

ALGONQUIN ROAD SCHOOL



PARENT/STUDENT HANDBOOK 2011-2012

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1.0 INTRODUCTION

Welcome to School District 3 and to Algonquin Road School! Please read this handbook carefully so that you will be familiar with how our elementary school operates.

The School District 3 Staff is dedicated to providing students with the best education possible. We take this responsibility seriously and depend upon student and parent support in helping us achieve this goal.

We are looking forward to a successful school year and would like to invite you to become actively involved in our school's activities. You can contact either school or the District Office at the following addresses and telephone numbers:

Algonquin Road School	ARS	
975 Algonquin Road	1st bell	8:20 a. m.
Fox River Grove, IL 60021	school starts	8:30 a. m.
847/516-5101 – phone	school ends	3:10 p. m.
847/516-9058 – fax		

Fox River Grove Middle School	MS	
401 Orchard Street	1st bell	7:45 a. m.
Fox River Grove, IL 60021	school starts	7:50 a. m.
847/516-5105 – phone	school ends	2:40 p.m.
847/516-5104 - fax		

School District 3
403 Orchard Street
Fox River Grove, IL 60021
847/516-5100 – phone
847/516-9169 – fax

District 3 Web Site – www.dist3.org

We hope you will find this handbook helpful. If you have any questions, feel free to contact us.

2.0 REGISTRATION INFORMATION

2.1 Registration Process and Fees

Parents who wish to enroll their children in kindergarten must have an official birth certificate and must complete the “Welcome to Kindergarten” Registration Form. Medical, eye and dental forms may also be obtained at that time. Parents enrolling children who previously attended school in another district must also have an official birth certificate for the student.

It is important for the school office to have accurate emergency information for each child on the student's registration sheet. When completing this sheet, please make sure that you designate someone as a contact in case an emergency arises, and we cannot reach you. **It is best if the emergency contact is someone who lives in the area.**

The registration fee for kindergarten through fourth grade students is \$130.00. Visit www.dist3.org , under registration, to view policy on “Early Entrance for Kindergarten/First Grade”

2.2 Waiver of Student Fees

The superintendent will recommend to the Board of Education any fees that will be charged for the use of textbooks, consumable materials, extracurricular activities, and other school fees. **Students will pay for loss of or damage to schoolbooks or other school-owned materials.**

Students shall not be denied educational services or academic credit due to the inability of parent(s)/guardian(s) to pay fees and charges.

Students whose parents are unable to afford student textbook fees may receive a waiver of fees. However, these students are not exempt from charges for lost or damaged books.

Applications for fee waivers may be submitted by a student’s parent(s)/guardian(s) on an application form available from the building principal.

A student shall be eligible for a fee waiver when:

1. The student is currently eligible for free lunches or breakfasts pursuant to 105 ILCS 125/1 et seq.; or
2. The student or student’s family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families with Dependent Children).

The building principal will give additional consideration when emergency situations are present.

The parent(s)/guardian(s) should submit written evidence of eligibility for waiver of the student’s fee. A separate application form should be submitted for each fee assessed to each student.

The superintendent will notify the parent(s)/guardian(s) promptly as to whether the fee waiver request has been granted or denied. A denial of a fee waiver request may be

appealed to the Board of Education by submitting the appeal in writing to the president of the school board within 14 days of the denial. The board president or his/her designee will respond within 14 days of receipt of the appeal. The decision of the Board is final and binding.

Questions regarding the fee waiver request process should be addressed to the building principal's office.

2.3 Physical Examinations

All students are required to have a complete physical examination within one year prior to entrance into kindergarten and into sixth grade. The same requirement shall apply to any student (regardless of grade) transferring to Fox River Grove Public Schools from another state. Each student shall also show proof of immunization against communicable diseases as required by the Illinois Department of Public Health. Physical exam forms are due by October 15th or student will be excluded from school.

2.4 Dental Exam Requirement

All children in kindergarten, second, and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the Illinois Department of Public Health. School dental examinations must be completed within 18 months of the May 15th guideline.

If a child in second or sixth grade fails to present proof by May 15th, the school may hold the child's report card until:

- Child presents proof of dental examination form OR
- Child presents a dental examination waiver form OR
 1. Child is enrolled in the free and reduced lunch program and is not covered by private or public dental insurance (Medicaid/KidCare).
 2. Child is enrolled in the free and reduced lunch program and is ineligible for public insurance.
 3. Child is enrolled in Medicaid/KidCare, but we are unable to find a dentist or dental clinic in our community that is able to see my child and will accept Medicaid/KidCare.
 4. Child does not have any type of dental insurance, and there are no low-cost dental clinics in our community that will see my child.
- Child presents an exemption based on religious grounds (follow ISBE Administrative Rules) OR
- Child presents proof that dental examination will take place within 60 days after May 15th.

2.5 Eye Exam

All children enrolling in Kindergarten after January 1, 2008, and any children enrolling for the first time in a public, private, or parochial school after January 1, 2008, must have an eye examination and present proof of the eye examination to the school before October 15th of the school year. If not, the school may hold the child's report card, but may not deny school attendance to the child. The eye examinations shall at minimum include history, visual acuity, subjective refraction, internal and external examination,

and a glaucoma evaluation. Please provide a copy of Proof of Eye Exam, or report new eye glasses prescription to the school nurse.

The Department of Public Health will establish, by rule, waivers for children who show an undue burden or lack of access to a licensed physician or optometrist. Religious objectors are also exempt from the eye examination in accordance with other health examination religious objections in subsection 8 of Section 27-8.1. Please contact our District Nurse or District Office with any financial concerns relating to obtaining physicals, dental or vision services for your child.

2.6 Student Accident Insurance

School District 3 has added student accident and catastrophic coverage for all district students to the base school district liability coverage for the current school term at no cost to the student or family. The student accident program is being offered through Sentry Life Insurance Company and Zevitz, Redfield and Associates, Inc.

The program provides school time coverage for injuries and accidents on school property or at any school-sponsored event. This program is a secondary coverage program. It will pay first dollar benefits to a maximum of \$25,000 for injuries not covered due to a family health plan deductible or in the absence of insurance coverage.

A complete description of coverage will be provided to each family at the beginning of the school year. This information will include a summary of coverage, option rates for 24-hour coverage and a toll free number for claim purposes. Please contact the District 3 Office at 847/516-5100 if you would like more information.

2.7 New Student Enrolling in or Student Transferring from District 3

1. District 3 does not allow refusal to admit or enroll a student because of failure to present his/her student permanent or temporary record from a school attended previously.
2. District 3 will forward, within 10 days of the receipt of request, an unofficial record of the student's grades to the school to which he/she is transferring. Each school shall forward written information relative to the grade levels, mathematics and language arts placement levels, health records and a most current set of standardized test results. The district, within 10 days after the student has paid all of his or her outstanding fines and fees, forwards an official transcript of the scholastic records of each student transferring.
3. The district provides a "Student Transfer Form" (ISBE 33-78) to any Illinois public school student who is moving from a school district located in this State to verify whether or not the student is "in good standing" and their medical records are up-to-date and complete.
4. If you are homeless and don't have a **permanent address**, you have a right to enroll your child **immediately** even without school and medical records as well as lack of legal guardianship documents. Scheduling issues may not slow down the registration process. Tuition will not be charged for homeless students and residency document

requirements will not delay enrollment. For help, call our District Homeless Education Liaison, our social worker, at (847) 462-2416 or (847) 462-2373.

2.8 Supply Lists

The teachers at each grade level have made the following supply lists available. These lists are subject to change from year to year. Changes in the list will be given to the student during the first week of school.

Parents also have the option of ordering supply kits through the PTO that contain most of the following materials. These kits can only be ordered from the PTO during the spring of each year. Items printed above the line in each list are included in the supply kits. The remaining items are to be supplied by parents.

PLEASE LABEL ALL SUPPLIES WITH A PERMANENT MARKER

KINDERGARTEN SUPPLIES *

- 1 – box EACH of Crayola crayons in 24 and 48 count
- 1 – box (8 colors) washable Prang watercolor paints with brush
- 1 – box Crayola washable markers (classic colors with wide tip)
- 1 – box Crayola washable markers (classic colors with thin tip)
- 1 – large pink eraser
- 12 – #2 wooden pencils
- 2 – dozen Ticonderoga “Tri-Write” pencils, triangle shape
- 2 – box of 12 colored pencils
- 7 – Elmer’s School Glue sticks (.77 oz.) - Purple which dries clear
- 1 – pair pointed Fiskars scissors
- 1 – Clear View, 3 rings, 1.5 white binder
- 1 – 13 x 5 x 2.5 rectangular, long plastic pencil box
- 2 – heavy duty, two-pocket folders

\$2.50 in marked envelope for purchase of a school box to be purchased through teacher

- 1 – large backpack or school bag **without** wheels please
- 1 – big, old t-shirt with short sleeves and no buttons or ties (Dad’s old shirt works great)
- 2 – container of baby wipes
- 1 – box Hefty One Zip storage bags – GALLON size
- 1 – box Hefty One Zip storage bags – QUART size
- 2 – large boxes of soft tissues
- 1 – pair of white-soled or non-skid soled gym shoes (to be left at school)
- Girls only – gym shorts (to be left at school)
- 1 – pair of socks (to be left at school)
- Tape or Band-Aids for pierced ears (to be left at school)

*** Please refrain from purchasing backpacks or other items that will not fit appropriately into hallway lockers. The dimensions of the ARS lockers are 12” by 11”.**

FIRST GRADE SUPPLIES *

1 – box 24 count Crayola crayons
2 – large pink eraser
2 – glue sticks (large, washable)
1 – dozen #2 wooden pencils (sharpened)
1 – box 24 count colored pencils
2 – fine point, black dry erase markers
2 – yellow, chisel-tip highlighters
2 – heavy duty, two-pocket folder
1 – pair 5” Fiskars blunt-tipped scissors
1 – box of tissues
1 – plastic school box (13 3/8”x5”x2.5”)
1 – large rectangular container of baby wipes

1 – box of quart or gallon size Ziploc bags
1 – art smock (to be left at school)
1 – pair of white-soled or non-skid soled gym shoes (to be left at school)
1 – pair of socks (to be left at school)
Tape or Band-Aids for pierced ears (to be left at school)
Girls only – gym shorts (to be left at school)

***Please refrain from purchasing backpacks or other items that will not fit appropriately into hallway lockers. The dimensions of the ARS lockers are 12” by 11”.**

SECOND GRADE SUPPLIES *

- 1 – box 24 count crayons
- 1 – box 8 count classic, washable, fine tip markers
- 1 – dozen #2 wooden pencils
- 2 – box 8 count 7” colored pencils
- 4– large, pink eraser
- 1 – 4 oz. washable school glue stick
- 1 – wide ruled, spiral notebook (70 page)
- 2 – Wet Ones antibacterial wipes, 40 count
- 2 – package 3” x 5” plain white index cards (100 count)
- 4 – two pocket folders
- 1 – 12” plastic ruler (inch and centimeter with center holes)
- 1 – pair 5” Fiskars pointed tip scissors
- 1 – yellow chisel-tipped highlighter
- 2 – boxes of tissues
- 1 – box “slide lock” storage bags, **quart** size, 20 count
- 1 – supply bag (cosmetic bag or bank bag preferred)

-
- 1 – art smock (to be left at school)
 - 1 – pair white-soled or non-skid soled gym shoes (to be left at school)
 - Girls only – gym shorts (to be left at school)
 - 1 – pair of socks (to be left at school)
 - Tape or Band-Aids for pierced ears (to be left at school)

***Please refrain from purchasing backpacks or other items that will not fit appropriately into hallway lockers. The dimensions of the ARS lockers are 12” by 11”.**

THIRD GRADE SUPPLIES *

- 2 – boxes 24 count crayons
 - 6 – large, white washable glue sticks (.77 oz.)
 - 2 – yellow, chisel tip highlighters
 - 2 – boxes 8 count classic, wide tip, washable markers
 - 2 – boxes 8 count classic, fine tip, washable markers
 - 3 – black, chisel tip dry erase markers
 - 1 – wide-lined, spiral notebook, 70 count
 - 1 – dozen #2 wooden pencils
 - 1 – double-barrel, desk pencil sharpener (needs to catch shavings)
 - 1 – dozen pencil cap erasers
 - 2 – boxes 8 count, 7” colored pencils
 - 2 – red, medium point pens
 - 4 – black erasable pens
 - 1 – ultra-fine point black sharpie
 - 2 – two pocket folders
 - 1 – 12” wooden ruler (inches and metric)
 - 1 – pair 7” Fiskars pointed tip scissors
 - 1 – fine point black Sharpie markers
 - 2 – boxes of wet wipes
 - 2 – large boxes of tissues
 - 1 – box of storage bags (boys – gallon size **and** girls - quart size)
 - 1 – black dry erase marker (low odor)
-
- 1 – art smock (to be left at school)
 - 1 – old clean sock or washcloth (to be left at school)
 - 1 – pair white-soled or non-skid soled gym shoes (to be left at school)
 - Girls only – gym shorts (to be left at school)
 - 1 – pair of socks (to be left at school)
 - Tape or Band-Aids for pierced ears (to be left at school)

***Please refrain from purchasing backpacks or other items that will not fit appropriately into hallway lockers. The dimensions of the ARS lockers are 12” by 11”.**

Assignment Notebooks will be provided for third and fourth graders. A fee of \$4.00 will be assessed to replace a lost or damaged notebook.

FOURTH GRADE SUPPLIES *

- 2 – boxes 24 count crayons
 - 2 – large pink erasers
 - 6 – Purple, washable glue sticks (dries clear) (.77oz)
 - 1 – 3” x 3” pads of yellow Stick On notes (100 sheet pad)
 - 2 - yellow, chisel tip highlighters
 - 1 – box 8 count classic, washable, fine tip markers
 - 5 – wide-ruled spiral notebooks (red, blue, green, yellow, black) – 70 pages
 - 2 – package wide-ruled filler paper (120count)
 - 3 – dozen #2 wooden pencils
 - 2 – boxes 8 count 7” colored pencils
 - 2 – medium point red pens
 - 5 – two pocket folders (red, green, yellow, black and blue to match the spirals)
 - 1 – 12” wooden ruler (inches and metric)
 - 1 – 9” x 12” white paper, top wire-bound sketch book (30 sheets)
 - 2 – large boxes of tissues
 - 1 – container of baby wipes
 - 1 – pair 7” Fiskars pointed tip scissors
 - 1 – box gallon size Ziploc bags
 - 2 – Fine point, black Sharpies
 - 1 – Extra-fine point black Sharpie
 - 1 – Double barrel canister pencil/crayon sharpener
 - 1 – 4 pack of chisel-tipped Dry Erase markers (blue, red, green and black)
 - 1 – 100 pack white, ruled 3”x5” index cards
-
- 1 – art smock (to be left at school)
 - 1 – pair of white-soled or non-skid soled gym shoes (to be left at school)
 - 1 – pair socks (to be left at school)
 - Girls only – gym shorts (to be left at school)
 - Tape or Band-Aids for pierced ears (to be left at school)

***Please refrain from purchasing backpacks or other items that will not fit appropriately into hallway lockers. The dimensions of the ARS lockers are 12” by 11”.**

Assignment Notebooks will be provided for third and fourth graders. A fee of \$4.00 will be assessed to replace a lost or damaged notebook.

School District 3**2011-2012 Calendar of Events**

August	22-23	Mon-Tues	NO SCHOOL – Teacher Institute Days
	24	Wed	First day of school – Early Dismissal, MS 11:20, ARS 11:50
September	5	Mon	NO SCHOOL – Labor Day
	8	Thurs	Early Release – MS 1:50, ARS 2:20
	20	Tues	Early Release – MS 1:50, ARS 2:20
	30	Fri	1 st Quarter Midterm Reports Home
October	10	Mon	NO SCHOOL - Columbus Day
	19	Wed	Early Release – MS 1:50, ARS 2:20
	27	Thurs	End of 1 st Quarter
November	1	Tues	NO SCHOOL - Teacher Institute Day
	3	Thursday	1 st Quarter Report Cards Home
	21-22	Mon & Tue	NO SCHOOL – Parent/Teacher Conferences
	23-25	Wed-Fri	NO SCHOOL – Thanksgiving Break
December	5	Mon	2 nd Quarter Midterm Reports Home
	16	Fri	Last Day of School Before Holiday Break
January	2	Mon	School Resumes Following Holiday Break
	10	Tues	Early Release – MS 1:50, ARS 2:20
	16	Mon	NO SCHOOL – M.L. King’s Birthday
	19	Thurs	End of 2 nd Quarter/1 st Semester
	26	Thurs	Report Cards Home
February	2	Thurs	Early Release – MS 1:50, ARS 2:20
	20	Mon	NO SCHOOL – President’s Day
	28	Tuesday	3 rd Quarter Midterm Reports Home
March	5	Mon	NO SCHOOL – Casimir Pulaski’s Birthday
	14	Wed	Early Release – MS 1:50, ARS 2:20
	23	Fri	End of 3 rd Quarter
	26-30	Mon – Fri	NO SCHOOL – Spring Break
April	2	Mon	School Resumes Following Spring Break
	5	Thurs	Report Cards Home
	6	Fri	NO SCHOOL
	9	Mon	NO SCHOOL
	13	Fri	Early Dismissal, MS 11:20, ARS 11:50 – P/T Conferences
May	3	Thurs	Early Release – MS 1:50, ARS 2:20
	9	Wed	4 th Quarter Midterm Reports Home
	11	Fri	Early Dismissal, MS 11:20, ARS 11:50
	28	Mon	NO SCHOOL – Memorial Day
June	4	Mon	Last Day of School If No Emergency Days Used
	11	Mon	Last Day of School If 5 or More Emergency Days Used

<u>Attendance Days</u>	<u>In-service/Conf Days</u>		<u>Total Days</u>
1st Quarter 8/24– 10/27	44	2	46
Mid-term 9/23			
2 nd Quarter 10/28– 1/19	43	3	46
Mid-term 12/5			
3 rd Quarter 1/20 – 3/23	44	0	44
Mid-term 2/21			
4 th Quarter 4/2 – 6/11	48*	1	49*
Mid-term 5/2			
Totals	179	6	185

*Any unused emergency days will be deducted from the end of the school year.

2011-2012 STAFF LIST

Superintendent	Tim Mahaffy
Principal (MS)	Eric Runck
Principal (ARS)	Karen Machroli
Kindergarten	Beth Diller, Lora LeGrand
First Grade	Kathleen Cooker, Paulette Nichols, Kathy Wagner
Second Grade	Rick Knapp, Marge Tietz, Susan Dilsaver
Third Grade	Beth Achey, Pat Beebe, Barb Savage
Fourth Grade	Donna Stick, Kathy Gira, Amy Weicheck
Fifth Grade	Jane Szybowicz, Jennie Bebbber, Julie Loewes
Art (K-4)	Mary Ellen Bebbber
Art (5-8)	Matt Benrus
General Music (K-2, 5) & Chorus (5-8), Drama (7)	Katrina O'Reilly-Greene
General Music (3-4) & Band (5-8)	Jo Ann Limpus
ARS Physical Education	Susan Pettigrew
MS Physical Education	Don Lewan
MS English/Literature (6), English (7)	Alisa Bruns
MS English & Literature (7, 8)	Larry Merkel
MS English/Literature/Foreign Language (8)	Amy Piecuch
MS Math (6,7) & Computers (6,7,8)	Shirley Slater
MS Math (6), PowerMath (5), English 6	Stephanie Barham
MS Math (7, 8)	Debbie Wagner
MS Health (6), Science (6, 7)	Mary Beth Miller
MS Science (7, 8)	Jackie O'Mara
MS Literature (6) & Social Studies (6, 7)	Greg King
MS Social Studies (7, 8)	John Danley
Special Education (ARS)	Shaina Bowden, Kim Scherzer
Special Education (MS)	Cindy Shaw, Norene Carr
ECE Teacher	Lauren Brancato
Teacher Aides (ARS)	Lauryl Barnett, Eva Ippolito, Kim Solimini, Beth Lombardino, Sue Roche, Dianne Suchy, April Schiestel, Alyson Phillips, Linda Cassidy
Teacher Aides (MS)	Evelyn Blau, Susan Hoffman, Cindy Perkins, Jana Still, Kevin Watson, Renee Baniqued
Reading Specialist	Debra Yester
Reading Center Teacher	Gina Martucci
Network Specialist	Brian Sawyer
Speech & Language Pathologist	Karen Russon
Psychologist (ARS)	Eric Rovin
Psychologist (MS)	Judy Claxton
Social Worker	Kim Neilson
Social Worker (ECE)	Jane Jedlicka
Occupational Therapist	Laurie Whitlock
Librarian/Technology Support	Laura Richards
Library Clerk (MS)	Penny Cole
District Administrative Assistant	Lois Bowman
District Bookkeeper	Sarah Ireland
District Nurse	Laura Chamerlik
ARS Administrative Assistant	Terrie Smialek
MS Administrative Assistant	Denise Rose
Facilities Director	Rick Miller
Director of Food Service	Jerry Cappellania
Bus Drivers	Deb Fruhauff, Marge Stefani, Jack Winterton, Jerry Cappellania
District Custodians	Linda Barham, Sue Winterton, Leticia Garcia, Vickie Walton, Jerry Cappellania, Kelly Ford, Daniel Zbacnik, Salvatore Errera
Lunch Time Personnel	Kelly Ford, Janet Mollet, Jack Tekampe, TBD, Susannah Kreher

3.0 HEALTH AND EMERGENCY INFORMATION

3.1 Communicable Diseases

Any student suspected of having a communicable disease, or living with persons thus affected, shall not be permitted to attend school unless a doctor specifically approves such attendance. The parent or guardian should notify the school office when these types of diseases are discovered.

3.2 Pediculosis

Head lice is an ongoing problem throughout the United States. Although not a serious medical situation, it can cause an interruption in students' education; therefore, the school requires the following:

1. Parent/Guardian will be contacted if their child is suspected of having a lice infestation.
2. Siblings and close contacts will also be inspected.
3. Any child found to have adult lice or eggs in their hair will be excused from school for immediate treatment.
4. Parent/Guardian will receive guidelines and information about the elimination of lice and eggs from the nurse.
5. On return to school, the nurse will inspect the child's hair for lice/eggs and will advise if follow-up is needed.
6. Upon re-exam, if nits are present, student will be sent home to have them removed.

3.3 Remaining Home Due to Illness and Returning to School After an Illness

Please be advised that if your child has any of the symptoms listed below, he/she should not attend school for at least one full school day after the symptoms have resolved.

- | | |
|---------------------------|---------------------------------|
| 1. Fever | 6. Flu |
| 2. Rash | 7. Pink Eye |
| 3. Sore throat with fever | 8. Fifth's disease (Virus B 19) |
| 4. Nausea and vomiting | |
| 5. Diarrhea | |

If your child has recently been ill, please be aware of the following guidelines for determining if the student should return to school:

1. If your child has a fever, is vomiting, or has diarrhea he/she must remain home for an entire day after the symptoms have resolved. After fever or vomiting have resolved.
2. If your child is taking an antibiotic for strep, pneumonia or pink eye, he/she must remain home for an entire day after starting the prescribed medication.

3. If your child has chicken pox, he/she should remain home for at least 5 days after the appearance of the rash, or until all blisters have scabbed.

If your child contracts a contagious condition, please notify the school nurse so that we can complete our mandated reports to the Health Department.

The single most important thing you can do to keep your child free of illness is to teach proper hand washing skills and cough/sneeze etiquette. In addition, make sure that your child gets plenty of rest, eats a nutritious breakfast and dresses appropriately for the weather. Please refer to our website (www.dist3.org) for more information, under Health Services.

3.4 Administering Medicines to Students

Every attempt should be made to schedule medication administration outside of school hours. However, if under exceptional circumstances, a child is required to take prescribed oral medication during school hours, the nurse, the principal, or a designee appointed by the principal will administer the medication in compliance with the following regulations:

Prescription Medication:

In order to have prescription medication administered to a student at school, the following requirements must be met:

The original prescription bottle must be brought to school by the parent/guardian (children should NOT bring medication to school).

The prescription bottle, **including all inhalers**, must be labeled with the child's name, the name of the medication, the dosage, and the time of administration.

To carry his/her own inhaler, we must have a medication authorization on file with the doctor's signature.

The Request for the Administration of Medication During School form must be completed and signed by both the physician and the parent/guardian. Forms may be faxed to (847) 516-9058.

Non-Prescription Medication:

In order for students to have non-prescription medication (including cough drops, Tylenol or other common over-the-counter remedies) administered at school, the following requirements must be met:

1. The medication must be brought to school by the parent/guardian. (Children should NOT bring medication to school).
2. The Request for the Administration of Medication During School form must be completed and signed by the parent/guardian.
3. The medication bottle or package must contain the child's name, the name of the medication, the dosage, and the time of the administration.

4. The time period for the dispensation of non-prescription medication **must not exceed three consecutive school days.**
5. If medication needs to be dispensed for more than three consecutive school days, or needs to be available on an “as needs basis” throughout the school year, the Request for the Administration of Medication During School form needs to be completed and signed by both the physician and the parent/guardian. Once again, the parent (not the child) must bring the medication to school.

No student shall possess or consume any prescription or non-prescription medication on school grounds or at school-related functions other than as provided for in this policy and its implementing procedures.

A student may possess medication prescribed for asthma for immediate use at the student’s discretion, provided the student’s parent/guardian has completed and signed the Request for the Administration of Medication During School 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 the medication’s storage by school personnel. Parents/guardians 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 medication or the storage of the medication by school personnel.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including calling 911 and/or administering medication.

3.5 Vision/Hearing Screening

Each fall, District 3 students in pre-kindergarten, Kindergarten, second grade and eighth grade undergo a vision screening, as mandated by the Illinois Department of Public Health. Special education students are screened every year, just prior to their annual reviews. The purpose of the screening is to discern whether or not parents need to be alerted to the possibility that their child may have a vision problem that requires a complete evaluation by an eye doctor. Students may be exempted from the screening if parents submit a completed and signed report from an eye doctor indicating that an examination has been conducted within the previous 12 months. Hearing screenings will be performed for grades Pre-Kindergarten, Kindergarten, 2nd and 3rd.

3.6 Toxic Substances

School District 3 prohibits the purchase of art or craft materials that contain toxic substances in Pre-Kindergarten through fifth grade.

3.7 Closing of School

Sometimes conditions may require the closing of school. District 3 has instituted an automated phone service which alerts parents of an emergency closing. When such conditions occur, announcements are also made over the following radio stations: WLS 94.7 FM, Star 105.5 FM, WGN 720 AM, and WLS 890 AM. Parents can also check the District website (www.dist3.org) or the school office phone number (847) 516-5101, *3, to find out if school

is closed. If no announcement of an emergency closing is made, **SCHOOL WILL BE IN SESSION.**

3.8 Fire and Disaster Plan

School District 3 has a fire and disaster plan for the guidance of district staff to take necessary action to ensure the safety of students in an emergency situation. The plan directs teachers and pupils to proceed in the following manner:

Leave the building in a prompt, orderly manner in case of fire or other emergency.

Take refuge in designated areas of the building in case of severe weather or other emergency.

Every effort is made to prevent injury to students. Safety education is a part of every child's program. However, accidents do occur, and emergency first aid will be administered unless we are specifically instructed otherwise. The parent or guardian will be notified of any accidents or injuries. If needed, emergency calls will be made to the Fox River Grove Fire Protection District to request the assistance of paramedics.

4.0 TRANSPORTATION

4.1 Bus Transportation

Bus transportation will be provided for those students living at least one-and-one-half miles from school. Students who live in a designated hazardous area will also be transported by school bus.

Bus routes are established to keep walking distance to the bus stops reasonably short. Students should determine which stop they will use at the beginning of the year and continue to use that stop throughout the remainder of the year. Bus riders should be at their stops at least ten (10) minutes before the scheduled pick-up. Any variation of stops should be requested through a written note from the parent and approved by the office.

Please refer to Appendix A for transportation guidelines.

4.2 Bicycle, Scooter, Roller Blade, and Skateboard Guidelines

Please refer to Appendix A.

4.3 Vehicle Guidelines

Please refer to Appendix A.

5.0 GUIDELINES FOR STUDENTS

5.1 Arrival at School

Children should not arrive at school more than five minutes before the first bell in the morning. The school provides for supervision of students five minutes prior to the first bell.

5.2 Dismissal from School

Students who walk to school should go straight home after the dismissal bell while the crossing guard, provided by the village, is present. The school cannot be responsible for supervising students after school hours.

5.3 Dress Code

In order to maintain the safety and well being of the students of this district, to prevent the development and activities of gangs and cults within the schools, and to ensure a safe, effective educational environment in our schools, the following Dress Code Rules and Procedures are hereby adopted.

It is hereby forbidden for students to wear the following: a.) any apparel, including jewelry, which displays vulgar, offensive or profane words, symbols, or sayings, or b.) clothing, jewelry, emblems, badges, symbols, signs, or any other things which denote affiliation or membership, either knowingly or unknowingly, with any gang or cult.

No hats or head coverings shall be worn within the school building. Offensively dyed or sculpted hair is forbidden. Shoes must be worn at all times – flip flops or open-toed sandals are discouraged. They can create a safety hazard especially at recess.

No pajama bottoms will be worn to school in place of pants.

No coats shall be worn within the school building. A coat is any item determined to be outerwear.

Also forbidden are items of clothing and makeup that the principal deems inappropriate.

The enforcement of the Dress Code shall be as follows: a.) The student may be sent home to change clothing, or if that is not possible, the principal will determine where and under what conditions the student will remain in school, and b.) Repeated offenses will require a parent conference and could lead to suspension.

The District and its employees are not responsible for articles of student apparel or personal belongings that are lost, stolen, damaged, or otherwise not in the possession of the student.

5.4 Jewelry

Earrings and other jewelry should not be worn at times when, due to the nature of the activity, there is an opportunity for injury. Parents are responsible for proper hygiene and care of their child's ears (skin) when they are pierced. Proper protection will be required for newly pierced ears (skin) during the time when earrings should not be removed. The School District is not responsible for earrings or other jewelry that are lost, stolen, or damaged while on school property.

5.5 Use of Telephone

In order to make it more convenient for students to call parents, ARS has a separate line and telephone at the office counter. Students may use the telephone only with the permission of their classroom teacher and the office.

5.6 Locks and Lockers

A student's locker is the property of the school and must be used for the purpose intended – as a storage area for books, school supplies, and outdoor garments. It is not to be used to display or store pornographic or obscene materials. Tape should not be used to affix papers to the inside of the lockers. Instead, magnets or sticky tack should be used. All materials must fit into the locker in such a way that the door will open and close without jamming.

School officials may search the locker with or without the student's knowledge or consent. Law enforcement officials who wish to search lockers should possess valid search warrants.

The lockers at Algonquin Road School are not equipped with locks. Students who wish to place locks on their lockers must rent them at the school office for a fee of \$4.00. This fee will be refunded when the lock is returned. Students must be capable of operating their own locks without assistance.

Bicycle locks: Please refer to Appendix A.

5.7 Absences and Excuses

The habit of regular and faithful attendance is necessary for a successful school experience. Students should be absent only in cases of illness or emergency. **PARENTS ARE REQUIRED TO CALL THE OFFICE TO REPORT STUDENT ABSENCES** when they occur.

When a student is marked absent, his or her home will be contacted within the first two hours after school starts, **unless a parent or guardian has already notified the office of the absence.** The Algonquin Road School office opens at 7:30 A.M.; calls received before that time will be recorded on an answering machine. Parents are encouraged to call as soon as they can. If homework is requested, the parent must do so at the time the absence is reported. If for any reason a student must leave school during the day, he or she must first receive permission from the school office. A note

from the parent or guardian is required so that the absence may be indicated on the daily attendance. If a parent telephones to request the early release of his/her child during the school day, a follow-up note should be provided.

Students must be picked up at the office – **not at the classroom**. When a student is picked up early from school, the parent (or his/her designee) must sign the child out at the office.

If greater than 15% of days are missed, all subsequent absences will need to be excused by the school nurse or by a medical doctor's release, which specifies the dates and reasons for the absence. School administration is required to report absences totaling greater than 20% of days to the Regional Office of Education, as a truant student.

Absences for reasons other than illness should be pre-arranged with the school through a written note or a telephone call. **We strongly suggest that these types of absences be kept to a minimum to prevent the disruption of the student's educational program.** Whenever possible, medical and dental appointments should be scheduled outside of school hours.

District 3 **strongly discourages** parents from removing their children from school to take vacations. If parents do elect to do this, however, a written note should be sent to the office at least three school days in advance of the trip. **Teachers will not be required to furnish any student work ahead of time.** Instead, a homework make-up schedule will be given to the child as soon as possible after his/her return to school.

If a student is to be excused from physical education or outdoor recess, the parent or guardian should provide the teacher with a note stating the date, the reason for the excuse, and the length of time the student should be excused. **A doctor's note is required if the student is to be excused from physical activities for more than two days.**

5.8 Tardiness to School

Tardiness to school is considered a serious matter. When a student receives three (3) tardies in a quarter, a letter will be sent the parent(s) to apprise them of the situation. Three letters within a quarter will require a meeting with the principal and /or the social worker.

5.9 Truancy

The superintendent or designee will determine if a student is a truant, chronic or habitual truant, or truant minor. If truancy continues after supportive services have been offered, the Superintendent or designee may request the resources of outside agencies, such as the juvenile officer of the local police department or the truant office of the appropriate Regional Office of McHenry County. No punitive action, including out-of-school suspensions, expulsions, or court action shall be taken against a chronic truant for his or her truancy unless the following supportive services have been provided to the student:

- a. Phone call or interview with parent.
- b. Home visit by principal and social worker.
- c. Contact and work with the ROE truant officer.

5.10 Lunchroom Procedures

Algonquin Road School has a closed campus. Therefore, once students arrive at school, they may not leave without permission from the building principal or his/her designee.

Students may be allowed to walk home for lunch if they have a signed note on file in the school office. To go anywhere else for lunch, students must have a note from a parent and must be picked up by a parent.

Due to space limitations, parents are discouraged from joining their child for lunch.

School is a place in which proper procedure and acceptable behavior should be fostered and modeled. The lunchroom is no exception.

In order to have a more enjoyable lunch period, a few simple procedures are to be followed:

1. Good manners are in order in the lunchroom. Any activity should be carried on with respect for others.
2. Students should speak quietly and refrain from any inappropriate behavior in the lunchroom.
3. Running is not permitted in the lunchroom.
4. Students should get their milk and lunches at the appropriate time.
5. All students are to only eat their own lunch whether purchased or brought from home.
6. **Soda pop is prohibited during lunch. Milk and juice are always available from the lunch program.** Please keep this in mind if you are bringing a special lunch for your child.
7. The lunchroom should be kept neat and clean. Tables should be cleared, and papers should be placed in the waste containers provided. The lunchroom aides will dismiss tables one at a time as they are cleaned.
8. Once students are seated at the table, they should remain there until a lunchroom aide dismisses them from the table to the designated recess areas. Students who need to get up before that time should raise their hands and ask permission.
9. All food and drinks are to remain in the lunchroom, unless prior arrangements have been made with a staff member.

10. Students should be quiet and come to order when the whistle is blown or when directed to do so by a lunchroom aide.
11. Students should enter and leave the lunchroom only through the doors designated by the lunchroom aides.
12. Students may not return to their lockers or classrooms until the end of the period.
13. Any student who needs to leave the lunchroom during the lunch period must have permission from the supervising staff member.

5.11 Academic Expectations

Students are expected to come to class with materials, supplies, and completed homework.

Assignments are expected to be completed on time. If a teacher accepts late assignments, there may be a reduction in grade.

Students may be required to complete unfinished work after school once the parent or guardian has been contacted. Parents will then be responsible for arranging transportation home from school.

Any student receiving an Incomplete on his/her report card must satisfy all assignments prescribed by the teacher for a letter grade to be issued. (The maximum additional time allotted would be 15 school days).

Students who engage in academic dishonesty, such as intentionally giving or receiving answers or plagiarizing, will receive a zero on the assignment(s). Parents will be contacted, and a detention may be issued.

5.12 Homework Policy

Homework is assigned to reinforce skills and to check for understanding in academic areas. It is expected that assignments will be completed and submitted on time. Please refer to Appendix E for additional information regarding the homework hotline.

Teachers may require students to remain after school to finish incomplete assignments. Parents will be informed in advance if their child is required to stay after school for this purpose. Parents are then responsible for arranging transportation home from school.

5.13 Use of District 3 Internet

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. The failure of any user to follow the terms of the Acceptable Use Policy will result in the loss of privileges, disciplinary action, and/or appropriate legal action. This includes, but is not limited to, vandalism of equipment, unauthorized access or

unacceptable use of the Internet, breaching security, or other technologies. Yearly “Internet Safety” lessons will be taught to students in grades 3-8. For the complete Acceptable Use Policy, please see our website at the following address: <http://www.dist3.org/district/tech/tech.html>

5.14 Student Written Work Guidelines

The quality of students’ communication skills should be maintained at the highest level by having a common set of standards for written work at school and at home. In an effort to improve these skills, we propose the following guidelines.

1. Heading: All headings should be situated in the top left corner in kindergarten, first, and second grades. The heading should consist only of the student’s name. The headings in third and fourth grades should be situated in the top right hand corner and should be as follows:
Student’s Name
Date
Subject (and if appropriate, page number)

In grades three and four, the title of the page or assignment should be centered on the top line of the page when the teacher finds it appropriate to include it.

2. Assignments should be written in cursive in grades three and four. Students identified as having special problems with cursive will receive help on an individual basis.
3. Assignments should be completed on manuscript paper in kindergarten through second grade, and on white, ruled notebook paper in third and fourth grades.
4. Students are expected to spell correctly, use proper grammar, and display neat penmanship on written assignments.
5. Parents and teachers must work together to maintain these standards. Parental assistance in applying these standards to homework is of great importance.

5.15 Textbooks

Each student has the responsibility for keeping his/her textbooks as neat and as free of writing as possible. If the binding of the book is ruined at the end of the year, the student will be assessed a fee. If unnecessary writing or ripped pages are found in a book at the end of the year, the student will pay a fee. If the student loses the book, he or she must pay the full cost of the book.

5.16 Headphones

District 3 provides each student at Algonquin Road School with a set of headphones as a means of helping the children take full advantage of the many programs in the computer lab that have sound capability. Homeroom teachers sort, bag, label, and issue these headsets to individual students.

It is expected that each student will keep the same headset throughout his or her years at ARS. In order to maintain the expected longevity of this equipment, the teachers will issue and collect the headsets at appropriate times and will instruct the children on how to use and maintain them properly. The district assumes the cost of acquiring these headsets for the students. However, a \$10.00 fee will be charged to replace any headset that is lost or damaged.

5.17 Curriculum Guides

A curriculum guide has been developed for each core subject and most non-core subjects. As guides are developed or revised by the district curriculum committees, a curriculum map is added and the content of each guide is aligned with the Illinois State Standards. Copies of the curriculum guides are posted on the District website at www.dist3.org.

5.18 Complaint/Grievance Procedure

We attempt to treat all students and parents fairly, equally, and in a consistent manner. If anyone has a complaint, that person should **FIRST** approach the party with whom he/she has the problem. If the complaint cannot be resolved, the student and/or parent should ask the building principal to explain the process that should be followed to resolve the situation.

5.19 Physical Education

Medicals: A note from the parent will excuse the student for no longer than two days of physical education class. After that, a note from a physician is required.

District Safety Regulations require that all jewelry must be removed before physical education class. Students are expected to perform the removal of jewelry themselves. Parents of very young children are expected to help them learn how to remove and put jewelry back on by themselves. This procedure should be practiced together at home. If special circumstances prevent the removal of jewelry (such as newly pierced ears) by the child, the student should then provide his/her own Band-Aids or surgical tape to cover the jewelry. It is recommended that each student keep a small box in his/her desk to store jewelry. This effort will contribute to a safe educational environment.

Students are to wear gym shoes with tied shoelaces or Velcro shoes each day of class. Girls are to wear shorts under their dresses. An extra pair of socks needs to remain at school to replace wet socks from outdoor activities. These items are to stay at school.

5.20 Discipline Guidelines – Grades K - 4

Part I - Conduct Expectations

Student discipline relies on the cooperative effort of students, staff, and parents. Rules established for classroom behavior will be discussed with students, and the consequences for inappropriate behavior will be reviewed at the beginning of each school year. Reinforcement of these concepts will continue as needed throughout the year.

Consequences for misbehavior may include a verbal/written warning, issuance of a disciplinary notice or detention, an in-school isolation, suspension, or recommendation for expulsion, depending on the severity of the infraction. Teachers also have the option of working out specific plans with the student or his/her parent(s). Such plans would be aimed at correcting certain student behaviors.

Detentions must be served. If a parent objects to a detention, a conference with the parent, teacher, and principal will be held. The student may also be required to attend.

If the situation warrants, students may be required to contact their parents during the school day regarding disciplinary infractions. The parent, the teacher, or an administrator can make this request. At the discretion of the administrator, parents may be required to remove their child from school for the balance of the day. An administrator will contact a parent if a student commits any offense warranting in-school isolation, suspension, or recommendation for expulsion. Consequences may also include exclusion from extra-curricular activities.

Students who misbehave during any school-related activity will be removed from the respective activity. This policy is in effect during or outside of school hours.

A record will be kept of student detentions and suspensions; this record will include the student's name, date of the occurrence, and consequences. This information will be used to detect patterns of inappropriate behavior and to develop ways to improve a student's conduct.

School authorities may search a student and/or the student's personal effects when it is deemed appropriate as noted in Board Policy 7.40.

Conduct expectations for bus and bicycle riders can be found in Appendix A – Transportation Guidelines.

Part II - Rules/Procedures/Consequences

In Grades K-2, two warnings per day may result in a detention. Students start with a clean slate every day. Warnings may be given by putting names on the board or by a similar method as set down by the teacher. Detentions may be served during the school day by missing recess or another activity, as designated by school personnel.

In Grade 3, written warnings in the form of disciplinary notices (pink slips) will be given. Three notices per week result in detention. Detentions may be served during the school day by missing recess or another activity, or they may be served after school, as designated by school personnel.

In Grade 4, written warnings in the form of disciplinary notices (pink slips) will be given. Two notices per five-day period result in a detention. Detentions may be served during the school day by missing recess or another activity, or they may be served after school, as designated by school personnel.

DISCIPLINARY NOTICES

The following offenses may result in the issuance of a disciplinary notice.

1. Gum chewing on school property
2. Eating or drinking on school property, except in the cafeteria during lunch, at sporting events, or under the supervision of an adult in charge of a group of students
3. Failure to follow directions
4. Possession of portable CD or tape players, electronic games, cell phones and other electronic devices on school grounds without permission from the principal.
5. Possession of any item deemed inappropriate by the principal

DETENTIONS

In the case of detentions, a notice will be issued. Students are to have such notices signed by a parent and returned to the homeroom teacher the following day.

Detentions are to be served on the day stipulated by the teacher, unless the parent and the teacher have agreed upon an alternate date. If a student fails to return the detention notice or report for a detention, and alternate arrangements have not been made with the homeroom teacher, the student could move on to the next step of disciplinary action.

The following offenses are serious and may result in a detention for the first offense:

1. Showing disrespect toward a teacher, other school personnel, or another student. Being disrespectful may include, but is not limited to, talking back, using a rude tone of voice, or any other behavior deemed inappropriate in the school setting
2. Bullying among students through intentional, repeated hurtful acts, words or other behavior, such as; name-calling, threatening and/or shunning committed by one or more children against one another.
3. Fighting, hitting, pushing, kicking or any other action that can harm another person.
4. Refusing to obey a teacher or other school employee
5. Misbehaving for a substitute teacher (a substitute need only leave the student's name for the regular teacher)
6. Writing notes or drawing pictures that are obscene, profane, or suggestive

7. Possessing obscene, profane, or suggestive literature or pictures
8. Using inappropriate language or gestures
9. Lying
10. Forging a parent signature
11. Engaging in academic dishonesty (such as intentionally giving or receiving answers, or plagiarizing)

IN-SCHOOL ISOLATION, SUSPENSION AND EXPULSION

An IN-SCHOOL ISOLATION is served by having a student spend a day in isolation from the regular classroom. Assignments specified by the teachers and/or the school principal must be completed during this time. Unfinished assignments must be completed as homework. A morning and afternoon washroom break are allowed. In-school isolation is overseen by the principal or his/her designee. On the day of the in-school isolation, the student **may not** attend any school-sponsored functions.

SUSPENSIONS are served out of school. A suspended student may not be on school grounds or attend school-related activities during suspension. Any work missed during suspension may be made up. Tests will be made up when the student returns to school.

EXPULSION is determined by the Board of Education and removes students from school for up to two years, or for such period as designated by the Board. An expelled student may not be on school grounds or attend school-related activities for the duration of that expulsion.

The following offenses are severe and could result in an in-school isolation, suspension, or recommendation for expulsion on the first occurrence. Restitution may be required in cases of property damage or theft. When warranted, the police may be called for any of these occurrences:

1. Willfully damaging school or personal property
2. Wearing gang apparel or drawing gang symbols
3. Theft
4. Gross disrespect toward any school employee, volunteer, or student, such as threatening, using profanity, name calling, making obscene gestures, striking, pushing, yelling, harassment (including bullying or excessive teasing)
5. Threatening to, or physically assaulting, another person
6. Exchanging, distributing, selling, possessing, or being found under the effects of drugs, alcohol, inhalants, weapons (as defined in the IL. Criminal Code), cigarettes, fireworks, or other dangerous materials as determined by school administration. Items will be confiscated, parents will be notified, and when warranted, the police will be called

ACCUMULATION OF DISCIPLINARY INFRACTIONS

As detentions are accumulated during each quarter by students in fourth grade, additional consequences may result as follows:

- 1st Infraction - Detention
- 2nd Infraction - Detention
- 3rd Infraction - Detention (Parent contact will be made. The parents will be encouraged to meet for a conference with the principal and all teachers who are involved with the student.)

- 4th Infraction - 1 day in-school isolation
- 5th Infraction - Detention
- 6th Infraction - Detention
- 7th Infraction - Detention (Parent contact will be made)
- 8th Infraction - 2 day in-school isolation
- 9th Infraction - Detention
- 10th Infraction - Detention
- 11th Infraction - Detention (Parent contact will be made)
- 12th Infraction - 1 day suspension

TARDINESS TO SCHOOL

Please refer to Section 5.7

TRUANCY

Please refer to Section 5.8

5.21 Playground and Recess Rules -- ARS

1. Students should go outdoors for recess periods. However, if for some medical reason the student cannot participate in outdoor recess, he/she should bring a note from a parent. If there is a request for a period of 3 days or longer of indoor recess, the student should bring a note from the doctor.
2. Students should follow the instructions of the recess supervisors.
3. Students should respect each other on the playground.
4. Students should use playground equipment appropriately.
5. Students should remain on school property during recess.
6. Students should not re-enter the building without permission.
7. Students should not pick up or throw snowballs, stones, or other items on school property.
8. Students should not throw or kick balls against any building.
9. Students should not use skateboards, roller blades **or** shoes, scooters, ribsticks, aluminum or wooden bats, hard balls, or other items that are deemed potentially dangerous on the playground.
10. Students should not play any games that include physical contact.
11. Students should not play in or near the creek or other standing water.
12. Students should not push, shove, or fight.

13. When snow is on the ground, **ALL students (K-4)** must wear boots and snow pants to play in the snow. Without both items, students must stand on the blacktop during recess.

During indoor recess, appropriate activities will be allowed under the supervision of the lunchroom aides.

CONSEQUENCE: Any student who violates the playground and recess rules will be disciplined according to the guidelines set forth in the handbook.

5.22 Secret Societies/Gangs

The Board of Education believes that the presence of gangs, cults, and other such secret societies, as referred to in Chapter 31 of The School Code, interferes with the educational process and fosters anti-social behaviors, attitudes, and practices which may endanger the health, safety, and welfare of our students. Therefore, students are prohibited from participating in any activity related to any such secret society while on school property or while attending/participating in any school-sponsored event.

Gangs are determined to fall within the Illinois School Code definition of a secret society. Being a member, promising to join, pledging to become a member, or soliciting any other person to join, promise to join, or become a member of a gang/secret society is prohibited. Involvement in gang-related activities, including the display of gang symbols or paraphernalia, is prohibited. Gang activity is defined as gross disobedience or misconduct punishable by suspension and/or expulsion in accordance with the Illinois School Code.

Pursuant to Chapter 31 of the School Code of the State of Illinois, any student found to be a member of any secret society or who solicits another person to join a secret society, as defined in Section 31-1 of the School Code of the State of Illinois, shall be suspended for not less than a five (5) day period.

5.23 Sex Equity

No student shall, on the basis of sex, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student may file a sex equity complaint by using the Uniform Grievance Procedure. A student may appeal the School Board's resolution of the complaint to the Regional Superintendent of Schools (pursuant to 105 ILCS 5/3-10 of the School Code) and thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8 of The School Code). **See Appendix C of Parent/Student Handbook**

5.24 Sexual Harassment

Sexual harassment of students is prohibited. An employee, District agent, or student engages in sexual harassment whenever he/she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or

2. Has the purpose or effect of:
 - a. substantially interfering with a student's educational environment;
 - b. creating an intimidating, hostile, or offensive educational environment;
 - c. depriving a student of educational aid, benefits, services, or treatment; or
 - d. making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include inappropriate touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the student nondiscrimination coordinator, complaint manager, or building administrator. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible, given the need to investigate. Students who make good-faith complaints will not be disciplined.

An allegation that one student was sexually harassed by another student shall be referred to the nondiscrimination coordinator, complaint manager, or building administrator for appropriate action.

The superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current nondiscrimination coordinator and complaint managers.

Nondiscrimination Coordinator:

Name Dr. Tim Mahaffy
Address Fox River Grove District 3
Telephone No. (847) 516-5100

Complaint Managers:

Name	Mrs. Karen Machroli	Mr. Eric Runck
Address	Algonquin Road School	Fox River Grove Middle School
Telephone No.	(847) 516-5101	(847) 516-5105

The Superintendent shall also use reasonable measures to inform staff members and students that the District will not tolerate sexual harassment, such as by including this policy in the appropriate handbooks.

Any District employee who is determined (after an investigation) to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any student of the District who is determined (after an investigation) to have engaged in sexual harassment will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

6.0 GUIDELINES FOR PARENTS

6.1 Distribution of Materials

The building principal must authorize the distribution of items to groups of children. The superintendent shall authorize the distribution of materials by outside organizations.

6.2 School Visitors

All visitors must stop and check in at the school office. before visiting a classroom or going to your child's recess. For security reasons, **all visitors should wear a visitor's pass.** **PARENTS SHOULD NOT PICK UP THEIR CHILDREN AT THE CLASSROOM DOORS OR IN THE HALLWAYS.** They should meet their children outside at the end of the school day. Appointments should be made for conferences.

6.3 Walking Dogs on School Property

Because some children are afraid of or allergic to animals, dogs should not be walked on school property, especially when students are on their way to or from school or **during lunch recess periods.**

6.4 Pupil Evaluation

Parents will be informed at regular intervals about their children's achievement in school. In addition to these report cards, parent/teacher conferences will be scheduled to discuss the student's progress. The teachers will confer with parents whenever necessary to constructively discuss the child's rate of progress in school and other matters of mutual concern. Refer to the School Calendar in this Handbook for designated Parent/Teacher Conference dates.

6.5 Student Records

Parents of transfer students will be asked to sign a "Release of Records" form, which will facilitate the arrival of records from the student's former school.

In accordance with the Illinois School Records Act, Chapter 122, Article 50, Illinois Revised Statutes 1975 and Regulations adopted by the State Board of Education, notification is hereby given of the rights offered to parents, their authorized representative, and students.

There are two types of student records maintained by schools on students - the permanent record and the temporary record.

The permanent record includes:

Basic information about students: parents' names, address, birth date and place, and gender.

Grades, class rank, grade level achieved, and graduation

Attendance

Accident and health records

Record of release of permanent record information.

Note: When a student transfers, School District 3 keeps a photocopy of the student's health record. Everything else is sent to the receiving school upon parent authorization. When a student graduates from District 3, all information is automatically sent to Cary Grove High School; parents may review records prior to their transmittal.

The temporary record consists of all information not required to be in the student's permanent record and may include

Family background information.

Intelligence test scores, both group and individual.

Aptitude test scores.

Reports of psychological evaluations including intelligence, personality, academic information obtained by test administration, observation, or interviews.

Achievement level results.

Participation in extra-curricular activities, such as offices held, awards, and honors.

Teacher anecdotal records.

Disciplinary information.

Special education files, including the record of the multi-disciplinary staffing on which placement or non-placement was based, and all records and tape recordings relating to special education hearings and appeals.

Verified reports or information from non-educational persons, agencies, or organizations.

Other verified information of clear relevance to the education of the student.

Parents, authorized representatives, and students have the right to:

Inspect and copy the permanent and the temporary record.

Control access and release of school student records and/or request a copy of information released.

Challenge contents in a student's record (see Procedure for Challenge).

Be notified of persons, agencies, or organizations having access to student records without parent consent. Notice is hereby given that access is afforded on a need basis to the following:

- A. Teacher of child
- B. Principal of building
- C. Administrative assistant
- D. Psychologist, and if necessary for possible special education placement, SEDOM personnel, McHenry County Mental Health agencies, schools, both public and private, and facilities where placement is pending
- E. Superintendent.

Copy a student's records before destruction or deletion and receive notice of the school's schedule for review and destruction.

Request information regarding categories designated as directory information and the right to prohibit the release of such information.

Challenge prior to transfer to another district any information in student's records.

No person may condition the granting or withholding of any right, or privilege, or benefits, or make as a condition of employment, credit, or insurance, the securing by any individual of any information from a student's temporary record.

Procedure for Challenge:

- Inspect records to determine exactly what is to be challenged and list challenges in writing.
- Turn in list to principal.
- Principal makes determination. If the principal does not agree with the parent, the principal notifies the parent in writing of his/her action and will forward of the challenge to an impartial hearing officer.
- The hearing officer notifies the parent of the time and place of the hearing.
- A record is made of the hearing.
- The parent has the right to submit evidence for cause of reversal.

- Notification of the findings of the hearing officer is given to the parent. The parent is advised of further steps possible if the hearing officer disagrees with the parent's request.

(For this procedure, the hearing officer shall be the Superintendent.)

The review of student records to verify entries and eliminate or correct all out-of-date, misleading, inaccurate, unnecessary, or irrelevant information shall be conducted by March 24, 1977, on all records of students enrolled on the effective date of these regulations. Thereafter, the records shall be reviewed every four years or upon a student's change in attendance centers, whichever occurs first. This section does not apply to records of students who have graduated, transferred, or permanently withdrawn before March 24, 1976.

Upon graduation, transfer, or permanent withdrawal of a student from school, parents need to notify the building principal if they want a copy of permanent records that are being transferred to another school or temporary records that will be destroyed.

Upon graduation or permanent withdrawal of a handicapped student (as defined in IL Rev. State. 1975, Ch. 122, Article 14 and the Rules and Regulations to Govern the Administration and Operation of Special Education), psychological evaluations, special education files and other information contained in the student temporary record which may be of continued assistance to the student may, after five years, be transferred to the custody of the parent or to the student if the student has succeeded to the rights of the parents. The school shall explain to the student and the parent the future usefulness of these records.

6.6 Grade Reporting System

Grade reports are issued at the end of each nine-week grading period. The grading scale is as follows:

99-100	A+	83-84	B-	67-71	D
94-98	A	81-82	C+	65-66	D-
92-93	A-	76-80	C	below 65	F
90-91	B+	74-75	C-		
85-89	B	72-73	D+		

Letter grades (A, B, C, D, or F) are given in all subject areas in fourth grade. Health, science, social studies, art, music, and physical education are graded with "S" for satisfactory and "N" for needs improvement in first through third grade.

Incomplete grades are given because of student absences or inability to complete certain assignments or tests. Any student who receives an Incomplete should receive a form indicating the subject area and time the student has to make up the grade. The cumulative grade will be computed after a grade has been turned in.

6.7 Promotion and Retention Policy for the Elementary School

Promotion/retention decisions in the elementary grades (1 – 4) will be focused on the student's ability to be successful at the next grade level. This decision will be a joint process involving parents, teachers, and the building principal.

Whenever a student is not making adequate progress, parents will be notified at the end of the second and third quarters. Parents will also be encouraged to meet with the principal and the classroom teacher(s) who work(s) with the student in an effort to reach consensus on the decision regarding grade level placement for the following year.

If a consensus decision cannot be reached, the building principal shall have final authority to determine promotion or retention.

Fox River Grove School District 3 does not support the concept of social promotion. Student achievement levels and potential shall be the sole factors influencing promotion/retention decisions.

6.8 Student Treats – Celebrations during the School Day

No student will be permitted to distribute party invitations in school unless the entire class is invited. If students choose to bring treats for celebrations, they should be store bought because ingredients are well labeled and can be checked for specific food allergies.

APPENDIX A TRANSPORTATION GUIDELINES

To help us provide all students with a safe and orderly ride to or from school or school-sponsored activities, video surveillance is used on District 3 buses.

Students who are designated as walkers are not permitted to ride the District 3 school buses as a means of getting to school, getting home, or getting to a social event after school without the permission of the building principal. Such permission is typically granted only for emergencies.

The following rules shall be observed when riding School District 3 buses or when waiting at school bus stops:

1. Students who are assigned to ride the bus are expected to use it regularly. All riders should decide which approved bus stop they will use and should get on and off at this stop both before and after school. Students will not be allowed to change bus stops unless they submit a note from home. The building principal must approve these changes.
2. Stay off the road while waiting for the bus.
3. Form a single-file line behind the curb when the bus approaches. Wait in an orderly manner, and do not move forward until the bus stops. Drivers will stop only at scheduled bus stops.
4. Be careful when entering or exiting the bus. Keep hands out of pockets and hold onto the rail when boarding the bus.
5. Find a seat quickly (three to a seat) and remain seated, facing forward, with arms and legs out of the aisle. This includes passing any items (cell phones or any electronic devices-with principal approval) from seat to seat or across the aisle.
6. Show respect to the bus driver. Speak politely; do not make noise or distract the driver.
7. Show respect to fellow classmates. Do not hit, spit, shout, shove, trip, or use inappropriate language or gestures.
8. Do not put anything out a window. Keep hands and head inside.
9. Do not eat, drink, chew gum or smoke on the bus.
10. Do not bring glass containers onto the bus.
11. Do not bring animals onto the bus.

12. Keep the bus clean. Place trash in the container at the front of the bus. Be careful not to leave any personal belongings on the bus.
13. Whenever the dome lights go on, **be quiet immediately**. **Remain quiet** until the dome lights go off. **This is especially important at railroad crossings**.
14. Wait until the bus has stopped completely at school or at your regular stop before standing. Then walk to the front door and step down while holding onto the handrail.
15. If there is a need to cross the street after getting off the bus, make sure to cross ten feet in front of the bus where the driver can see you and you can see the driver. Wait for the driver to signal you to cross. **Never cross** behind the bus.
16. During bus drills and when using the emergency exits
Be quiet and listen for instructions.
Leave in bus-drill order.
Stay calm.

When using the back door
Duck your head.
Sit down.
Push off.
Do not jump up!

CONSEQUENCES: Any student who violates the bus rules will be issued a bus conduct report (a copy of which will be sent to the parent). Infractions of the rules may result in a student's removal from the bus for a period of time to be determined by the building administrator. Parents will be contacted prior to a student's bus suspension, and the circumstances will be explained.

WHEELED SHOES/TRANSPORTATION SAFETY

In compliance with Village Ordinance and in an effort to eliminate damage to school property, **roller blading and skate boarding are not permitted on school property at any time. In addition, students are not allowed to wear "Heelys", ride scooters and skateboards to school.** Students are also not allowed to ride bicycles or scooters on school grounds directly before or after school.

Students who ride their bicycles to school are to dismount them once they reach school property and walk them to the bicycle racks provided. Bicycles **should be locked** to prevent theft. Kindergarten students are not permitted to ride bicycles to school. First and second grade students are not permitted to ride bicycles unless a note is received from parents stating that the child has the physical skills, knowledge, and good judgment necessary to ride a bicycle safely to school. Bus riders who wish to ride bicycles should provide a written request from a parent or guardian.

VEHICLE GUIDELINES

PARKING AND STUDENT DROP-OFF AND PICK-UP AT ALGONQUIN ROAD SCHOOL

To help ensure the safety of our children and to help manage traffic congestion, please follow these guidelines.

Buses

Buses will use the circle drive to drop off and pick up students. Under Illinois State Law, all vehicles are prohibited from going past the parked buses when they are dropping off or picking students up in the circle drive.

Dropping Off and Picking Up Students by Car

Parents should use the large lot to drop off and pick up students before school and after school. Do not drop off or pick up students in the area where the buses load or behind the school itself.

It is imperative that motorists use the student drop off lane when dropping off or picking up students before or after school. Students should enter or exit their cars from the passenger side of the vehicle and use the student walking path (adjacent to the student drop-off lane) in order to access the sidewalk that encircles the school. Never leave your vehicle while in the pick-up lane.

Drivers who need to park temporarily should use the spaces in the center or at the far side of the parking lot next to the creek. This will help to reduce the congestion and allow for a smoother flow of traffic. Remember also that only vehicles with handicapped designations are permitted to park in the spaces reserved for handicapped motorists.

Picking Up Partial-Day Kindergartners

Since the large lot will be used as a play area during the day, please use the circle drive for picking children up at the end of the morning kindergarten session.

APPENDIX B LIBRARY PROCEDURES

I. OBJECTIVE & PURPOSE

The main goal of District 3 in supplying libraries for its school community is to provide supplemental materials for the various purposes of

approved areas of curricula

reading enrichment

research in curricular areas, and

independent learning about our world.

We intend to meet these objectives by having our basic library needs met by our own resources. As a member of the North Suburban Library System and Information Network (ILLINET) we will be sharing resources and will eventually make available our resources to the system and its members.

II. RESPONSIBILITY FOR SELECTION OF LIBRARY MATERIALS

Selection of learning materials involves teachers, parents, students, administrators, and resource personnel. It is the building principal's responsibility to coordinate the selection process with the actual purchase recommendations of the library staff and faculty.

III. CRITERIA FOR SELECTION

- A. Materials chosen for use in the libraries of School District 3 will be consistent with the philosophy, standards, and regulations established by the Board of Education.
- B. Materials will be chosen to enrich and support the established curricula of the District.
- C. The materials selected will provide books that students may use for personal enrichment, such as reading for enjoyment, and for their personal expansion of knowledge.
- D. Materials will be chosen based on appropriate subject matter for the ages served, varying ability levels, readability, and different learning styles of the students using the facility.
- E. Materials chosen will meet the high standards of quality in actual content and be presented in an attractive manner.

- F. Some materials will be chosen to increase student awareness of the fine arts, various cultures, world history, etc.
- G. Materials chosen will represent a fair and unbiased view of the information presented.

IV. PROCEDURES

A. Screening Materials

1. Materials in the library will be periodically reviewed to ensure they are current. Copyrights will be noted and information screened to determine usefulness of the material. Worn books will also be noted so that replacements can be ordered.
2. Faculty, parents, and students will provide feedback in the book selection process.
3. The screening process begins with library personnel who will collect the feedback and faculty input, screen present materials, and provide a list of priorities for ordering.
4. Preview copies will be ordered, whenever practical and possible, to validate proper selection.
5. Recommendations for purchase will be sent to the building administrator as per the requisition of supplies policy

B. Guidelines for the Selection Process

The following criteria will be used to assess the appropriateness of materials to be purchased:

1. Educational significance
2. Supplementary to current curricula
3. Content valid and updated
4. High degree of user appeal
5. Potential lifespan of usefulness
6. Quality of literary style
7. Historical value
8. Contemporary value
9. Readability for varying ability levels

C. Complaint Procedures

School District 3 recognizes the individual rights designated by the First Amendment of the United States Constitution, which establishes intellectual

freedom and free access to ideas. The District also recognizes the rights of parents to be involved in their children's education. Should a parent or

guardian question the appropriateness of library materials, the following procedures should be followed:

1. If a parent complains to a staff member, the complaint should be reported to the building administrator.
2. The administrator will try to resolve the conflict by informally discussing the issue with the complainant.
3. If the person wishes to pursue the complaint, she/he will be given a packet of materials. This packet will contain a copy of the District 3 Complaint/Grievance Procedure and a form which requests a formal review of the material in question.
4. If the formal review request for the material to be reviewed is not received within two weeks, the issue will be considered closed. If the form is returned, a committee will be formed to review the material in question.
5. The material in question may remain in the library until a determination has been made by the committee. This committee will consist of one Board Member, the building administrator, library personnel, a teacher and a parent representative.
6. The committee will read the formal complaint and assess the value and appropriateness of the material in question based on the District's philosophy, goals, and criteria for selection. Their recommendation will be presented to the Superintendent of Schools for review and final decision.
7. The complainant will be notified of this decision, his/her right to appeal, and the procedure to be followed.

APPENDIX C – UNIFORM GRIEVANCE PROCEDURE

Students, parents, guardians, employees, or community members should notify any District Complaint Manager if they believe that the Board of Education, its employees, or agents have violated their rights guaranteed by the State or Federal Constitution, State or Federal Statute, or Board Policy, or have a complaint regarding:

1. Title II of the Americans with Disabilities Act;
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
5. Sex equity as defined in 5.23 of this handbook
6. The misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children; or
7. Curriculum, instructional materials, programs.
8. Equal educational opportunities. (sex equity)

The Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies, and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

1. Filing a Complaint

A person (hereinafter Complainant) who wishes to avail himself or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same sex. The Complaint Manager may request a meeting with the parent(s)/guardian(s) of a student. The Complaint Manager shall assist the Complainant as needed.

2. Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the complainant is a student, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except (1) as

required by law or this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant. The Complaint Manager shall

file a written report of his or her findings with the Superintendent. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board of Education, which shall render a decision in accordance with Section 3 of this policy. The Superintendent will keep the Board informed of all complaints.

3. Decision and Appeal

After receipt of the Complaint Manager’s report, the Superintendent shall render a written decision, which shall be provided to the Complainant. If the Complainant is not satisfied with the decision, the Complainant may appeal it to the Board of Education by making a written request to the Complaint Manager. The Complaint Manager shall be responsible for promptly forwarding all materials relative to the complaint and appeal to the Board of Education. Thereafter, the Board of Education shall render a written decision, which shall be provided to the Complainant. This grievance procedure shall not be construed to create an independent right to a Board of Education hearing.

Appointing Complaint Managers

The Superintendent shall appoint at least two Complaint Managers, one of each gender. The District’s Nondiscrimination Coordinator may be appointed a Complaint Manager. The Superintendent shall insert into this policy the names, addresses, and telephone numbers of current Complaint Managers.

Name	Mr. Eric Runck	Mrs. Karen Machroli
Address	Fox River Grove Middle School	Algonquin Road School
Telephone No.	(847) 516-5105	(847) 516-5101

APPENDIX D – ASBESTOS NOTIFICATION

The following public notification is being released for compliance with the regulations of the Federal AHERA guidelines for the management of asbestos containing materials. The Inspection Report and Management Plan is on file for review at the Superintendent's Office of Fox River Grove School District 3, 403 Orchard Street, Fox River Grove, Illinois.

PUBLIC NOTIFICATION

This notice is to inform building occupants of the potential hazard and locations of asbestos containing materials in Fox River Grove School District 3. It has been determined by the Illinois Department of Public Health and the Federal Environmental Protection Agency that asbestos is a potential health hazard, and precautions should be taken to avoid disturbing any asbestos containing materials.

Materials containing asbestos have been found in the following school buildings: Algonquin Road School and Fox River Grove Middle School.

Any evidence of disturbance or change in condition will be documented in the Management Plan as required by law.

Cleaning and maintenance personnel who have been trained in identification of asbestos containing materials and who recognize the danger of asbestos are taking special precautions during their work to properly clean up asbestos debris and to guard against disturbance of the asbestos containing materials. All asbestos containing material is inspected and evaluated periodically and additional measures will be taken when needed to protect the health of building occupants.

Any concerns relative to asbestos containing materials should be directed to the Asbestos Program Manager, Superintendent Tim Mahaffy, School District 3, 403 Orchard Street, Fox River Grove, Illinois 60021 (847) 516-5100.

Tim Mahaffy, Superintendent
Fox River Grove School District 3
_____ Date

APPENDIX E

HOMEWORK HOTLINE INFORMATION

At Algonquin Road School, parents of third and fourth graders can access the daily assignment of their students by calling the individual teacher's regular phone number anytime after 3:30PM Monday through Friday and all weekend long.

Ms. Gira	462-2430	Mrs. Weicheck	462-2424
Mrs. Beebe	462-2425	Mrs. Stick	462-2427
Mrs. Achey	462-2423	Mrs. Bowden	462-2409
Mrs. Savage	462-2428		

APPENDIX F

TITLE I READING PROGRAM

Title I is a federally funded grant program. District 3 applies its grant funding to a targeted assistance reading program at Algonquin Road School. Through this program, eligible students receive extra help and instruction to assist them in meeting the performance standards the state has set for all children.

The following criteria are used to select children for inclusion in the program:

1. The student is recommended for reading assistance by his/her teacher and/or district-wide assessment demonstrates that further discussion is needed.
2. The Problem Solving Team (PST) determines that the student needs extra help based on one or more of the following reasons:
 - a. The student's score on benchmark assessments, universal screeners, standardized assessments and/or progress monitoring tools demonstrating a consistent pattern of below average achievement. An optional screening to determine current reading deficiencies may be administered.
 - b. The student's score on the Illinois Standards Achievement Test is below standards.
 - c. Authentic examples of the student's classroom performance.
3. Students who were previously identified and continue to demonstrate a need for services remain eligible.
4. Parents will be notified if their child will be receiving interventions.

PARENTS RIGHT TO KNOW

TITLE I

The federally sponsored No Child Left Behind Act requires schools with Title I programs to notify parents that they may request information regarding the qualifications of their student's teachers.

District 3 is informing you that you may request information regarding the following:

- Whether the teacher has met state qualification and licensing criteria for grade levels and subject areas in which the teacher provides instruction
- Whether the teacher is teaching under an emergency or other provisional status through which state qualification or licensing criteria have been waived
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree
- Whether the child is provided services by paraprofessionals and, if so, their qualifications

In addition, schools shall provide:

- Information on the level of achievement of the parent's child in each of the state academic assessments as required.
- Timely notice that the parent's child has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

District 3 is dedicated to meeting the educational needs of all of our students, and we are working to ensure that your child receives the best possible education. All Algonquin Road School teachers fully meet state certification requirements. If you have any questions or need additional information, please feel free to contact the Algonquin Road School Principal.

APPENDIX G

WRITING RESOURCE

This resource is to be used as a reference for our students when they are working on various writing activities. The resource information follows the Illinois State Standards for Learning and is an important part to our school improvement process in the area of written communication.

Reading Essay Question Extended Response

Topic Sentence

- Echo the essay question in a STAND ALONE SENTENCE
- Use all key words from the question

1st Main Idea

- Transition plus first main idea
- Detail sentence(s) to support first main idea

2nd Main Idea

- Transition plus second main idea
- Detail sentence(s) to support second main idea

3rd Main Idea

- Transition plus third main idea
- Detail sentence(s) to support third main idea
- Personal connection/opinion

Concluding Sentence

- Begin final sentence with a concluding transition
- Restate the topic sentence

Expository Writing – Explain Using Facts

Introduction

- Have an interesting opening
- CLEARLY state topic

Body

- Three paragraphs: one idea per paragraph (Begin each with a transition word)
- Elaborate each idea with examples and specific details
- Use interesting words
- Make sure essay flows

Conclusion

- Begin with concluding word and restate topic sentence
- Restate the three main ideas

Personal Narrative Writing

Introduction (Launch)

- Who?
- What?
- Where?
- When?
- Hook the reader

Body

- Focus on one experience
- Tell important events in the order they happened
- Elaborate with examples and specific details
- Include appropriate emotions and reactions
- Use interesting words
- Use transitions

Conclusion

- Reflect on the memorable event
- Unify the essay – “tie up loose ends”

Persuasive Writing – Choose a Position

Introduction

- Have an interesting opening
- CLEARLY state position
- Focus – Use key words from the prompt
- Briefly state two or three reasons

Body

- Two or three paragraphs: one reason per paragraph
- Begin each paragraph with a transition word
- Elaborate each reason with examples and specific details
- Use interesting words
- Make sure essay flows

Conclusion

- Begin with a concluding word and restate topic or position
- Restate the two or three reasons
- Make it an effective, powerful ending

TRANSITION WORDS AND PHRASES

TIME CLUE

in the beginning	soon
first	until
later	at last
next	shortly
finally	earlier
when	then
during	since
second	now
third	after
meanwhile	to begin
in the end	today
finish	

CONNECTING BEGINS PARAGRAPH

Furthermore
In addition
Moreover
Equally important
Above all
Besides
In short
Without a doubt
To begin with
For another thing
And so
In brief
Another
Along with

TRANSITION WORDS INSIDE PARAGRAPH

for instance	afterward
in other words	soon
because	until
now	also
usually	then
this morning	although
after lunch	however
occasionally	
naturally	
on the other hand	
even though	
never	
or	
besides	
in fact	

CONCLUDING

As you can see
In conclusion
To sum up
To summarize
On the whole
In other words
In short
For these reasons
Therefore
To conclude
In the end
As a result
Briefly
Finally
Lastly
All in all
To sum up

APPENDIX H

RESPONSE TO INTERVENTION

Response to Intervention (RtI) is a multi-step approach to providing services and interventions to struggling learners at increasing levels of intensity. RtI allows for early intervention by providing academic supports early-on rather than waiting for a child to fail before offering help. Current legislation underscores the importance of providing high quality, scientifically-based instruction and interventions while carefully monitoring student progress. The information gained from an RtI process is used by school personnel to adapt instruction, identify students' specific educational needs and determine how well students are responding to changes in instruction. The essential elements of an RtI approach include:

- High quality, research-based instruction in general education
- Universal screening of academics to determine which students need closer monitoring or additional interventions
- A systematic, data-based method for identifying, defining and resolving students' academic difficulties
- Multiple tiers of increasingly intense interventions that are matched to students' needs
- Use of a collaborative approach by school staff for development, implementation and monitoring of the intervention process
- Continuous monitoring of student progress during the interventions, using data-driven information to determine if students are meeting goals
- Follow-up measures providing information that the intervention was implemented as intended and with appropriate consistency
- Parent communication throughout the process

APPENDIX I

ARTICULATION OF STUDENT SERVICES

AT-RISK ACADEMICALLY	Pre	K	1	2	3	4	5	6	7	8
Response to Intervention		X	X	X	X	X	X	X	X	X
Title I Reading Support		X	X	X	X	X				
Parent Contact Letters	X	X	X	X	X	X	X	X	X	X
Problem-Solving Team		X	X	X	X	X	X	X	X	X
Individual or Group Counseling	X	X	X	X	X	X	X	X	X	X
Grade Level Team Meeting *with support team	X*	X	X	X	X	X	X	X	X	X
Special Education Services	X	X	X	X	X	X	X	X	X	X
Psychological Services	X	X	X	X	X	X	X	X	X	X
Social Work Services	X	X	X	X	X	X	X	X	X	X
Speech/Language Services	X	X	X	X	X	X	X	X	X	X
Occupational Therapy Services	X	X	X	X	X	X	X	X	X	X
Physical Therapy Services	X	X	X	X	X	X	X	X	X	X
Pre-School and Kindergarten Screening	X	X								
ELL Screening/Assessment		X	X	X	X	X	X	X	X	X
Consultation With Local Early Intervention Programs	X									
Parent-Teacher Conferences	X	X	X	X	X	X	X	X	X	X
Academic Accommodations - 504 Plans	X	X	X	X	X	X	X	X	X	X
Alternative Education Placement	X	X	X	X	X	X	X	X	X	X
AT-RISK BEHAVIORALLY	Pre	K	1	2	3	4	5	6	7	8
Handbook Discipline Code		X	X	X	X	X	X	X	X	X
Parent Contact	X	X	X	X	X	X	X	X	X	X
Functional Behavior Assessment (FBA)	X	X	X	X	X	X	X	X	X	X
Behavioral Intervention Plan (BIP)	X	X	X	X	X	X	X	X	X	X
Alternative Education Placement	X	X	X	X	X	X	X	X	X	X
AT-RISK ENVIRONMENTALLY	Pre	K	1	2	3	4	5	6	7	8
Home Visits	X	X	X	X	X	X	X	X	X	X
Fee Waivers/Free-Reduced Lunch Program	X	X	X	X	X	X	X	X	X	X
Parent Meetings and Consultations	X	X	X	X	X	X	X	X	X	X
Individual or Group Counseling	X	X	X	X	X	X	X	X	X	X
Alternative Education Placement	X	X	X	X	X	X	X	X	X	X
Referral to Family Care Services	X	X	X	X	X	X	X	X	X	X

ACADEMIC TESTING		Pre	K	1	2	3	4	5	6	7	8
Illinois Standards Achievement Test - ISAT	Reading and Math					X	X	X	X	X	X
	Science						X			X	
	MAP - Measurement of Academic Progress					X	X	X	X	X	X
AimsWeb - Reading (RTI)	X	X	X	X	X	X	X	X	X	X	X
Academically Talented After-School Program					X	X					
Explore Test - High School Placement											X
Special Education Case Study Evaluations	X	X	X	X	X	X	X	X	X	X	X
Diagnostic Reading Assessment		X	X	X	X	X					
FRGMS Math Placement Test									X		
ABSENTEEISM \ TRUANCY		Pre	K	1	2	3	4	5	6	7	8
Parent Contact by Phone	X	X	X	X	X	X	X	X	X	X	X
Individual or Family Counseling	X	X	X	X	X	X	X	X	X	X	X
Parent Contact Letters	X	X	X	X	X	X	X	X	X	X	X
Contact County Truancy Officer			X	X	X	X	X	X	X	X	X
Home Visit by Social Worker/Principal/Nurse	X	X	X	X	X	X	X	X	X	X	X
Perfect Attendance Award Program	X	X	X	X	X	X	X	X	X	X	X
Behavior Intervention Plan (BIP)	X	X	X	X	X	X	X	X	X	X	X
Functional Behavior Assessment (FBA)	X	X	X	X	X	X	X	X	X	X	X
PARENTAL INVOLVEMENT		Pre	K	1	2	3	4	5	6	7	8
Parent-Teacher Conferences	X	X	X	X	X	X	X	X	X	X	X
Parent / Community Volunteer Program	X	X	X	X	X	X	X	X	X	X	X
Joint Advisory Committee	X	X	X	X	X	X	X	X	X	X	X
PTO Meetings and Activities	X	X	X	X	X	X	X	X	X	X	X
Pre-School Screening	X										
Newsletters to Parents	X	X	X	X	X	X	X	X	X	X	X
Classroom Visits	X	X	X	X	X	X	X	X	X	X	X
Music Parents Organization								X	X	X	X
Back to School Night	X	X	X	X	X	X	X	X	X	X	X
Spring Social	X	X	X	X	X	X	X				
COMMUNITY AWARENESS		Pre	K	1	2	3	4	5	6	7	8
Crimestoppers	X	X	X	X	X	X	X	X	X	X	X
Fox River Grove Library Partnership	X	X	X	X	X	X	X	X	X	X	X
District Website	X	X	X	X	X	X	X	X	X	X	X

CHARACTER ED./PREVENTION PROGRAMS	Pre	K	1	2	3	4	5	6	7	8
PeaceWorks Curriculum		X	X	X	X	X	X	X	X	X
Social Skills Groups	X	X	X	X	X	X	X	X	X	X
Anti-bullying Programs							X	X	X	X
Beta Club									X	X
Comprehensive School Safety Plan	X	X	X	X	X	X	X	X	X	X
Red Ribbon Week Activities	X	X	X	X	X	X	X	X	X	X
Health Classes		X	X	X	X	X	X	X	X	X
HEALTH SERVICES	Pre	K	1	2	3	4	5	6	7	8
School Nurse Services	X	X	X	X	X	X	X	X	X	X
Referral to Lions Eye Care program	X	X	X	X	X	X	X	X	X	X
Family Care Referrals	X	X	X	X	X	X	X	X	X	X
Referral to Reduced Fee Health Services	X	X	X	X	X	X	X	X	X	X
Head Lice Screening Info and Handouts	X	X	X	X	X	X	X	X	X	X
Hygiene Instruction	X	X	X	X	X	X	X	X	X	X
Mobile Dental Program	X	X	X	X	X	X	X	X	X	X
SEDOM Diagnostic Clinic Services	X	X	X	X	X	X	X	X	X	X
Vision Screening, Referrals, Parent Notification	X	X		X						X
Hearing Screening, Referrals, Parent Notification	X	X	X	X	X					
Notification of Possible Communicable Diseases	X	X	X	X	X	X	X	X	X	X
Health Screenings for Special Education Referrals	X	X	X	X	X	X	X	X	X	X