

## **Milne Grove 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 changes from year to year.**

Please make sure your child does not arrive at school prior to 8:20 a.m. 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 in class 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 815-838-0737 ext. 2 and leave a message by 9:00 a.m. This is for all attendance issues (absences, tardies, appointments, etc...) and homework requests for absent students.

As a reminder: Student cell phones must be kept off and in the student's backpack 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.

This packet contains: Parent/Student Handbook Information, Social Promotion/Retention Policy, Emergency School Closing/Student Safety, Illinois Textbook Loan Program, Medicaid/Insurance, Textbook Damage, Yearbook Info, Student Information Changes, Sex Offender Notification, District Website, Handouts/flyers, Outstanding Fees & Fines, No Trespass Notice, Animal in Classroom Guidelines, Volunteer Survey, Board of Education Invite, 2011-12 Final Calendar, Back to School Dash Information, and sign off sheet. Additional documents to look for on our website: Free and Reduced Lunch Eligibility Guidelines and Application, MG Yearbook Order Form, and MG Expectation Night Flyer.

**Please read this packet. Complete and return the sign off sheet to your child's teacher by Friday, September 2, 2011!**

### **Parent/Student Handbook**

Please take the opportunity to review together with your child the 2011 - 2012 Milne Grove Parent/Student Handbook that was sent home with your child last week. It is also available on our website. This handbook is designed to help you and your child understand the discipline policies and practices of Milne Grove School. It also has information regarding grading, important school events and dates, and general District 91 information.

After reading and discussing this information with your child, please sign the back page of this packet indicating that you have received and understand the information contained in the handbook. If you have any questions pertaining to the information in this handbook, please do not hesitate to call the school at 815-838-0542.

### **Social Promotion /Retention Policy**

This is to inform you of our Social Promotion Policy at Milne Grove School. 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, 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 Tuesday through Thursday from 3:10 – 4:00 p.m. for students that are recommended by their teacher. We will have one staff member to assist students with homework and academic questions. It is our goal to provide students every opportunity to be successful at Milne Grove.

### **Emergency School Closing/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 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](http://www.d91.net), and households will be contacted through our automated Connect-Ed Service.** **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 Connect-Ed form. Please contact the school if you have NOT completed a Connect-Ed 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.

#### **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 system 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, please feel free to contact the District office, or your child's Principal. In the meantime, thank you for your cooperation and support.

District Website Address: [www.d91.net](http://www.d91.net)

### 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. If you desire to purchase student insurance, please contact the school office.

### 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 first two weeks of school. If you note damage on your child's textbook(s), please document in writing to your child's teacher for that class by September 2nd. *If pre-existing damage is not documented in writing by this date, you are responsible for book fines assessed at the end of the school year.* Any unpaid fees/fines are subject to referral to an outside collection agency.

Book rebinding fee is \$15.00

Damage to pages runs from \$1-\$10

Replacement cost of a lost or unusable book will depend on the cost of the individual book in question. Please note that books cannot continuously be rebound. If you have a textbook that has already been rebound, you may be assessed the cost of replacement.

### 2011-2012 Milne Grove Yearbooks—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.

### 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 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, the school must be advised and 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's website at: <http://www.isp.state.il.us/sor/>. 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](http://www.d91.net) one of your favorites and check it daily. The District 91 Activity Calendar is now available at [www.d91.net](http://www.d91.net). The District 91 Activity Calendar (in addition to the school year calendar) has been added to D91 Online for student, community and staff convenience. Look for the green "activity calendar" icon on the web site. The activity calendar will be updated on a weekly basis. Stay connected to District 91 events and visit us at [www.d91.net](http://www.d91.net). Contact Mrs. Bruemmer at 815-838-0737, ext 109 or email [sbruemmer@d91.net](mailto:sbruemmer@d91.net) with questions.

### **Handouts and Flyers**

At Milne Grove, we frequently send home approved handouts, lunch order forms, correspondence, and flyers. Please be sure to ask your child for this information.

During the 2011-2012 school year, you will be able to receive Milne Grove Newsletters in the following ways:

- Electronically – please provide an e-mail address
- On the Web – follow the Newsletter link under the For Parents section on [www.d91.net](http://www.d91.net)
- Milne Grove Office – if you do not have an e-mail account or access to the Internet, a paper copy can be picked up at the Milne Grove office

If you would like the monthly newsletter e-mailed to you please provide us with your e-mail address by filling out the form at the end of this packet. A lot of information is shared in the newsletters, so please be sure to read them!

### **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. It is your responsibility to make sure your account is up-to-date! 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 volunteer at Milne Grove School 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 help out, please indicate on the sign off sheet. In addition, all must complete Volunteer Form 6:250-E annually; this form is available on the website or in the school office.

Please contact your child's teacher if you are interested in volunteering for classroom needs and/or events.

**PLEASE JOIN US!!!**

**September 13, 2011  
7:30 p.m. in the KG LRC**

Please join us on  
Tuesday, September 13, 2011 at 7:30 p.m.  
in the Kelvin Grove LRC for a  
Public Hearing on the District 91 Budget  
for 2011-2012 during the regularly  
scheduled monthly Board of Education  
meeting.

Take the opportunity to get involved in  
**YOUR SCHOOL DISTRICT** and gain an  
understanding of the financial outlook of  
your schools! **Be Informed!**

**Lockport School District 91**  
**Milne Grove / Kelvin Grove**  
**2011-2012 School Calendar**

August 3	Fall Registration 2pm-6pm	January 16	<b>M.L. King's Birthday – No School</b>
August 4	Fall Registration 9am-2pm	January 20	Report Cards Distributed
<b>August 22</b>	<b>Teacher's Institute – No School</b>	<b>February 2</b>	<b>11:30 Dismissal-School Improvement Day</b>
<b>August 23</b>	<b>Teacher's Institute – No School</b>	February 10	Midterm
<b>August 24</b>	<i>First day of School for grades 1-8</i> <b>Dismissal at 11:30-Teachers' In-Service</b> Preschool & Kindergarten Open House 6:00-7:30	February 17	Progress Reports Distributed
August 25	First full day of School 8:30-3:10 1 <sup>st</sup> day for Kindergarten Students	<b>February 20</b>	<b>No School-Presidents' Day</b>
August 30	KG Expectation Night Gr. 4/5 at 6pm, Gr. 6-8 at 6:30pm	February 22	Spring Pictures at KG
September 1	MG Expectation Night Grades 1-3 6:30 – 8:00	March 1	Kindergarten Round-Up Registration
<b>September 5</b>	<b>Labor Day – No School</b>	<b>March 2</b>	<b>No School- Teachers' Institute Day</b>
<b>September 15</b>	<b>11:30 Dismissal- School Improvement Day</b>	<b>March 5-March 16</b>	<b>ISAT Testing/Make-Up Testing</b>
September 23	Midterm	March 16	End of Quarter
September 26	Fall Pictures	March 20	Spring Pictures at MG
September 30	Progress Reports Distributed	<b>March 23</b>	<b>11:30 Dismissal-School Improvement Day</b>
<b>October 7</b>	<b>11:30 Dismissal-School Improvement Day</b>	March 23	Report Cards Distributed
<b>October 10</b>	<b>Columbus Day – No School</b>	<b>March 26-30</b>	<b>Spring Break-No School</b>
October 28	End of Quarter	April 2	School Resumes at 8:30 am
November 4	Report Cards Distributed	<b>April 6</b>	<b>No School</b>
<b>November 10</b>	<b>Parent/Teacher Conferences – (aft/eve)</b> <b>Students not in Attendance</b>	<b>April 9</b>	<b>No School</b>
<b>November 11</b>	<b>Parent/Teacher Conferences – (morn/aft)</b> <b>Students not in Attendance</b>	April 20	Midterm
November 16	Fall Picture- Retakes	<b>April 25</b>	<b>11:30 Dismissal- School Improvement Day</b>
<b>November 23</b>	<b>No School</b>	April 27	Progress Reports Distributed
<b>November 24</b>	<b>Thanksgiving Day – No School</b>	May 3	Kindergarten Visitation & Screenings
<b>November 25</b>	<b>Thanksgiving Vacation – No School</b>	May 8	3 <sup>rd</sup> Grade Step Up Day
December 2	Midterm	<b>May 17</b>	<b>11:30 Dismissal-School Improvement Day</b>
December 9	Progress Reports Distributed	May <b>TBA</b>	Jr. High Awards Night 6:00pm
<b>December 22-January 3</b>	<b>Winter Break-No School</b>	May <b>TBA</b>	8 <sup>th</sup> grade at Great America
January 4	Schod Resumes at 8:30 am	May <b>TBA</b>	KG Field Day
January 5	Graduation Pictures/Gown orders placed	May 25	MG Field Day
January 13	End of Quarter	<b>May 28</b>	<b>No School - Memorial Day</b>
		May 29	Graduation Dance
		<b>May 30</b>	<b>Projected Last Day of School</b> <i>Projected Kindergarten Ceremony 10:30am</i> <b>11:30 Dismissal-School Improvement Day</b> <i>Report Cards &amp; Yearbooks Distributed</i> <i>Graduation Ceremony 7pm at LTHS 7pm</i>
		<b>May 31</b>	<b>No School- Teacher's Institute</b>
		June 4-8	Emergency School Days

Please note: The District 91 Board of Education currently meets on the second Tuesday of each month at 7:30 in the Kelvin Grove LRC. Please be aware that changes or updates may be necessary during the course of the school year. If it is necessary to make up any school days, the end of the year calendar will be changed! Always keep up to date at [www.d91.net](http://www.d91.net)

# Join the District 91 PTO for the 1<sup>st</sup> Annual Back to School Dash!

## September 24, 2011

### Race Information

#### Schedule

8:00–3:45 A.M.	Registration
9:00 A.M.	Race Starts
10:00 A.M.	Post Race Party/Awards

#### 5K Fun Run/Walk

The Back to School Dash route consists of paved roads and a few hills. The route is accurately marked and measured. There are mile splits, a police escort, and a water station. Official results will be kept by RACETIME.

#### Fees:

Pre-registration (by 9/17/2011)  
 Adults: \$20.00  
 Children: \$10.00

Fee includes t-shirt, refreshments, raffle entry and "goody bag"

#### Awards

**First Overall Male/Female and, Top three male/female finishers in each age division:**  
 10 and under  
 11-14  
 15-18  
 19-29  
 30-39  
 40-49  
 50 and over

#### Convenient Registration

Online: [www.sigmeup.com](http://www.sigmeup.com)

Mail to: Kelvin Grove School

Attr: H. Waxweiler  
 808 Adams Street  
 Lockport, IL 60441

Check  Cash

Pre-Registration Deadline: 9/17/2011

Pre-Race After 9/17

Adult \$20 \$25  
 Child \$10 \$15

**All Fees are Non-Refundable**

### District 91 PTO Back to School Dash

Last Name  First Name

Street Address  City  State  Zip

Phone Number

Date of Birth  Age (9/24/2011)  Gender

**T-Shirt Size: (please circle size)**

Adult:  S  M  L  XL  Child:  S  M  L  XL

I have read the accompanying event information and understand the policies of the event. I know that running and walking is a potentially hazardous activity. I should not enter unless I am medically able and properly trained. I assume all risks associated with my voluntary participation in this event, including but not limited to, falls, contact with other participants, the effects of the weather, traffic and road conditions; all such risks being known and appreciated by me. Knowing these facts, and in consideration of your accepting my entry, I for myself, my heirs, executors, administrators, or anyone else who might claim on my behalf, covenant not to sue and WAIVE, RELEASE and DISCHARGE District 91, all sponsors, race officials, workers, volunteers, their representatives, successors or assigns, for ANY AND ALL claims or liability, whether foreseen or unforeseen, for death, personal injury or property damage arising out of or in the course of my participation in this event. I further grant permission to the above mentioned sponsors, organizers, and or agent authorized by them, to use any photographs, videotapes, motion pictures, recordings or other record of the event for any reasonable purpose.

Signature (parent if under 18)

Student Name \_\_\_\_\_ Teacher \_\_\_\_\_ Grade \_\_\_\_\_

Please return this form to your child's teacher by Friday, September 2, 2011.

**Parent/Student Handbook**

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

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**Social Promotion / Retention Policy**

I have read and understand the Social Promotion/Retention Policy for Milne 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 17, 2010.

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 \_\_\_\_\_ Teacher \_\_\_\_\_ Grade \_\_\_\_\_

**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 offer 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:

- \_\_\_ Picture Days
- \_\_\_ Office Help (copying, laminating, sorting)
- \_\_\_ Crossing Guard at Milne Grove's driveways from 3:10 – 3:20  
(You can choose the day(s) of the week!!)
- \_\_\_ Power ½ Hour from 2:30 – 3:00
- \_\_\_ Donations to School Store (monetary donations may be sent to the office)
- \_\_\_ Other: \_\_\_\_\_
- \_\_\_ I am able to do work from home to help out with teacher projects, bulletin boards, etc.

**Thank you for taking the time to read this information and complete this form!**