

KG Beginning of School Packet

Dear Parent/Guardian:

Please take the time to read through all of the information contained in this packet. Even though this may not be your first year in our District, some of this important information has changed or is new. Complete and return the sign off sheets to your child's teacher by Friday, September 9, 2011!

Please make sure your child does not arrive at school prior to 8:20 a.m. unless they have made an appointment with a specific staff member or are in band. We do not have supervision prior to that time. Make sure your child is also aware of after school arrangements, such as rides home, prior to the school day. Students will not be interrupted during class time to relay messages. Supervisors will escort students to the office if you are late picking up your child at dismissal time. You will need to buzz in at the main entrance and come to the office to sign out your child.

If your child will not be in school at the beginning of the school day, you must call the attendance line at 838-0737 **ext 2** and leave a message by 9 a.m. This is for all attendance issues (absences, tardies, appointments, etc.) and homework requests for absent students. All students arriving late to school for any reason must sign in at the office.

Student cell phones must be kept off and in the student's locker during the school day. Cell phones may only be used outside after school. They may not be used in any manner that will cause disruption to the educational environment, violate student conduct rules, or used as a camera in the building. Bringing a cell phone to school is at the student's own risk. The school cannot be held responsible for lost or stolen cell phones.

Parents of students in grades 4-8 are able to view grades and attendance information through ParentConnect. A password is required to access the system. Password information must be picked up and signed for by a parent/guardian in the office.

Parent/Student/Teacher Handbook

Please take the opportunity to review together with your child the Parent/Student/Teacher Handbook in your child's 2011-2012 School Agenda. It is available on our website. This handbook is designed to help you and your child understand the discipline policies and practices of the school. It also has information regarding grading, important school events and dates, and general District 91 information. Please contact the office if you would like a paper copy sent home with your child.

After reading and discussing this information with your child, please sign the last page of this packet indicating that you have received and understand the information contained in the 2011-2012 handbook. If you have any questions pertaining to the information in this handbook, please do not hesitate to call the school at 838-0737.

Social Promotion /Retention Policy

In compliance with the State of Illinois, every school must have a policy that addresses the issue of students receiving failing grades. The State of Illinois has mandated that no student be promoted to the next grade level solely based on social reasons. Every child must be in good standing (passing) academically in order to be promoted to the next grade level at the end of the school year.

The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance based on Illinois Standards Achievement Tests and other testing. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine

remedial assistance for a student who is not promoted. To assist our students, we will be providing homework help and computer lab time each afternoon (except on early dismissal days), Monday through Thursday from 3:10 – 4:00 p.m. in the Kelvin Grove LRC. We will have a staff member in the LRC each afternoon to assist students with homework and academic questions. It is our goal to provide District 91 students every opportunity to be successful.

Emergency School Closings and Student Safety

It will be the responsibility of the Superintendent to take such action, as he/she deems appropriate for the schools within his/her jurisdiction. If there is a weather emergency or any other emergency and the schools of District 91 must be closed, the closing will be announced on local radio station **WJOL-1340 AM, posted on the District website- www.d91.net, and households will be contacted through our automated ConnectEd Service.** Please listen to the radio station for information. ***PLEASE REFRAIN FROM CALLING THE SCHOOLS FOR THIS INFORMATION.*** Any family that has had a change in home, work, or cell phone numbers should complete a new ConnectEd form. Please contact the school if you have NOT completed a ConnectEd form.

Student safety is our District's top priority. In addition to physical safety, the District is concerned with students' emotional well-being and will help students cope with an emergency or disaster and its aftermath. The following outlines our emergency and disaster response plans:

Safety Plans- The District has plans for all four phases of emergency and disaster management:

1. Preparedness - planning for an emergency or disaster event;
2. Response - planned response to an emergency or disaster event;
3. Recovery - the process of returning to normal operations; and
4. Mitigation - steps taken to minimize the effects of an emergency or disaster.

These phases are covered in each school's site-based safety plan based on the District 91 Crisis Management Plan.

Communications- The District monitors the Homeland Security Office and other emergency preparedness resources. The District will disseminate emergency information via its website, information hotline, through the media, and by telephone contact (ConnectEd).

Emergency Responses- Emergency responses will depend on the circumstances and may include evacuation or lockdown. For evacuation purposes, each school has at least one off-campus site where students and staff assemble to be accounted for and temporarily housed. If the threat is chemical or biological in nature, to avoid contamination, we may ask that no one enter, or leave, the building until it is safe to do so. In the event your child's school is evacuated, the school will attempt to notify you through the Connect-Ed website as soon as possible at the home and/or emergency telephone numbers you provided. The school will also notify news media and place the information on the District's website. Additional instructions will be given in the event of an evacuation, including alternative methods to return your child home.

Cooperation and Assistance Request- During any emergency or potential disaster and for the safety of all students and staff, we request that you follow the instructions of the District's Administrators. These instructions will be widely disseminated.

Defamatory or disruptive behavior will only lessen our response effectiveness. If you have any questions regarding this procedure, please feel free to contact the District 91 office; or your child's Principal. We do ask that you refrain from calling the school offices during an emergency. In the meantime, thank you for your cooperation and support.

Illinois Textbook Loan Program

District 91 utilizes the State of Illinois Textbook Loan Program in our schools when available. Please indicate on the back page of this packet that you understand our District obtains some textbooks through this program. This does not mean your child is requesting free textbooks.

Illinois Department of Public Aid/Medicaid & Student Insurance

Milne / Kelvin Grove School District 91 is a "Health Care Service Provider" with the Illinois Department of Public Aid/Medicaid. Per this providership, the school district will receive federal funds for health care services provided to a student with Medicaid health care coverage. Please complete the Health Care Coverage portion of the back page of this packet. Families seeking additional insurance coverage or without insurance may purchase low cost student insurance, please use the insurance pamphlet included or which may be obtained in either school office at any time during the school year.

Textbook Damage Policy

According to District 91 Board policy 4:140, students receiving textbooks must pay for any textbooks not returned in satisfactory condition. Satisfactory condition means that the textbook may be reissued to another student without any repairs (rebinding, etc.)

All parents should review their child's textbooks for existing damage within the 1st two weeks of school. If you note any damage on your child's textbook(s), please document in writing to your child's teacher for that class, (or complete and return the textbook damage form), by September 9th. *If pre-existing damage is not documented in writing by this date, you are responsible for all book fines assessed at the end of the school year.* Please note: students that have had registration fees waived are NOT EXEMPT from textbook fines. Any unpaid fees/fines are subject to referral to an outside collection agency.

Rebinding Fee: \$15

Page Damages: \$1-\$10

Replacement cost of a lost or unusable book will depend on the cost of the book in question.

Please note that textbooks cannot be continuously rebound, you may be assessed the cost of replacement.

2011-2012 Kelvin Grove Yearbook—ON SALE NOW!!!!

Kelvin Grove School will be offering yearbooks again this year. Students interested in reserving a copy of the yearbook should do so now. As of today's date, the cost of the yearbook for 2011-2012 is \$18.00. Please keep in mind that if you do not pre-order your yearbook, a limited number of extra yearbooks are sold at a higher cost on a first come-first served basis on the last day of school only. Students in fourth through eighth grades are included in the yearbook. Students at Kelvin Grove do not receive individual class photos.

Student Information Changes

If you experience any changes in address, phone numbers, or emergency contact information during the school year, please be sure to contact the appropriate school office. If you have a change of address, you must provide the appropriate District residency documentation within 30 days. If there is a change of custody of a child, the school must be advised and updated documentation must be in the student's file.

Offender Community Notification Law, 730 ILCS 152/120:

Information about sex offenders is now available to the general public in Illinois. Parents can access the statewide database via the Illinois State Police website at <http://www.isp.state.il.us>. The database will also include a mapping system, where the public is able to identify registered sex offenders living within 5 miles of any given address. You can also find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo>

District 91 Web site

Please be sure to visit our District 91 website on a regular basis. It contains the most up to date information concerning our schools. Make www.d91.net one of your favorites and check it daily. The District 91 Activity Calendar and the current school year calendar are available at D91 Online for student, community and staff convenience. The activity calendar is updated on a weekly basis.

Handouts and Flyers

At Kelvin Grove, we reserve Thursdays as the day to send home approved handouts. In an effort to save paper, all District handouts will be posted on our website. Please be sure to ask your child for this information. In the event of time sensitive materials, information could go home on a different day. All monthly building newsletters are sent electronically and are also available on our website. To ensure we have up to date emails, please include your email information on the sign off page. If you do not have electronic access, paper copies can be picked up in the school office.

Outstanding Fees and Fines

Please be advised that District 91 employs Green Flag Profit Recovery by Transworld Systems to collect any unpaid fees and fines owed to District 91 per Board Policy 4:140. Students in eighth grade that have outstanding fees or fines may not be eligible to participate in end of the year activities including, but not limited to, class field trip, field day, the graduation dance or graduation ceremony. It is your responsibility to make sure your account is kept current. District 91 currently offers the convenience of making payments online thru the E-pay system. Check it out on our website.

No Trespass Notice

FOR ALL GROUNDS, BUILDINGS, ACTIVITIES AND VEHICLES ENTERING UPON THE PREMISES OF LOCKPORT SCHOOL DISTRICT 91- This NOTICE is to personally inform you that you are not permitted on **THE GROUNDS, OR IN ANY BUILDINGS, OR AT ANY ACTIVITIES, OR IN ANY VEHICLES ON THE PREMISES OF LOCKPORT SCHOOL DISTRICT 91** if you are in possession of any of the following:

RIFLE, HANDGUN, SHOTGUN, AIR RIFLE or AIR GUN, BB GUN, AIR SOFT GUN, PAINTBALL GUN, PELLET GUN or any LOOK-ALIKE GUN of any kind that a reasonable person would believe to be a real gun regardless of the distance at which that person might see it, KNIFE, DAGGER, DIRK, RAZOR, STILETTO, SWITCHBLADE, THROWING STAR, or any other object used or attempted to be used to cause bodily harm.

Any person who, without legal authority, disobeys this notice may be charged with **Criminal Trespass to State-Supported Land** and/or **Trespass to Common School Lands**. Criminal Trespass to State-Supported Land is a Class A misdemeanor. You can be arrested. If you are convicted, you can be punished by up to one year in the Illinois Department of Corrections, Juvenile Division, and if you are 17 years of age or older, by up to 364 days in jail. Trespass to Common School Lands is a petty offense and subject to a fine.

Animals in the Classroom

Animals may be brought into school facilities for educational purposes according to procedures developed by the Superintendent and in accordance with Policies 6:100 and 6:100-E. An application for this purpose must be completed and approved. Any questions or concerns regarding this policy should be directed to the building principal.

Volunteers

We would like to invite you to be a volunteer this year. There are many ways you can help out. With your help, we can make this a great year for all our students! If you are able to volunteer, please indicate on the second page of the sign off sheet. All volunteers must complete Volunteer Form 6:250-E annually which is available on the website or in the school office.

Student Name _____ Grade ____ 1st Period Teacher _____

Please return this signed form to your teacher by Friday, September 9, 2011.

Parent/Student/Teacher Handbook

I acknowledge that I have reviewed and discussed the 2011-2012 Parent/Student/Teacher Handbook.

Student Signature _____ Date _____

Parent Signature _____ Date _____

Social Promotion / Retention Policy

I have read and understand the Social Promotion/Retention Policy for Kelvin Grove School.

Parent/Guardian Signature _____ Date _____

Illinois Textbook Loan Program

I understand that District 91 utilizes the State of Illinois Textbook Loan Program in our schools.

Parent/Guardian Signature _____ Date _____

Health Care Coverage

My child has: ___ Private Health Insurance ___ No Health Care Coverage

___ Medicaid Coverage (*Please complete below*)

- Nine digit "Recipient Number" _____

- Name listed on your "Medi-Plan Card" _____

Textbook Damage Policy

I have read the information pertaining to textbook damage and understand it is my responsibility to document in writing any pre-existing damage to my child's textbook(s). I further understand that I am responsible for damage to any textbook that is issued to my child that would occur during the school year. Completed Textbook Damage Forms are due by September 9, 2011.

Parent/Guardian Signature _____ Date _____

Email Information

Please use the following email address(es) for electronic transmission of Building Newsletters and Important Information:

Parent Email #1: _____

Parent Email #2: _____

Please be sure to also complete the other side of this page!

Student Name _____ 1st Period Teacher _____

No Trespass Notice

I have read and understand the No Trespass Notice provided in this handout.

Student Signature _____ Date _____

Parent Signature _____ Date _____

Use of Animals in the Classroom

I understand that animals may be used in the classroom for educational purposes in accordance with Policies 6:100 and 6:100E. Experiments on living animals are prohibited; however, behavior studies that do not impair an animal's health or safety of an animal are permissible. The dissection of dead animals or parts of dead animals shall be allowed in the classroom only when the dissection exercise contributes to or is a part of an illustration of pertinent study materials. All dissection of animals shall be confined to the classroom and must comply with The School Code. Students who object to performing, participating in, or observing the dissection of animals can be excused from classroom attendance without penalty during times when such activities are taking place. No student will be penalized or disciplined for refusing to perform, participate in, or observe a dissection. The Superintendent or designee shall inform students of: (1) their right to refrain from performing, participating in, or observing dissection, and (2) which courses contain a dissection unit and which of those courses offers an alternative project.

Parent Signature _____ Date _____

Volunteers

All in school and field trip volunteers must complete a Volunteer Background Check Form *prior to any volunteering activity*. The form is available on our website, or in either school office. Please be sure to allow sufficient time for the background check to be conducted.

___ I am able to help out during the school day with:

- | | | |
|---|----------------------------|---------------------|
| ___ Classroom Help | ___ Library Help | ___ Copying |
| ___ Laminating | ___ General Office Help | ___ Class Parties |
| ___ Chaperone Field Trips | ___ Picture Day Assistance | ___ Homeroom Parent |
| ___ School Store (seeking volunteers to man the school store during the school day) | | |
| ___ Donations to School Store (monetary donations may be sent to the offices) | | |

___ Other: _____

___ I am able to do work at home to help out with bulletin boards, etc.