



BICYCLES

Students in the Brook Forest subdivision may ride their bicycles to school. A bicycle rack is provided on school grounds. Students should lock their bicycles and follow proper safety rules when riding to school.

BUS TRANSPORTATION

Bus transportation is furnished for all areas of the school district. Bus schedules are distributed on registration day.

CURRICULUM AND TESTING

In accordance with the educational philosophy of District 53, and the requirements of the State of Illinois, Brook Forest School has developed a comprehensive program of instruction designed to achieve the highest quality of education possible. It is our desire to help our students think and communicate clearly and make sound decisions, as well as develop quality study habits and the ability to work independently, valuing learning for its own sake. The development of the whole child includes the social, emotional, physical and mental aspect of education.

Brook Forest School employs a systematic evaluation of all instructional material on a periodic cycle. Only the most effective and current programs are implemented.

In addition to the basic curriculum the following related programs are offered:

Speech and language therapy

Gifted

Computers

Guidance

Music

Art

Physical Education

Reading Specialist

Science Specialist

Learning Center

Special Education

D.A.R.E. Drug Program

Social Worker



One method to obtain information about a student's potential and achievement is standardized testing.

The results of these tests are evaluated by teachers and administration in planning for students. Achievement test results are forwarded to the parents. Upon receiving the results, please contact our child's teacher if you have any questions. If your child scores below grade level, you should make an appointment with the teacher and/or principal to discuss how you can help your child.

The current schedule of testing is as follows:

Grade 1 No testing

Grade 2 ERB-CTP Achievement Test
Otis-Lennon School Ability Test

Grade 3 ERB-CTP Achievement Test
ERB-Writing Assessment Program
Illinois Standards Achievement Test - Reading, Math and Writing

Grade 4 ERB-CTP Achievement Test
ERB - Writing Assessment Program
Illinois Standards Achievement Test - Science and Social Studies

Grade 5 ERB -CTB Achievement Test
ERB-Writing Assessment Program
Illinois Standards Achievement Test - Reading, Math and Writing

DAILY SCHEDULE

- 8:20 Outdoor supervised physical activities
- 8:40 Academic classes begin
- 11:45 - 12:30 Lunch period
- 3:20 Children dismissed from school



DISCIPLINE POLICY RULES

1. Treat all people with respect
2. Keep hands, feet and objects to yourself
3. Respect and care for all school property
4. Follow directions the first time they are given
5. Speak in conversational tones using appropriate language
6. Walk in the hallways at all times
7. Play games and use all equipment safely

FIRE AND DISASTER DRILLS

Routine fire and emergency drills are conducted for the safety of students.

GIFTED EDUCATION

Children who meet designated criteria may be considered for the gifted program. This program is for children identified as having outstanding abilities, capable of high performance, and requiring special services to realize their contributions to self and society. The purpose of the program is to ensure that children with special talents receive opportunities beyond what a regular education program can provide; and to develop those talents through accelerated academic programs, enriched curriculum offerings, integrated thinking skills, and related creative activities.

In order to qualify, a student must meet three of the following criteria:

1. Cognitive Abilities Test score of 130 or higher
2. Achievement test national percentile of 95 or higher in the given subject area
3. A score in the top quartile per grade level on the Torrence Test of Creative Thinking
4. Teacher recommendation



Final placement is contingent upon an overall analysis of test scores, academic achievement and daily classroom performance.

GUIDANCE SERVICES

A counselor is available throughout the day to meet with students who have problems or needs. Parents may also contact the counselor if they have any questions or concerns.

HOMEWORK

The purpose of homework should be to extend the individual's experience by emphasizing activities and skill developments that will create added knowledge and reinforce existing understanding for each student.

Homework should meet the following criteria:

1. It should be adapted to the needs of the class or to the needs of the individual.
2. It may be a continuation or extension of an activity started in school.
3. It should emphasize activity of a creative nature, and/or allowing for reinforcement of basic skills.
4. It should be definite clear, and meaningful.
5. It should be preceded by attention to appropriate skills.

HOMEWORK REQUESTS: Vacations and Absences

Vacations during school days are disruptive and make it difficult for a child to keep pace with grade level peers in the learning environment at school.

We understand that transportation problems and other concerns may cause students to be removed from school for a family vacation prior to or after the stated vacation dates for the school district. Be aware that classroom instruction and assignments will occur according to the plans of the teacher(s) during your child's absence.

Due to the frequency of homework requests, the classroom teacher(s) will determine appropriate make-up assignments after the child as returned to school. The child will have an amount of time equal to the number of days absent to complete make-up work.



The policy stated above would apply to all student absences regardless of circumstances.

Vacations should be planned to coincide with the regularly scheduled breaks on the school calendar. It is the responsibility of the student to make up all work missed after his/her return. Students taking an extended vacation during the school term should obtain a form from the principal's office to be completed by the parents. An extended vacation is considered to be one or two weeks.

LEARNING CENTER

The learning center is an integral part of the total school curriculum. It provides opportunities for all children to pursue individualized and group learning activities in order to become lifelong learners. Development of library and research skills is encouraged through an approach emphasizing multiple intelligences and the use of multimedia. A complete computer lab and computer research area provide excellent opportunities for supplementing the curriculum and encouraging word processing and keyboarding skills.

LOST AND FOUND

Many items escape from their owners and are subsequently turned in to the school office. Parents and students should check the Lost and Found periodically to recover any missing materials.

LOST OR DAMAGED BOOKS

Students are required to pay the full replacement for books lost or damaged.

MATHEMATICS GROUPINGS - 3RD, 4TH AND 5TH GRADE

Students in third, fourth and fifth grade are grouped for mathematics instruction. There are three levels of instruction:

- 1. Accelerated** - Working in a textbook that is one grade level advanced.
- 2. High Average** - Working at an accelerated pace using grade level materials.
- 3. Average** - Working at a traditional pace using grade level materials.



Students are assigned to the appropriate group after their current teachers review past achievement scores, cognitive ability scores, ISAT scores, teacher recommendations, and the latest assessment instrument administered during the first week of school.

Parents will be notified regarding the level of instruction their child will receive., Any concerns regarding the placement of your child should be addressed with your child's teacher. Progress will be monitored closely and adjustments made, if necessary.

PARENTS ABSENT FROM HOME

Parents who will be away for extended time while their children are in school should give written notice to the school office, providing the name and telephone number of the person responsible for the children during the parents' absence.

PARENT CONCERNS

Parents are encouraged to communicate with their child's teachers regarding all aspects of the school program. If a specific concern arises, it is required that the parent first discuss it with the teacher. If the outcome of that discussion is not satisfactory, the parent may request a conference with the teacher and principal. If a parent feels that the problem cannot be resolved by the teacher or principal, parents may seek the assistance of the superintendent by submitting their concern in writing. When a parent brings a concern to the attention of a teacher, administrator, or board member, the concern will be shared with the affected teacher. Any information, written or oral, will be shared with the teacher in confidence and in no way may be used to penalize the students.

PARENT-TEACHER CONFERENCES

Parents are expected to keep in close contact with their child's teachers. Conferences regarding the pupil progress should be scheduled to take place before or after school at a time convenient for both parent and teacher. To enhance communication, half days of teacher conferences are scheduled periodically throughout the school year.



PHYSICAL EDUCATION CLASSES - EXCUSED ABSENCES

A child may be excused from a physical education class following an illness or accident upon written verification from his or her parent or guardian. No child will be excused without this note.

Any restrictions for participation in physical education requires a qualified physician's written verification detailing the type and length of restriction.

PTA

We have a very strong Parent Teacher Association. The group sponsors many activities that benefit our students. On a weekly basis they serve special lunches to the students for a reasonable fee. Monthly meetings are held. All parents are invited to become involved with this organization.

Volunteers are always welcome. Contact the school office for further information.

REGISTRATION FOR KINDERGARTEN

Any child shall be admitted to kindergarten who has attained five (5) years of age on or before September 1.

REPORT CARDS

Report cards are issued quarterly in grades one through five. Kindergarten report cards are sent home three times a year.

REQUESTS FOR EARLY DISMISSAL

If your child must leave school for any reason, permission to leave must be secured from the office before the student is dismissed. Parents are required to call the office explaining the need for an early dismissal in order for permission to be granted. Students will be released to a parent or designee from the school office.

RESIDENCY

At the time of registration, a child must be a resident of Oak Brook District 53, and his/her parents or legal guardians must be able to provide proof of residency.



Non-resident pupils planning to occupy a residence within the school district may enroll in school after submitting conclusive evidence of their impending residency to the superintendent and payment of tuition.

SCHOOL BOARD MEETINGS

Board of Education meetings are held on the second Monday of each month in the board room of Butler Junior High School. Members of the public are invited to attend.

SCHOOL PARTIES

Two room parties in December and June, are held for students in kindergarten through grade five. These parties are planned cooperatively by teachers, room mothers and pupils.

SPECIAL EDUCATION

In order to serve children with special education needs, the district maintains membership in two special education cooperatives; the LaGrange Area Department of Special Education, and the DuPage/West Cook Special Education for the hearing, orthopedic, and visually impaired.

Any parents who believe their child could benefit from a special program should contact the office of the building principal for complete details and referral information.

STUDENT DRESS

Individual differences in dress and grooming preference shall be respected as a personal freedom as long as the clothing, grooming, etc., do not cause disruption to the learning atmosphere of the school. Such dress that disrupts the learning environment shall not be permitted. Some examples of disruptive dress and grooming during school are:

1. Wearing hats, hair rollers, overcoats or out-of-door coats
2. Bare midriffs, see-through garments, bare chests and shorts
3. Obscene signs, profane language or provocative pictures on clothing or jewelry



SUPPORT STAFF

District 53, provides speech therapists, a reading specialist, learning disabilities resource teachers, physical education, instrumental music, general music, art, gifted, technology and science.

TELEPHONE MESSAGES

The school telephone will be available for emergency calls only. They should not be used for routine matters such as permission slips, band instruments, etc. Please see that all necessary arrangements are made at home before or after school.

Voice Mail is available for direct messages to teachers that do not require an immediate response. Dial the extension when your call connects to the school.

WITHDRAWING - TRANSFERRING STUDENTS

When a student is transferring out of the district, a parent or guardian should notify the school office as soon as possible and sign a release of records form. This procedure will allow the forwarding of temporary and permanent student records to the next school attendance center. Records will not be given to the parent for transfer purposes, but parents may receive copies upon request.