

Milne Grove Beginning of School Packet 18-19

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.

Notes regarding attendance/arrival/dismissal procedures:

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 (**Dial Option 1**) 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. Homework must be specifically requested, or it will be provided to the child upon his or her return to school.

Please make sure your child does not arrive at school prior to 8:20 a.m.; we do not have adult supervision prior to that time. It is very helpful when your child is aware of after school arrangements, such as rides home, prior to the school day. Students cannot be interrupted in class to relay messages. If you arrive at school late in the morning, you must bring your child to the office and sign him/her in (**enter through Door A**). All students arriving late to school for any reason must sign in at the office.

At the end of the day, 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. All adults who sign out students from our office (whether during or after school) **MUST** show their drivers license **AND** be on the child's emergency contact list.

As a reminder: We prefer students leave ALL electronics at home; however, if a student must bring a cell phone - 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. Similarly, personal electronics and other personal items are not permitted at school.

Please read this packet.

**Complete and return the sign off sheets to your child's teacher by
Friday, August 31st!**

Student /Parent/Teacher Handbook

The Student/Parent/Teacher Handbook may be found on our website. If you are unable to view the handbook, or if you desire a printed copy, it is also available in the school office. 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, attendance policies, 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.

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, performance on grade level assessments and **NOT** on age or social reasons. Please review the handbook for eligibility requirements. To assist our students, we will be providing the Homework Help programs during the week from 3:10 – 4:00 p.m. for students that are recommended by their teacher. It is our goal to provide students every opportunity to be successful at Milne Grove; please ask your teacher for more information.

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, and households will be contacted through our automated Blackboard Connect Service.**

PLEASE--REFRAIN FROM CALLING THE SCHOOLS FOR THIS INFORMATION AS LINES NEED TO REMAIN OPEN FOR COORDINATION WITH EMERGENCY MANAGEMENT AGENCIES. Any family that has had a change in home, work, or cell phone numbers should complete a new EduLink form. Please contact the school if you have NOT completed a EduLink 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 (www.d91.net), information hotline, through the media, and by telephone contact(EduLink).

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 EduLink 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.

Illinois Department of Public Aid/Medicaid & Student Insurance

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 who are without insurance may purchase low cost student medical and/or dental accident insurance.

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 August 31st. *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: \$15.00 Damage to Pages: \$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.

2018-2019 Milne Grove Yearbooks—ON SALE NOW!!!!

Milne 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 2018-2019 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.

Sex 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 one of your favorites and check it daily. The District 91 Activity Calendar is now available at www.d91.net. The District 91 Activity Calendar and the school year calendar are available online.

Early Entrance and Grade Acceleration

In alignment with new board policy 6:135, parents and other individuals may request a child be evaluated for early entrance to Kindergarten or First Grade. Children may also be requested for evaluation for a single subject or multiple subject grade acceleration. Parents/Guardians and other individuals must notify the principal by January 31st and testing will take place in February for the following school year. If you have any questions, please contact the Principal.

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 2018-2019 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
- 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 a collection agency 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. All volunteers must complete Volunteer Form 6:250-E annually; this form is available on the website or in the school office.

Student Name _____ Teacher _____ Grade _____

Please return this form to your child's teacher by Friday, August 31, 2018.

Parent/Student Handbook

I have reviewed and discussed the 2018-2019 Parent/Student Handbook with my child.

Student Signature _____ Date _____

Parent Signature _____ Date _____

Promotion / Retention Policy

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

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 August 31, 2018.

Parent/Guardian Signature _____ Date _____

Email Information

Please use the following email address(es) for electronic transmission of Building Newsletters and Important Information: (if email address has not changed since registration, write same)

Parent Email #1: _____

Parent Email #2: _____

_____ Please initial if you do not have an email account and will not be able to access information on the D91 website.

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:

Classroom Library Class Parties Lunchroom

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!!)

Field Trips Picture Day School Store

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!