

# **Parent Handbook**

**Batavia Early Childhood Program**

**2016-2017**

*The following handbook was designed for the Early Childhood Program in the Batavia Public School District #101. It is not fully inclusive to all Board of Education policy. Please reference the Elementary Student Handbook and Board of Education policies for more information.*

# **Batavia Public School District 101**

## **Quick Reference Guide**

District Office: 335 West Wilson Street  
Batavia, IL 60510  
630-937-8800

Preschool Site: Alice Gustafson Elementary  
905 Carlisle Road  
Batavia, IL 60510

Main Phone: (630) 937-8000  
Absence Phone: (630) 937-8003  
Fax: (630) 937-8001  
Website: <http://ags.bps101.net/early-childhood>

Office Hours: 8:00 AM - 4:30 PM  
Student Hours:  
Morning Session: 9:00 AM - 11:30 AM  
Afternoon Session: 12:40 PM - 3:10 PM

Assistant Director of Student Services: Kari Ruh  
AGS Principal: Tim McDermott  
AGS Asst. Principal: Cheryl Curry  
Secretary: Cindy Rodriguez  
Secretary: Diane Cronin  
Secretary: Caroline Batty-Barr  
Building Nurse: Lynne Marucco

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Dear Preschool Families,

Welcome to Batavia District 101's Early Childhood Program. Becoming a "preschooler" is an important step in a young child's life. Our goal is to make your child's transition into preschool successful. We look forward to working with you to create a positive school experience.

We hope this handbook provides useful information about our program and answers your questions about policies and procedures. Should you have further questions please contact the Early Childhood Center at Alice Gustafson Elementary School (630-937-8000).

Sincerely,

Kari Ruh

Assistant Director of Student Services

## **Batavia School District Early Childhood Program**

### **Mission Statement:**

*“Always Learning. Always Growing”* ...by nurturing growth of the young child through developmentally appropriate early childhood experiences in collaboration with family and community.

### **Vision Statement:**

*In order to become a competent and confident learner each child will*

- Use and understand language in everyday experiences
- Engage in positive social relationships
- Acquire and use knowledge and skills
- Develop independence to meet own needs

### **We Value:**

- Decisions made in the context of what is best for our students
- The social and emotional well-being of our students and staff
- The belief that all students can learn
- The ideal that students should be challenged at their highest level in all learning areas
- Communication that is open, honest, accessible, and reciprocal among all stakeholders.

## **ADMINISTRATIVE OFFICE**

Rosalie Jones Administration Center  
335 W Wilson Street  
Batavia, IL 60510  
630.937.8800  
[www.bps101.net](http://www.bps101.net)

Dr. Lisa Hichens	Superintendent of Schools
Mr. Steve Pearce	Associate Superintendent for Human Resources
Mr. Tony Inglese	Chief Information Officer
Dr. Brad Newkirk	Chief Academic Officer
Mr. Mark Anderson	Director of Operations
Mrs. Lisa Palese	Director of Student Services
Mrs. Kari Ruh	Assistant Director – Student Services
Dr. Kelley Karnick	Director of Curriculum & Instruction

## SCHOOL BOARD MEMBERS

Cathy Dremel  
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[cathy.dremel@bps101.net](mailto:cathy.dremel@bps101.net)

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# **REGISTRATION & REGULAR SCHOOL INFORMATION**

## **Enrollment Requirements**

Before enrolling in our preschool program, each child is requested to present:

- District #101 Registration Forms
- Proof of Residence in Batavia Public School District #101
- Copy of Birth Certificate
- Certificate of Child Health Examination
- Student Health Information Card
- Emergency Consent Form.

Children must be 3 years to be enrolled in preschool. Children, who are 5 on or before September 1st of the current school year, will attend Kindergarten.

## **Residency**

*Board of Education Policy 7:60*

Your family must reside in Batavia Public School district #101 in order for your child to attend our program. You must prove residency with three documents every school year your child attends preschool, one document from each group listed:

- **Group A:** Title evidence, mortgage statement, lease agreement, or tax bill;
- **Group B:** Utility Bill (such as an electric bill, gas bill, or home phone bill); a cell phone bill is not a utility bill and will not be accepted
- **Group C:** Illinois Driver's License, Illinois State Identification Card, other acceptable photo identification, voter's registration card, loan payment book, home insurance policy, bank account paperwork, medical card, permanent resident card.

It is your responsibility to notify the Preschool office if you move out of the district. Administrative staff will work with you to discuss a reasonable transition for your child regarding their exit from our program.

## **Certification of Health Exam**

Illinois State law requires that each child must complete a physical examination and immunization against preventable communicable diseases, including but not limited to measles, mumps, rubella, diphtheria, pertussis, tetanus (DPT), poliomyelitis, hepatitis B, chickenpox, and haemophilus influenzae B. A record of necessary immunizations must be presented. The completed Certificate of Health Examination Form must be turned in to the school nurse prior to the first day of attendance. Immunization records that are not complete may be accepted if the provider submits an immunization schedule or medical letter explaining why the immunization is not administered. If a medical reason prevents a student from receiving a required immunization by the first day of school, the student must present, by the first day of

school, an immunization schedule and statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physicians, advanced practice nurse, physician assistant, or local health department responsible for administering the immunizations.

### **Exemptions:**

In accordance with the rules adopted by the Illinois Department of Public Health, a student will be exempted from this policy's requirement for:

1. Religious objection- allowed if the student's parents/guardians present to the Superintendent a completed Religious Exemption Form ; This must be signed by a medical provider (MD, DO, PA or APN).
2. The Health examination or immunization requirements on medical grounds if physician provides written verification, or,
3. Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. The requirement must be met in a reasonable amount of time following admission

## **The Preschool Program**

The Early Childhood program in Batavia services children, ages three and four. The Preschool classrooms are located within Alice Gustafson Elementary School. Session times are as follows:

Morning Sessions: 9:00 a.m. to 11:30 a.m.

- Community Monday, Tuesday, Thursday

Afternoon Sessions: 12:40 p.m. to 3:10 p.m.

- Community: Monday, Tuesday, Wednesday, Thursday

Attendance days may vary for students within the program receiving special education services.

Classrooms are composed of up to 18 children, some blending of children with disabilities and the remainder typically developing peers. One teacher and up to two teacher assistants are staffed in each classroom. Classroom teachers are required to have a four year teaching degree with an emphasis on early childhood education. Requirements also include certification by the Illinois State Board of Education in both general education and special education.

In addition, related service staff (speech and language pathologists, occupational therapists, physical therapists) provides services to children with disabilities, accordance to each special education student's IEP. Mental health staff professionals, such as school psychologists and social workers, are also a part of your child's classroom team to support the learning of all children.

## **Parking**

The Early Childhood Center shares parking with Alice Gustafson School (AGS) Staff. There are a limited number of parking spaces for families to drop off and pick up children. In order for our families to arrive and depart safely from school each day, please follow the guidelines below:

- The entrance for the Early Childhood Center parking lot is located at the west parking lot of Alice Gustafson School on Carlisle Road.
- The parking lot is a one way traffic loop with one entrance and one exit, please drive slowly.
- School buses park directly in front of the main entrance doors in the yellow striped areas. Cars are not allowed to park in this space.
- **It is against the law to pass a school bus when the stop sign is out.**
- **It is against the law to use a cell phone and other electronic devices while driving and is especially dangerous in a school zone.** The school zone signs are posted along Carlisle Road, Roberts Lane and Danforth.
- You may park your car in any open space in the parking lots except the Walk-in Speech designated spots.
- The handicapped parking spaces are reserved for vehicles with a handicap placard or handicap license plate issued by the State of Illinois.
- Short term parking is available along the side of the school building. (the area between the two parking lots near the AGS dumpsters)
- Parking is also available along Carlisle Road; families may walk to the door.
- Supervise your children by holding their hands when walking through the parking lot.
- The main office waiting area is reserved for families with walk-in speech services or families waiting for appointments.

## **Building Security**

All parents entering the school building must enter through the main entrance on the west side of the building and complete the sign-in procedures.

## **Drop Off / Pick Up Procedures**

There are two doors utilized for arrival and departure times. Children with bus services will be escorted through the main entrance. Children being transported by their family will use the drop off/pick up door designed by signage (door immediately south of the main entrance).

## **Bus Students**

Upon arrival, school staff ensure each child's safe entry into the school building. When it is time to go home, school staff escort students into their designated buses.

## **Family Transported Student Arrivals**

School staff will open the family door at the start of class time.

Please walk your child to the Drop off/Pick Up door and be prepared to say your goodbyes outside the door so that class staff may facilitate a smooth separation.

Your child will enter the building and be guided to his/her classroom by the classroom staff.

## **Late Arrivals**

The doors will be closed at 9:05AM for morning preschool and 12:45PM for afternoon session. If a parent drop off occurs after that time, please take your child to the main office.

## **Family Transported Student Departures**

When the school day is over, the classroom staff will wait with the students inside the family door. Students will not be released outside the door until a family member (or designated adult) comes to the door for his/her child's dismissal.

Arrival and departure is a busy time at Alice Gustafson School. In order to assure your child is released to an authorized person; families will be asked to utilize an identification card system. The school will provide each family with two identification cards. When a parent or other authorized person arrives at the school to pick up a child, they must present the card to the teaching staff who are dismissing children. We ask that the adult member walk up to the parent dismissal door with the card in hand. Please request your child by name. If you do not have the assigned identification card, you will be directed to the main office. In the main office you/or the person pick up on your child will be asked to present a photo ID before your child will be released.

In the event of an alternative family member or friend picks up your child from school, please notify the school prior to the end of the school day. You may phone the school office or write a note to the classroom teacher. The adult picking up your child should be prepared to show a photo ID to the school staff upon request.

## **Bus Transportation**

Bus transportation is available for students with disabilities if it is listed within their IEP.

Bus service is provided by Illinois Central Bus Company. Please note:

- Transportation routes are arranged by the bus company.
- Families are provided estimated times for pickup and drop off.
- The routes are adjusted throughout the school year as new students enter the program.
- Times may vary depending upon road construction or weather.
- You will be informed of any time changes for pickup or drop off of your child.
- Please make sure your child is ready and waiting at the designated time.
- You should put the Safety Vest on your child **before** he/she gets on the bus each day.
- Food is not allowed on the bus for safety reasons.
- On days your child will not attend school due to illness etc., you must contact the bus company to let them know that your child will not need transportation.

Bus transportation services can be provided to community students for a fee through the district transportation department. For information and fee information, please call the district office.

630-937-8813

#### Bus Procedures at School

- Teachers and paraprofessionals escort the children to and from the bus each day.
- After all children have exited the bus, the bus driver walks through the bus to assure all students have left the bus.
- Seatbelts and harnesses are provided for all Early Childhood students.
- Your child's teacher will put the vest on your child for the ride back home.
- **Wearing a safety harness is a requirement. Your child may not ride the bus without it.**
- Any questions or concerns about the bus service may be directed to Illinois Central Bus Company at 630-584-1658.

### **Suspected Child Abuse**

*Board of Education Policy 7:150*

According to Illinois Law, a staff member who has reasonable cause to suspect that a student may be an abused or neglected child, must report such a case to the Department of Children and Family Services. School officials and officials of the Department of Children and Family Services are prohibited from revealing the identification of the reporting employee. The reporting employee is protected by law from liability and is, in fact, liable for prosecution if the suspected abuse or neglect is not reported. The determination of abuse or neglect is not the responsibility of any school staff member. The Department of Children and Family Services is responsible for initiating the investigation and recommending action as a result of the investigation. All requests by agency or police officials to interview a student shall require a district administrator, social worker, psychologist, or certified nurse to be present. A police officer may interview a student in school providing he/she presents proper identification to the Building Principal prior to the interview. A building administrator will notify parents before the student is interviewed. "Notice" includes telephone contact with parent(s)/guardian(s) or leaving a voicemail message. The interview shall be conducted in the presence of a teacher, counselor or Building Principal and/or the parent(s)/guardian(s), if the parent(s)/guardian(s) desire to be present for the interview.

### **Court Orders**

During times of family difficulties, a court order may prohibit a parent or other family member from having contact with a specific child. A copy of any legal document which mandates this separation must be on file with the school office. These documents can only be honored through the dates defined in the document. This procedure assures that the child is released ONLY to the appropriate adults.

### **Food Policy**

Food for school or class events, birthday celebrations or rewards will not be allowed. Issues related to food allergy management, loss of instructional time, disparity, and the district's' commitment to promoting a lifestyle have contributed to the development of this procedure consistent with BOE policies 7:285 and 6:5.

- Edible birthday treats will no longer be distributed to classmates. However, if you would like to celebrate your child's birthday, items such as bubbles, stickers, removable tattoos, small containers of play dough, chalk are acceptable.

The classrooms will continue to provide the students with a snack each day or any food related items as it is a part of the curriculum or if it is included in their Individual Education Plan (IEP) as appropriate.

## **THE SCHOOL DAY**

### **Attendance**

To ensure continuity of instruction and to develop positive habits it is important that your child attends school regularly and arrives at school on time. Batavia Public Schools discourages vacations during school days. Missed assignments due to vacations can be completed upon return to school.

A student shall be released from school, as an excused absence, for the purpose of observing a religious holiday. The parent(s)/guardian(s) must give notice to the District 5 days before the student's anticipated absence.

On average, children are absent no more than four or five days the entire school year. We request parental assistance in supporting regular attendance in school.

Parents should attempt to schedule medical and dental appointments outside of school hours when possible. If an appointment must be made during school hours, please notify the school by written request. Parents must call for the child at the school office.

### **Illness, Tardiness, and Absence**

It is important that your child attend school regularly to maximize the benefits of the program.

If your child is absent from school, please call the 24 hour attendance line ([630-937-8003](tel:630-937-8003)) before 9:00 a.m. When leaving a message on the answering machine, please clearly identify your child's name, teacher, and reason for absence. Please call each day that your child is absent. If you do not hear from your parent or guardian, phone calls will be made to locate your child.

#### **Illness:**

Your child should stay home from school for:

- a fever 100 degrees or over
- Vomiting

- Diarrhea
- Diagnosed with a contagious illness

Your child may return to school 24 hours after symptoms have ceased (with medication), 24 hours being fever free (without the use of fever reducing medications) or 24 hours after the start of prescription antibiotics.

Students should also stay home from school if he/she has:

- persistent cough or copious nasal drainage
- red and watery eyes not associated with seasonal allergies
- unidentified/undiagnosed rash.

If you are unsure whether your child should attend school, please call the school nurse and discuss your child's health concerns with our AGS/ECC registered nurse.

If your child arrives at school with the above mentioned symptoms, or develops symptoms during class he/she will be assessed by the school nurse. A parent/guardian will be contacted for pick up from school if needed.

### **Toilet Training Policy (Community Students only)**

Potty training can be an exciting and challenging time in both your and your child's life. At Batavia's Early Childhood Center, we define successful independent toileting as having the ability to lower his/her underpants (as well as deal with other clothing), completing the act of urinating and/or defecating in the toilet, wiping themselves, flushing, re-dressing themselves, and washing hands. We realize that "accidents" will happen. "Accidents" by definition are unusual incidents and should happen infrequently. If your child is not completely potty trained as described above when preschool starts, you may withdraw from the program and we will refund your registration fee according to board policy.

### **Medications**

*Board of Education Policy 7:270*

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. All prescription medications and "over-the-counter" medications are required to be in the nurse's office. Any student in possession or use of their own prescription medication or over the counter medication without permission from the school nurse will be subject to disciplinary action. Students cannot distribute these types of material to others. Doing so represents a disregard for a serious school procedure and as such will be dealt with in accordance with disciplinary procedure.

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

A student may possess an epinephrine auto-injector (EpiPen®) and/or medication prescribed for asthma for immediate 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.

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

Tardy Procedure: If you bring your child to school after the start of class (9:00 a.m. and 12:40 p.m), you must bring your child into the AGS main office. The secretary will assist you in signing your child into school and seeing that he/she gets into class.

Absence Procedure: All absences must be reported on the attendance line. Please call the Attendance Line at [630-937-8003](tel:630-937-8003) to report the absence as soon as possible. Please indicate specific illness symptoms and/or reason for absence.

A "chronic or habitual truant" shall be defined as a child who is absent without valid cause from such attendance for 10% or more of the previous calendar year. Chronic truancy will be monitored by the Early Childhood program. Parents of these students will receive written notice of their child's attendance record and concern. A conference with the appropriate team members will be required with the receipt of the second truancy notice. A third notice may result in losing the student's enrollment within the program. No refunds would be provided for deposit or tuition.

## **Timely Pickup of Students**

Students are expected to be picked up at the scheduled dismissal time. On occasion, emergency situations arise that cause a parent to be delayed in picking up a child. When such a delay occurs, the parent is expected to call the office of the school to make temporary arrangements with the building secretary or principal. Prior to the arrival of the parent or emergency contact, the child will be brought to the main office. Should a pattern of late pick-ups emerge, or should a significant late pick-up occur, the building principal may involve the police liaison or Batavia Police Department in resolving the situation.

## **Personal Attire**

### **Attire:**

Children should come to school wearing play clothes so they can participate in: climbing, running, sand play, water play, finger paint, and other active learning experiences. Shoes must cover toes and/or be athletic shoes. Students wearing skirts or dresses should wear shorts and/or leggings underneath.

### **Outerwear:**

Students will go outside when the temperature is above 20 degrees. Make sure your child brings or wears a jacket and other outerwear: a hat, mittens, snow pants, and boots on snowy days.

### **Change of Clothes:**

Please send a change of clothes to school. It should be placed in a large Ziploc bag. Mark all clothing with your child's name. The clothing will be kept at school in case your child has an accident or if his/her clothing becomes soiled. The change of clothes should include: sweatpants, underwear, a shirt, and socks. These clothes should be large enough to allow the child to wear them throughout the school year.

### **Backpacks:**

Your child will need a backpack for school. Your child will need a backpack that fits squarely shoulder to shoulder. The backpack should be large enough to fit a standard school sized folder No wheeled backpacks please. Wheeled backpacks are a safety risk for the child pulling the backpack and for their peers.

## **Emergency School Closings**

School closing information is distributed through email delivery via Messenger, an electronic message broadcast system operated through the District 101 website. You may also access information about school closings through the District 101 website ([www.bps101.net](http://www.bps101.net)) or the Internet at [www.emergencyclosings.com](http://www.emergencyclosings.com). Additionally, two emergency closing telephone numbers, 1-312-222-SNOW (7669) and 1-800-662-4846 will provide this information. A list of television and radio stations that may broadcast school closing information is also available through the Internet at [www.bps101.net/info/emergency\\_advisories.html](http://www.bps101.net/info/emergency_advisories.html).

## **School Visitors**

*School Board Policy 7:175*

*Board of Education Policy: 8:30*

Parents and visitors are always welcome to visit classrooms, observe a lesson or activity and volunteer to help here at school. To maximize instructional time, teachers appreciate advance notice to help prepare their students. This helps to ensure that a visitor walking into the classroom will not break the flow of instruction. We ask that parents and visitors refrain from ‘dropping by’ classrooms unless the teacher is aware of the visit ahead of time. Therefore, visits should be arranged in advance with teacher or principal.

All visitors must sign a visitors’ log, provide identification, wear a visitor’s badge and receive permission to remain on school property. When leaving the school, visitors must return their badge and identification will be returned. On those occasions when large groups of visitors will be attending an event during a school day, visitors must follow school officials' requirements for checking into the building. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Frequently schools receive requests for children who are visiting with Batavia school families to spend the day at school with a school-age friend or relative. If accompanied by an adult, the visiting child may visit the building and/or class of the school-age friend or relative, but may not spend the day. This is due to liability concerns as well as the potential disruption to the other students’ academic program. If you have specific questions regarding this issue please contact the building principal.

## **Safety and Emergency Drills**

*Board of Education 4:160/4:170*

For a safe environment all students and staff need to know what to do in case of an emergency or potentially dangerous situation such as a fire or severe weather. All Batavia students regularly participate in the training and practice of proper safety precautions and procedures. At the elementary level each child practices how to behave and specifically what to do in the case of:

- Fire
- Tornado
- Earthquake
- School intruder
- Bomb threat
- Bus emergency or
- Local emergency that would require students being ‘Sheltered in Place’ at school.

This is done through drills which are scheduled throughout the school year. For the first drill of the year, students and staff are usually pre-warned so that procedures can be reviewed and practiced before the drill. Follow-up drills are usually unannounced to assess student and staff preparedness. Proper use of playground equipment is also reviewed with students as part of school rule discussions.

## **Pesticide Application Notice**

The Buildings and Grounds Supervisor shall provide an annual schedule of pesticide application to the supervisor of each District building. The supervisor of each District building shall notify students and their parents/guardians and employees in their building, at least 2 business days before a pesticide application in or on school buildings or grounds. The notification must: (1) be written and may be included in newsletters, bulletins, calendars, or other correspondence currently being published, (2) identify the intended date of the application, and (3) state the name and telephone contact number for the school personnel responsible for the pesticide program. An exception to this notification is permitted if there is an imminent threat to health or property, in which case the Structural Pest Control Act (225 ILCS 235/10.3) or the Lawn Care Products Application and Notice Act (415 ILCS 65/3), whichever is applicable, shall control.

## **Criminal Offender Notification**

Building Principals or their designees shall inform parents/guardians about the availability of information concerning sex offenders during school registration and, if feasible, during parent-teacher conferences. Information should be distributed about the Statewide Sex Offender Database (a/k/a Sex Offender Registry), [www.isp.state.il.us/sor](http://www.isp.state.il.us/sor) and the Statewide Child Murderer and Violent Offender Against Youth Database, [www.isp/state.il.us/cmvo/](http://www.isp/state.il.us/cmvo/). Information may also be included in the Student Handbook. See the Sex Offender Community Notification Law, 730 ILCS 152/101 et seq., and exhibit 4:170-E8, Informing Parents About Offender Community Notification Laws. Requests for additional information shall be referred to local law enforcement officials.

## **Field Trips**

*Board of Education Policy: 7:320*

Each year teachers plan a limited number of field trips to support and enrich their curriculum units. Whether students are walking or riding a bus, written parent permission must be given in order for a student to participate in any field trip. The cost of field trips are generally the responsibility of the parents with some support from building Parent Teacher Organizations. While on field trips students are held accountable to the bus rules found in the section entitled School Bus Information in the Elementary School Handbook.

## **INSTRUCTIONAL PROGRAM & REGULAR SERVICES**

### **Daily Schedule**

Each teacher develops a class schedule that best meets the needs of her students. Students will participate in story/language group, table work, social time, music/movement, arts, snack and play. Twice a week a mental health provider will push in and provide direct social-emotional instruction. Field trips are determined on an annual basis.

## **English Language Learner (ELL) Supports**

Students with limited proficiency in the English language have the opportunity to work with a teacher-specialist to develop needed verbal and written skills deemed necessary to be successful in the regular education program. ELL classes providing support services take place during the school day in each of our classrooms.

When they enter schools, students are identified, through the Home Language Survey. Students whose parents speak a language other than English in the home are tested by an ELL specialist to determine the level of English language proficiency in the areas of reading, writing, and speaking. Based on this proficiency, students are provided services by the ELL specialist either within or outside of the classroom setting. In addition, the ELL specialist and the classroom teacher collaborate to determine how to best meet the needs of the student in the classroom.

Students are not exited from the program until the student has acquired a sufficient level of proficiency to be successful in the general education classroom.

## **Curriculum/Assessment**

**The Illinois Early Learning and Development Standards (IELDS)** provide the framework for instruction within the program. The IELDS align to the Illinois Kindergarten Standards and the Common Core Standards for Kindergarten. The Early Childhood program has developed a rigorous scope and sequence for teaching instructional units in the following: language arts, math, science, social studies, physical development and health and social/emotional milestones.

### **Teaching Strategies Gold**

Progress through the curriculum is monitored in order to ensure that all children are learning and acquiring skills/concepts being taught. A checklist from the Teaching Strategies Gold is used to gauge each child's progress. Information from the checklists is reviewed by staff and used to guide instructional planning within the classroom. A report for each child is compiled in the Fall and shared with parents.

### **Individual Growth and Developmental Indicators**

Early literacy and early numeracy skills are monitored through the Individual Growth and Developmental Indicators (IGDIs). This general outcome measure for preschoolers is utilized to design and deliver instructional activities within the classroom.

### **Positive Behavior Intervention Strategies**

In collaboration with the Illinois State Board of Education (ISBE) the Early Childhood program has initiated the Positive Behavior Intervention Strategies (PBIS) model. The purpose is to identify, adapt, and sustain effective school-wide disciplinary practices. The Early Childhood staff has developed three behavior expectations that are actively taught to children throughout the school year and across the school environment. The three, expectations for students are:

- ***Be Ready*** - Children learn to be ready for active learning
- ***Be a Friend*** - Children learn how to interact appropriately with people in the building
- ***Be Safe*** - Children learn how to engage safely with the environment

Throughout the school year, your child's teacher will communicate information about PBIS skills that are being taught at school. If your child has difficulty with behavior at school, you child's teacher will inform you of any behavior concerns. Sometimes children have difficulty maintain expected behavior. In these situations, additional support can be provided through individualized plans. Should you have any questions or concerns about your child's behavior please contact your child's teacher.

### **Wellness / Second Step**

Wellness is taught by a school social worker in grades early childhood through 5th grade in Batavia Public School District 101. Wellness is one avenue in which Batavia Public School District has chosen to address the Illinois Social Emotional Learning Standards. The social workers in the district use the Second Step curriculum ([secondstep.org](http://secondstep.org)) to teach skills in the following four areas:

- **Skills for Learning:** Children gain skills to help them be better learners, including how to focus their attention, listen carefully, and ask for help.
- **Empathy:** Children learn to identify and understand their own and others' feelings. Children also learn how to show care for others.
- **Emotion Management:** Children learn how to calm down when they have strong feelings, such as worry or anger
- **Friendship Skills and Problem Solving:** children learn how to make and keep friends and to solve problems in a positive way.

#### *How can parents support?*

Parent are encouraged to use the common vocabulary of “Be Ready”, “Be a Friend” or “Be Safe” when talking to your child at home. Parent links from weekly lessons from the Second Step curriculum are also sent home for parents to review and use the common language and strategies. This helps students to learn the skills and generalize them across all settings.

## **STUDENT SERVICES PROGRAM**

The Batavia School District provides a wide range of services to meet the needs of children ages 3 to 21 with special education needs. These services are of no cost to children residing within this district. Services available are:

1. Vision screenings are done annually in the district; early childhood program, kindergarten, 2nd and 8th grades, all special education students, all new students to the district, and upon parent/teacher requests. The vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months.

Hearing screenings are done annually in the district's early childhood program, kindergarten, 1st, 2nd , and 3rd grades, all special education students, all new students to the district, and upon teacher/parent request. Your child is not required to undergo this hearing screening if an audiologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months.

2. Speech and language screenings may be conducted for a child referred by the teacher and/or parent;

3. Various special education services are available at all of the schools. Specific referral and eligibility criteria are applicable. In addition, the district has an Early Childhood Special Education Program for children ages 3 to 5;

4. Individualized screenings or evaluations may be requested by teachers or parents to determine if the child has a disability that requires special education support and/or related services. Upon receipt of this request, a meeting will be scheduled to review the request and determine the appropriateness of the referral; Support services are available through the school psychologist, school social worker or other related service personnel for students with social or emotional needs that are impacting school performance, and

6. Home and hospital instruction for children who have missed at least 10 consecutive days of school because of illness, accident, or hospitalization may be provided once appropriate documentation has been received by the building.

Batavia is a member district of the Mid-Valley Special Education Cooperative (MVSEC) and Northwestern Illinois Association Cooperative (NIA). MVSEC provides self-contained instructional programs for children with learning problems classified as: learning disabled; cognitive disability, emotional disturbance, multiple impairment, other health impaired, traumatic brain injury, and autism. NIA provides itinerant and instructional programs for children who are hearing impaired, visually impaired, orthopedic impaired, and multiply handicapped.

Federal and State laws have been established to ensure parental involvement whenever a child is considered for any of the above programs and this district encourages parent participation. Therefore, parents may initiate the request for an evaluation to consider the above services by contacting the

classroom teacher or building principal. If the referral is determined to be appropriate, the building team will obtain the parent's' signed consent to initiate the referral. This evaluation must be completed within sixty (60) school days from the date of signed and received consent. Following the evaluation, building personnel and parents will meet to review the results of the evaluation, discuss educational implications and identify programming needs. If special education services are recommended, an Individual Educational Program (IEP) is developed if appropriate, and signed consent secured to indicate parental agreement with the proposed special education service. All children receiving special education services are reviewed on an annual basis to plan the student's program for the following school year.

## **Individual Education Program (IEP) Conferences**

Efforts are made to schedule a mutually convenient time during the school day for IEP meetings to discuss the service needs for students. If the parent is unable to attend an IEP conference, the parent should contact the building to reschedule the meeting.

In the event that the family and/or legal guardian requests a representative to attend an IEP meeting in their absence, the parent must submit a written note authorizing the named person to attend on the parent's behalf. This letter is required for parent representatives such as grandparents, significant others, or other adults residing within the home. However, this representative will not be permitted to make decisions regarding this student nor sign consent for services. The paperwork from this IEP meeting will be sent to the parent(s) and IEP team personnel will be available to review the contents of the IEP summary with the parent(s).

Detailed information relative to referral procedures and special education rules and regulations are available through your building principal. In addition, the booklet entitled, A Parents' Guide: The Educational Rights of Students with Disabilities (2001) is available during registration, or can be obtained through the school principal or at the Rosalie Jones Administration Center.

## **Information Regarding Section 504 Act of 1973**

The policy of the Board of Education is to forbid discrimination on the basis of any disability, regardless of the nature or severity of the disability. It is the intent of the district to ensure that students who have an identified disability within the definition of Section 504 of the Rehabilitation Act of 1973, and whose disability may be impacting a major life function, be evaluated and if appropriate, provided with reasonable educational accommodations, modifications, and supports as warranted. For additional information, please contact the building 504 coordinator or principal.

## **Birth to Three Referrals**

Screening for children under three years of age will be offered by the DayOne Network. The Batavia School District will assist with these referrals when parents suspect their child has a disability or serious

developmental delays. Children, ages birth through two years 11 months, who are found to have a developmental disability or to be at risk of a developmental delay will be referred to an appropriate birth-through-two program. Information regarding DayOne can be obtained at [www.dayonenetwork.org](http://www.dayonenetwork.org) or [630.879.2277](tel:630.879.2277).

### **Screening for Children Ages Three to Five**

Screening for children under three years of age is offered by the Batavia Public Schools and takes place at the Early Childhood Center at AGS. Please call [630-937-8000](tel:630-937-8000) for screening dates and times. An Early Intervention specialist will be available to speak with parents regarding concerns they may have about their child's development and , at parent request, can make a referral to the birth -two program at Day One Network for further evaluation and services deemed necessary. More information regarding DayOne Network can be obtained at [www.dayonenetwork.org](http://www.dayonenetwork.org) [630-879-2277](tel:630-879-2277).

### **Medicaid Fee for Services**

Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve special education services. If Medicaid eligible, therapy and diagnostic services provided to children are partially reimbursable. Unless the parent/guardian objects in writing, the Batavia School District will claim Medicaid reimbursement for services provided. These claims will have no impact on the family's ability to receive Medicaid funding either now or in the future. If you do not wish this release of information related to Medicaid claims for your child, please contact the Student Services Office at [630.937.8836](tel:630.937.8836).

### **Student Records**

School student records are confidential and information from them shall not be released other than as provided by law. Any record that contains personally identifiable information or other information that would link the document to an individual student is a school student record if maintained by the District, except: (1) records that are kept in the sole possession of a school staff member, are destroyed not later than the student's graduation or permanent withdrawal, and are not accessible or revealed to any other person except a temporary substitute teacher, and (2) records kept by law enforcement officials working in the school. State and federal law grant students and parent(s)/guardian(s) certain rights, including the right to inspect, copy, and challenge school records. The information contained in school student records shall be kept current, accurate, clear and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but parent(s)/guardian(s) shall have the right to object to the release of information regarding their child. However, the District will comply with an ex parte court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the students' parent(s)/guardian(s).

Specific district procedures governing classification, review, challenge, and disclosure of student records are listed below:

- Student Permanent Record The student's permanent record will consist of the following information: Basic identifying information, academic transcripts, attendance records, health records, accident records, and report cards, if applicable.
- Student Temporary Record The student's temporary record shall consist of all information not required to be in the student permanent record. This includes the following information: Immediate family information, standardized test score data, staffing reports from special education resources and psychological and social work reports.
- A parent or any person specifically designated as a representative by a parent shall have the right to inspect and copy all the student's permanent and temporary records at a cost not to exceed thirty five (35) cents per page.
- District #101 shall obtain the written consent of the parent of the student or the eligible student before disclosing any information from the student other than directory information. Parents may request copies of said information prior to disclosure or release.
- District #101 will forward student's educational records:
  - to a school in which the student intends to enroll when a signed release has been filed, or
  - to a school in which a student has already enrolled upon request from the school's records officer.

Parents have the right to review and challenge the information contained in a school's student record prior to transfer of the record to another school district.

- Prior written consent for disclosure of personally identifiable information by District #101 from the education records of a student is not required in the following situations:
  - To other school officials, including teachers, within the school district,
  - To comply with a judicial order,
  - To parents of a dependent student,
  - To organizations (Federal, State and local) conducting studies for or on behalf of a school district for the purpose of developing, validating, or administering predictive tests and improving instruction provided that there will be no personal identification of students or their parents,
  - To appropriate parties in a health or safety emergency,
  - To determine the eligibility, amount, and conditions associated with student designated directory information.
- financial aid,
- To accrediting organizations in order to carry out their accrediting functions, or The parent of a student or an eligible student may request District #101 school officials to amend his/her educational records exclusive of academic grades, when it is believed that the information contained in the education records of the student is inaccurate, misleading or violates the privacy of the student.
- No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit or insurance, the securing by an individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under the Act or these regulations.

School District #101 adheres to the following record destruction schedule:

- Permanent records are destroyed 60 years after a student has left the district.
- Temporary records are destroyed 5 years after a student has left the district.
- Parents of children under 18 years of age may request a copy of their child's records prior to the destruction date at thirty five (35) cents per page.