavior specifically includes creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, 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); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

3. Using or possessing a laser pointer, unless the student: (1) has express authorization by a staff member; (2) is using the laser pointer in the context of instruction, and (3) is under a staff member's direct supervision when using the laser pointer.
4. Disobeying rules of student behavior or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
5. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
6. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such behavior. Prohibited behavior specifically includes any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable behavior.
7. Engaging in any sexual activity, including consensual sexual activity, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the expression of gender or sexual orientation or preference, or the non-disruptive display of affection during non-instructional time.
8. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
9. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
10. Entering or being present on/in school property or a school facility without proper authorization.
11. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
12. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
13. Being involved with any public school fraternity, sorority, or secret society, including by (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
14. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
15. Violating any criminal law, including assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
16. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
17. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
18. Engaging in any activity, on or off-campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including behavior that may reasonably be considered to (a) be a threat or attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

For purposes of this policy, the term "possession" includes having control, custody, or care-of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.



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

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

### **Disciplinary Measures**

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include any of the following:

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall properly supervise the student.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, when appropriate, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Behavior*.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*. A student who has been suspended may also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled shall also be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if the student is expelled or if the parent/guardian agrees to such transfer. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. Notifying juvenile authorities or other law enforcement whenever the behavior involves criminal activity, including illegal drugs (controlled substances), "look-alikes," alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Corporal punishment is prohibited. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

### **Weapons**

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapons regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look-alikes” of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent’s determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

This policy’s prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

### **Re-Engagement of Returning Students**

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. Re-engagement shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

### **Required Notices**

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

### **Delegation of Authority**

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

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students found to have engaged in gross disobedience or

misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

### **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 Phone Calls**

Students may use the phone in the office for the following reasons: forgotten eyewear and/or medical devices, forgotten homework/textbooks (at the teacher's discretion), forgotten lunch, and forgotten band/orchestra instruments (at the teacher's/music instructor's discretion) and for what is determined as an emergent matter. Students may not use the phone to arrange after-school activities. It is strongly encouraged that parents and students discuss after-school activities and getting home arrangements prior to the beginning of the school day. If a parent needs to speak with a student regarding an emergency situation, the office staff will call the student down to the office five minutes prior to lunch or after school dismissal for the student to contact the parent. It is recommended that students not be allowed to come down during classroom instruction time to receive phone calls from parents/guardians.

### **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 8:20 a.m. for the morning session and by 12:15 p.m. for the afternoon session (11:55 a.m. 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. Parents must write, call or stop by the attendance office and provide a reason for the tardy if it is to be excused. 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 conduct 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, 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 office and to wear an identification badge while in the 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 at our Fall Parent Curriculum Nights. Science center volunteers should contact the Science Center.

## 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. The all-district Full Day Kindergarten building.

**AIMSweb** – An individual student assessment of reading and/or math skills

**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](http://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.

**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](http://www.corestandards.org) for more information.

**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.

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

**ELL** - English Language Learners are also known as TPI (Transitional Program of Instruction)

**ESL** - English as a Second Language also known as TPI (Transitional Program of Instruction)

**FR** - Forest Road School

**Home School** – A child’s ‘home school’ is the assigned 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

**IEP** - **I**ndividualized **E**ducation **P**lan 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. ICs may also teach students in the Talent Development program.

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

**ISBE** - Illinois State Board of Education is headquartered in Springfield. Their website is: [www.isbe.net](http://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 Testing** – (**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) Reading, Math, and Social-Emotional Learning support programs for students. Students receive intervention services based on guidelines and teacher referrals.

**MPR** - Multipurpose room. In many cases, the school lunchroom.

**PAC – Parent Advisory Council.** A group of parents representing each of the District 102 Schools. This group meets with the Superintendent on a regular basis.

**PARCC** – State-wide assessment for grades 3-8.

**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

**Preschool for All** – (Also known as **PFA**) A preschool program for 3-5 year olds. Specific criteria are used to determine if students are eligible for Preschool For All.

**PTC** – Parent Teacher Council

**PTO** - Parent Teacher Organization

**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.

**Rtl – Response to Intervention** – A system of using student progress data to make educational, instructional, and intervention decisions. Reading, Math, and Social-Emotional Learning support programs for students typically fall under Rtl. Students receive intervention services based on guidelines and teacher referrals.

**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](http://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.