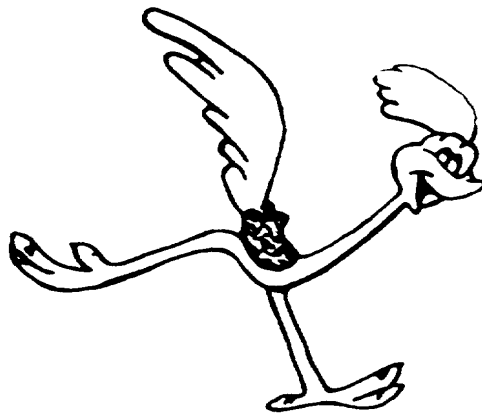


# **Edgebrook Elementary School**



**Home of the Roadrunners**

**2011-2012**

**Parent/Student Handbook**



Edgebrook Elementary School  
701 N. Green Street, McHenry, IL 60050  
Phone: (815) 385-3123 Fax: (815) 363-5025 Email: [eboffice@d15.org](mailto:eboffice@d15.org)

## TRANSPORTATION (815) 385-6622

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### DISTRICT VISION

McHenry Elementary School District 15 is a child-centered community that values connections between people and learning in an environment fostered by mutual respect.

### MISSION STATEMENT

At Edgebrook School our commitment is to humanistic education. School should be a place to experience learning in a comfortable, safe, and secure environment. This environment of trust and respect will enhance student self-esteem and emotional development. We also recognize the tremendous responsibility of the school to provide quality academic opportunities based on prior knowledge, to prepare all students to become productive, responsible citizens. It is our responsibility to provide the best possible educational opportunities to make learning our priority as we serve all students.

### BELIEF STATEMENTS

- The responsibility of educating each child is shared among schools, families, students, and community.
  - Learning is an on-going process.
  - Every student is unique, intrinsically valuable, and deserves respect.
  - Every student can learn and has the right to develop to their full potential.
  - Every student has a right to equal educational opportunities regardless of intellect, race, sex, or socioeconomic background.
  - The school will promote a sense of responsibility in each student.
  - All students have a right to an education that will foster their growth intellectually in order to help create responsible citizens.
  - The school will assist in the development of values and ethics reflective of the community, such as honesty, respect, dependability, and responsibility.
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### EMERGENCY SCHOOL CLOSING INFORMATION

Voice Mail (815) 344-7140

We recommend listening to 105.5 starting at 5:30 a.m. or checking the district website: [www.d15.org](http://www.d15.org)

WMAQ-AM 670 WBBM-AM 780 WBBM-FM 96 WXET-FM 105.5 WLEY 107.9

WGN 720 WAIT-AM 850 WUSN-FM 99 WFLD/TV CHANNEL 32 WOJO 105.1

Any time during the school year, when there is any change in important information pertaining to your child, such as: name, address, home or work phone numbers, or emergency contact people, parents are asked to contact our school office (815) 385-3123. **School personnel will only release a student to an adult that is listed on the emergency information sheet, and that adult must report to the office with ID to sign-out the student.**

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## McHenry Elementary School District 15 2011-2012 School Calendar for Edgebrook School

August 11, 2011	First Day for Teachers—Teacher Institute Day
August 12, 2011	Teacher Institute Day
August 15, 2011	Half Day- <b>First Day for Students Dismissal at 11:20a.m.</b>
August 15 & 16, 2011	Kindergarten Visitation Days— <b>NO SCHOOL KINDERGARTEN</b>
August 17, 2011	First Day of Kindergarten Attendance
September 2, 2011	Teacher Institute Day- <b>NO SCHOOL</b>
September 5, 2011	Labor Day— <b>NO SCHOOL</b>
September 14, 2011	Mid-Quarter Reports
October 10, 2011	Columbus Day— <b>NO SCHOOL</b>
October 14, 2011	End of First Quarter
October 21, 2011	Report Cards Go Home
October 26, 2011	Kindergarten Parent-Teacher Conferences 8:30am-3:30pm <b>NO SCHOOL KINDERGARTEN</b>
October 27, 2011	Parent-Teacher Conferences 1:30pm-9pm— <b>NO SCHOOL</b>
October 28, 2011	Parent Teacher Conferences 8:30am-3:30pm— <b>NO SCHOOL</b>
November 3, 2011	<b>Early Release Day</b> -School Improvement Activities <b>Dismissal at 1:35pm</b>
November 18, 2011	Mid-Quarter Reports
November 23, 24 & 25, 2011	Thanksgiving— <b>NO SCHOOL</b>
December 21-January 3, 2012	Winter Recess— <b>NO SCHOOL</b>
January 4, 2012	Classes Resume
January 6, 2012	End of Second Quarter
January 13, 2012	Report Cards Go Home
January 13, 2012	<b>Early Release Day</b> —School Improvement Activities <b>Dismissal at 1:35pm</b>
January 16, 2012	Martin Luther King Jr. Day— <b>NO SCHOOL</b>
February 3, 2012	Mid-Quarter Reports
February 9, 2012	<b>Early Release Day</b> —School Improvement Activities <b>Dismissal at 1:35pm</b>
February 20, 2012	Presidents' Day— <b>NO SCHOOL</b>
February 21, 2012	K-8 Parent-Teacher Conferences 8:30pm-3:30pm— <b>NO SCHOOL</b>
February 22, 2012	<b>KINDERGARTEN ONLY</b> Parent-Teacher Conferences 8:30am-3:30pm— <b>NO SCHOOL KINDERGARTEN</b>
March 9, 2012	End of Third Quarter
March 16, 2012	Report Cards Go Home
March 19–March 22, 2012	Kindergarten Screening and Registration
March 23-March 30, 2012	Spring Recess— <b>NO SCHOOL</b>
April 2, 2012	Classes Resume
April 6, 2012	<b>DAY OF NONATTENDANCE</b>
April 12, 2012	<b>Early Release Day</b> -School Improvement Activities <b>Dismissal at 1:35pm</b>
April 20, 2012	Mid-Quarter Reports
May 4, 2012	Half-Day Attendance for Students <b>Dismissal at 11:20am</b> Half-Day Teacher Institute <b>No AM or PM Kindergarten Classes</b>
May 21, 2012	Last Day of School Kindergarten (if no snow days are used)
May 22, 2012	Last Day of Attendance (if no snow days are used) <b>Dismissal at 9:40am</b>

Final Revised 2-9-2011

## EDGEBROOK SCHOOL PERSONNEL DIRECTORY

### Administration:

Michelle Reinhardt, Principal  
Katie Freund, Assistant Principal



### Office Staff:

Wanda Jablonski, Secretary  
Debbie Collins, Secretary  
Sheila Winkleman, Nurse

### Kindergarten Staff:

Laura Burja, Pre-K & K Teacher  
Jane McDonnell, Teacher  
Jennifer Naydenoff, Teacher  
Barb Koivisto, Assistant  
Karen Lutz, Assistant

### First Grade Staff:

Melissa Buckley, Teacher  
Kim Koehn, Teacher  
Stephanie Mazza, Teacher  
Gina Nicholls, Teacher  
Araseli Rodriguez, Teacher (1<sup>st</sup>/2<sup>nd</sup>)  
Linda Schmidt, Assistant

### Second Grade Staff:

Roxanne Brassart, Teacher  
Laura Crout, Teacher  
Margo Manzo, Teacher  
Kim Gargano, Assistant  
Karen McNulty, Assistant

### Third Grade Staff:

Shari Clark, Teacher  
Alise Gaughan, Teacher  
Debbie Marsh, Teacher  
Kelly Pliner, Teacher  
Janet Tracey, Teacher  
Kellie Chambo, Assistant  
, Translator/Asst.

### Senior Helpers:

Toni Gignac  
Merelda Settle  
Tom Christl

### ESL Staff:

Valerie Levenson, ESL Teacher

### Custodians:

Geno Gordon, Head Custodian  
Dave Bernhardt  
Homero Ortiz

### Early Childhood Staff:

Patty Knackstedt, Teacher  
Val Oldenburg, Teacher  
Sue Robertson, Teacher  
Joanna Schild, Teacher  
Stephanie Brooke, Assistant  
Pam Conway, Assistant  
Sylvia Giessinger, Assistant  
Barb Koch, Assistant  
Barb Koivisto, Assistant  
Michalene LaManna, Assistant  
Emily Nowell, Assistant  
Wendy Pawula, Assistant  
Monse Rodriguez, Assistant  
Cathy Schulze, Assistant  
Marta Wierzba, Assistant

### Reading Specialists:

Mary Finch, Teacher  
Megan Young, Teacher

### Special Education:

Pat Caldwell, Teacher  
Rocio DelCastillo, Teacher  
Gloria Klopff, Teacher  
Laura Smiricky, Teacher  
Ellen Sobacki, Teacher  
Ana Cerny, Assistant  
Linda Christl, Assistant  
Mary Ellen Doherty, Assistant  
Connie Freund, Assistant  
Jean Howard, Assistant

### Specials:

Kathleen Bergner, Physical Education  
Gayle Nagle, Adaptive Physical Education  
Debbie Hetterman, Technology Teacher  
Megan Moretti, Music Teacher  
Colleen Samen, Learning Center Director  
Joanne Thornberry, Art Teacher

### Psychologists:

Marie Petrokovitz  
Anne Remler

### Social Workers:

Anna Lonigro  
Margaret Neubauer

### OT/PT Therapist:

Cherie Cullen  
Nicole Kennedy  
Linda Schuberth  
Kay Schulte  
Anna Steinberg

### Speech:

Laurie Alsot  
Maria Bicouvaris  
Phyllis Carsello  
Susan Crick  
Elvira Duffy  
Theresa Fischer  
Laurel Graham  
Beth Jacobs  
Patty Mears  
Elaine Riner  
Melissa Snyder

### SEDOM Staff:

Ashley Lampasona, Teacher  
Jane Grant, Teacher  
, Teacher  
Jill Magly, Assistant  
Janet Vazquez, Assistant  
Kathy Folkerts, Assistant

### Cafeteria:

Laura Beaman  
Cathy Hensley  
Rhonda Wetzel

### Playground Supervisors

Marci Knecht  
Julie Virzi

## ATTENDANCE

### School Hours

Daily Office Hours 7:50am-3:50pm

#### Pre-Kindergarten

AM: 9:30am-12:00pm

PM: 1:00pm-3:30pm

#### Kindergarten

AM: 8:35am-11:25am

PM: 12:25pm-3:15pm

#### First, Second, Third

8:35am-3:15pm

### Before School

Parents are requested to see that their children DONOT arrive before 8:10am. Students are to report to the school playground. No one may enter the building without the permission of the playground supervisors except students checking in for hot lunch. Students who are checking in for hot lunch should come in to order hot lunch as soon as they arrive at school. (In the event of bad weather, children will be in the cafeteria (2<sup>nd</sup> & SEDOM Programs) and gym (Kdg. 1<sup>st</sup> & 3<sup>rd</sup>). **Please do not go to individual classrooms when dropping off students.**

**Afternoon Kindergarteners'** parents are requested to see that their children DONOT arrive before 12:10pm. Afternoon Kindergarten students are to report to the school playground. (In the event of bad weather, afternoon Kindergarten students will report to their classrooms when arriving at school).

### After School

Students being picked up will be dismissed at 3:05pm and walkers are dismissed at 3:10pm. Students who are normally bus riders, but are being picked up must have a parent written request sent to the office the day of the pickup or sooner explaining:

1. The child's first and last name who is being picked up from school
2. The child's teacher's name
3. Who is picking up the child
4. When they will be picking up the child (Date and Time)

Example pick up note:

Edgebrook Office:

Johnny Smith in Mrs. Nicholls' class will be picked up at 1:00pm today (3-5-11) by his grandmother, Jane Smith.

~Mrs. J. Smith

Students who are normally bus riders, but are being picked up, must also be signed out in the school office at the end of the day and the person picking up the child should be prepared to provide the office with photo identification if requested. **Please do not go to individual classrooms when picking up students.**

## REPORTING A STUDENT ABSENCE

Please phone daily absences in to the school office as soon as possible after 7:50 A.M.

When a student is absent, a parent or guardian must call the school office **before 9:30 a.m.** to report their child's absence. If the school office has not been contacted by 9:30 a.m., school personnel will be calling the parent or guardian at home or work to confirm the absence of that student for the day. If we do not hear from you, we are required by law to call you to verify the whereabouts of your child. The Illinois law states that a school fulfills its obligation if the notification of an absence has been attempted by telephoning the numbers provided by the parent/guardian whether or not there is any answer at such telephone numbers. For the safety of the child, please make sure that you provide the school with a telephone number or numbers where you can be contacted. Valid causes for absence include illness, observance of a religious holiday, death in immediate family, family emergency, situations beyond the student's control as determined by the Building Principal or such other circumstances that cause reasonable concern to the parent/guardian for the student's safety and health.

## TARDY

If you bring a child to school after school begins (8:35 am), please make sure he/she checks in at the school office. If your child is late to school 40 minutes or more, they will be on record as having a half day absence not just a tardy. If you will be picking up your child 40 minutes or more before the end of the school day they will also be on record as having a half day absence.

## TRUANCY

The school district expects parents or guardians to make reasonable efforts to ensure the regular attendance of their children, consistent with Section 26-1 of the Illinois School Code. Absenteeism and tardiness are considered excessive when they significantly interfere with a student's performance or social development. Excessive unexcused tardiness is defined as truant behavior. The Truancy Statutes and Board of Education Policy will be enforced for chronic and/or habitual truants.

A student is considered a "chronic truant" when absent for 10% or more of the previous 180 regular attendance days without valid cause. Chronic truants will be referred to the McHenry County Regional Superintendent's Office in accordance with current procedures established by the McHenry County Truant Officer.

A "**truant minor**" is a child to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs and other school and community resources have been provided and have failed to result in cessation of chronic truancy or have been offered and refused.

The services offered to truants and/or chronic truants may include the following:

1. Student conferences
2. Letter and/or telephone calls to parents.
3. Parent conferences
4. Changes in class schedule
5. Home visits (by a Social Worker)
6. Appropriate special education staffings and/or placements
7. Behavior / attendance contracts
8. Alternative education
9. Referral to local social service

## HOMEWORK POLICY FOR ABSENT STUDENTS

- District #15 encourages regular school attendance. The instructional scope and sequence of the academic year is carefully planned. Absence, for any reason, is a learning hardship on a student.
- Absences due to illness and other unavoidable reasons are, of course, facts of life. Our policy for excused absences is to help the child cope with these emergencies by providing homework activities which the child can reasonably complete independently while absent. Further, children returning to school from excused absences will be given reasonable compensatory help with learning activities missed.
- Avoidable or unexcused absences generally carry no “make-up” privileges and may adversely affect a student’s grades. A family vacation, however, will be treated as an excused absence if it is of modest duration, infrequent in occurrence, and approved in advance by the principal.

If homework is requested for daily absences, please notify the school office before 9:30am. Homework may be picked up at the end of the school day in the office. Please remember that specific regulations will differ according to the age and grade of your child. It may not be possible to make up all of the work that is missed.

## BUS RIDING RULES AND PROCEDURES

Bus Transportation is provided for all students who live more than 1 ½ miles from school. Each student must ride only the bus which he/she is assigned. If there is a difficulty with the bus assignment, please call the Transportation Office at 815-385-6622. If a student moves during the school year, notification must be made to the Transportation Department. It is the primary goal of the McHenry Consolidated School District 15 Transportation Department to transport students as safely as possible. It is for the reason that a number of regulations are necessary for school bus riders. The following rules must always be followed while riding the school bus.

### Bus Rules:

1. Observe safety procedures at all times
2. Treat the school bus and other people’s property with respect
3. Refrain from fighting, pushing, or other harmful behavior
4. Maintain school appropriate behavior
5. Follow all bus route assignment rules
6. Refrain from using or possessing any illegal substances

7. Refrain from eating, drinking, or littering on the bus
8. Show respect to other students and adults
9. Use school appropriate language
10. Follow bus driver's directions at all times

### School Bus Incident Reports:

Riding a bus to and from school is a privilege awarded to our children. However, the safety of these children is an issue that dictates the necessity for rules to be enforced. Bus drivers have the right to make reasonable regulations to insure the well being and safety of their passengers. The driver will complete and sign a School Bus Incident Report explaining an incident. The Principal or Assistant Principal will notify the parents either by telephone or mail regarding the disciplinary action taken.

**1<sup>st</sup> Offense:** Parent contacted by either sending home a bus conduct report and/or a phone call to the parent.

**2<sup>nd</sup> Offense:** Parent contacted; student consequence; and notification that the 3<sup>rd</sup> such report could possibly result in a suspension.

**3<sup>rd</sup> Offense:** Possible bus suspension. After three reports, an automatic bus suspension for 3 days may be enforced.

Possible discipline actions for minor incidents may include the following:

- assigned seat for a specific period of time
- lunch time and/or recess detention
- Phone call home
- Student Conference

Continual problems caused by a student could result in a 3 day, 5 day, 10 day or permanent suspension.

Please note: The following offenses will result in a definite bus suspension:

- Smoking, possession of lighter or matches.
- Alcohol/Drugs - possession, use or under the influence.
- Fireworks set off on bus or any weapon that could cause danger to others.
- Willful vandalism or destruction of property.
- Throwing objects out of the window while bus is enroute.

Edgebrook students are STAR students on the bus:

- SAFE
  - Observe all safety procedures
  - Keep hands, feet and all other objects to yourself
  - Keep all food and drink items stored away tightly in your backpack
  - Use appropriate volume and actions on the bus driver can focus his/her attention on driving.
- TAKE RESPONSIBILITY
  - Follow all bus assignment expectations
  - Bring only school-appropriate items on the bus
  - Keep your bus area clean
- ALWAYS LEARNING
  - Continually learning how to be a positive Edgebrook student
  - Continually learning to make appropriate STAR choices
- RESPECTFUL
  - Treat the school bus with respect
  - Treat other people's property with respect
  - Treat other students and staff with respect
  - Maintain school appropriate behavior
  - Use appropriate words when talking to others on the bus.
  - Follow the bus driver's expectations on the bus.

<u>CAFETERIA/RECESS SCHEDULE</u>	
Grade 1	11:15 - 12:15
Grade 2	11:45 - 12:45
Grade 3	12:15 - 1:15

## CAFETERIA

### General Information

A hot lunch is available every day, or you can bring a lunch from home and buy milk. Daily tickets, weekly tickets are purchased before school in the 1<sup>st</sup> grade hallway. Ice cream will only be sold on Fridays.

### COST

Students Hot Lunch	\$2.25	Breakfast	\$1.00
Adults Hot Lunch	\$2.75	Reduced Breakfast	\$.30
Reduced Lunch	\$.40	Milk	\$.40
Ice Cream	\$.75		

### Cafeteria Expectations and Procedures:

- Edgebrook students are STAR students in the cafeteria:
- SAFE
  - Students will sit safely and correctly at the lunch table
  - Students will keep their hands, feet, and other objects to themselves at all times.
  - When students are dismissed from their table for any reason, they will walk safely.
- TAKE RESPONSIBILITY
  - In the cafeteria, we expect good manners to be used in line and at the lunch table.
  - Students take seats at assigned table
  - Students will wait patiently until they are dismissed to throw away their food once they are finished eating.
  - All students must clean up after themselves. Trash and garbage must be placed in the garbage cans when finished eating and dismissed to do so by the lunchroom supervisor.
  - Lunch boxes are to be placed in their classroom lunchbox basket before going outside.
- ALWAYS LEARNING
  - Continually learning how to be a positive Edgebrook student
  - Continually learning to make appropriate STAR choices
- RESPECTFUL
  - Teachers will accompany the class to the cafeteria.
  - Lunchroom supervisor will dismiss students to line up for lunch.
  - Once a student is seated, he/she will wait for permission from the lunch room supervisor to be dismissed from their seat.
  - Students are to speak respectfully and in an appropriate volume so that only students directly seated around them at their table can hear them.
  - Students will be respectful and appropriate with their food and while eating.
  - Students will be called to line up to be dismissed from the cafeteria by the lunch room supervisor.

## PLAYGROUND

### Playground Rules and Procedures:

Edgebrook students are STAR students at recess:

- SAFE:
  - Students will play in designated areas only
  - Students will follow playground equipment safety guidelines
  - Students will use the equipment like it is meant to be used
  - Students will keep their hands, feet, and all other objects to themselves
  - Students will play with enough control to keep all students around them safe
- TAKE RESPONSIBILITY:
  - Use equipment for play that is issued by the school.
    - Action figures, dolls, toy weapons, skateboards, in-line skates, skates, healies, electronic equipment, including but not limited to gameboy, DS, cell phones, & IPODs are considered inappropriate for school.
- ALWAYS LEARNING:
  - Continually learning how to be a positive Edgebrook student
  - Continually learning to make appropriate STAR choices
- RESPECTFUL
  - Respect all members of our school
  - Use proper language at all times

## GENERAL SCHOOL DISCIPLINE

The entire staff of Edgebrook School is committed to maintaining high standards of proper behavior and courtesy. Proper respect for one self, other people and property will be reinforced on a daily basis. We consider the following as a common courtesy of students, educators and parents.

RESPECTING OURSELVES AND OTHERS  
BEING RESPONSIBLE FOR OUR BEHAVIOR  
SHARING AND COMMUNICATING WITH EACH OTHER  
DOING OUR BEST WORK  
MAINTAINING A SAFE AND CLEAN ENVIRONMENT

Edgebrook's approach to discipline focuses on helping children make good decisions. We want to build a climate of trust and responsibility where students can learn and teachers can teach. This climate is essential to produce the quality of education expected for our children at Edgebrook.

### Expectations:

- We expect all students to report to class on time with proper class supplies.
- We expect students to dress in a neat, clean and appropriate manner as not to disrupt/interfere with school purposes.
- We expect students to walk in the halls and to talk quietly when moving about the building.
- We expect students to show respect to peers, staff and building.
- There is no teasing, swearing, or putting down others, either verbally or nonverbally.
- Students are asked to keep their hands, feet, book bags and other objects to themselves.
- **Students must not be involved in any fighting, including “play” fighting with other students**

Edgebrook students are expected to be STAR students in and around Edgebrook School:

Safe

Take Responsibility

Always Learning

Respectful

If a student chooses not to follow any one of the expectations during the day, including lunch and recess, appropriate consequences will be given.

### Discipline Summary:

It is the obligation of school officials and teachers to maintain an orderly atmosphere in which all students can learn. This handbook is not intended to create a contractual relationship with the students; rather, it is intended to describe the school, its current practices, procedures, rules and regulations for Code of Conduct.

It is impossible for a Student-Parent Handbook to list all possible incidents, infractions, and/or consequences. Therefore, school officials reserve the right to apply reasonable penalties such as: Time – Outs, Conferences, Recess Detentions, Lunch Detentions, Alternative Lunch Seating, Time in Office, Loss of Privileges, In-School Suspensions, and/or Out-of-School Suspensions for any student who engages in behavior that is disruptive to the educational process or potentially harmful to persons or property whether or not such behavior and/or penalty are contained in the Student-Parent Handbook.

Rules may be changed or added by school administration after the printing of this handbook. Any changes or additions will be published in the Edgebrook Ripples.

### HEALTH SERVICES:

The primary goal of Health Services is to provide a healthy and safe environment in order to ensure an optimal learning environment for all students. This goal is achieved by compliance with state and local regulations, as well as District 15 policy. The responsibility of the parent/guardian in achieving this goal will be to provide all grade level requirements and special health condition information to the Health Office. If a

student is sent to school, we are assuming that they are healthy enough to be in school. Once the student is at school, it is the judgment of the Health Office personnel to determine if they are healthy enough to remain in school; however, phone calls are **not** made home on every student that comes to the Health Office. Please be sure that the Health Office has all current phone numbers available for home, work, cell, etc.

- Students suspected of having a rash of an unknown origin will be sent home. The student will not be readmitted to school without a note from a health care provider; i.e., physician, physician assistant, or nurse practitioner, stating whether or not the rash is contagious and when the student is permitted to return to school.
- Students who have an active infestation of head lice will be referred to their parents/guardians. Education materials and treatment information will be distributed by the school nurse.
- Students who are suspected as having pinkeye will be sent home if there is evidence of tearing or purulent discharge.
- Students with a fever of 100 degrees Fahrenheit or higher will be sent home; **they must be fever-free for 24 hours before returning to school.**

### Physicals and Immunization Policy:

All students entering kindergarten and sixth grade must have a current physical examination. A physical examination is current if it is within one year prior to the first day of school. Any student entering District 15 from out of state must have a current physical examination regardless of the grade level if they have not had a physical examination within the past year. Students transferring into the District during the school year have thirty days from the time records are received to meet these requirements.

Requirements for current immunizations are the same as those required by the Illinois Department of Health. Students who do not have a current physical examination and/or immunizations will be excluded from school. In addition, the following are required by the State of Illinois:

- Dental Exam – required for students entering kindergarten, second, and sixth grades.
- Vision Exam – required for students entering kindergarten performed by licensed optometrist or ophthalmologist.

### Vision and Hearing Screenings:

Vision and Hearing screenings are mandated on an annual basis for the following students:

- Vision – pre-school, kindergarten, 2<sup>nd</sup>, and 8<sup>th</sup> grades, along with new students and special education students.
- Hearing – pre-school, kindergarten, 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> grades, along with new students and special education students.

Vision and hearing screenings are performed by a certified vision and hearing technician. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous twelve months and that evaluation is

on file at the school. If a vision or hearing examination report is not on file at the school for your child, your child in the mandated age/grade/group will be screened.

### Medication Policy:

It is the belief of the Board of Education and District 15 staff that medication should be administered in the home. However, under certain circumstances, it is in the best educational and health interest of the child to take prescribed medications during the school day. In such cases, the medicine must be prescribed by a physician, and a Request for the Administration of Medication form, completed and signed by both the physician and the parent/guardian, must be on file in the Health Office of the school. The Request for the Administration of Medication form is available in the school office, as well as on the district website at [www.d15.org](http://www.d15.org). The prescribed medication **must** be brought to the school by the parent/guardian (or other responsible adult designated by the parent/guardian) in a container properly labeled with the directions for administration, along with the name of the physician.

The student is responsible for reporting to the Health Office to take the prescribed medication. The parent/guardian must assume the responsibility for informing the school of any change in the child's health or change in medication. District 15 retains the discretion to reject requests for the administration of prescribed medication for students. While careful precautions are always taken to properly administer prescribed medication, District 15 or its employees will not be responsible for errors in administering medication.

School personnel are NOT allowed to administer over-the-counter medication, such as aspirin, Tylenol, Robitussin, etc., without written orders by the physician, completed on a Request for Administration of Medication form. Under no circumstances, should any medicine be sent to school with your child as the possibility exists that it could be unknowingly taken by another child. Board of Education Policy on student medication is Policy 7:270 Administering Medication to Students and is available in the school office.

Please refer to the District 15 website, [www.d15.org](http://www.d15.org), under "Health Services" for available health forms. Please contact the Health Office of your school with any further questions.

## GENERAL INFORMATION

### Drug and Alcohol Abuse Referral

Principals will refer students who abuse the use of drugs, alcohol and/or other controlled substances to agencies who provide counseling on the problems. Principals will provide appropriate information to parents or guardians of students asking or assistance on student abuse of illegal drugs and/or alcohol.

### Prohibition or the Possession, use or influence of Illegal Drugs and Controlled Substances

All persons are forbidden to possess, use or be under the influence of any illegal drug or controlled substance while on District #15 property or in its facilities. School authorities will enforce this policy by calling the police to remove from the school premises all adults or youths who do not quickly remove

themselves following a warning to do so by the appropriate school authority. District #15 students are forbidden to possess, use or be under the influence of any illegal drug or controlled substance at any function at any location which is under the control, sponsorship or endorsement of District #15.

Fees/Fee Waivers:

McHenry Elementary School District 15 has a policy that will waive all student registration fees under certain circumstances. Parent(s)/guardian(s) of students who are eligible for Free or Reduced Lunch, Aid to Dependent Children and those who are experiencing other hardships are asked to complete a Fee Waiver Form to determine their eligibility to have all registration fees waived. Fee Waiver Forms are available during the annual registration and in the school offices throughout the school year.

Student Fees:

Kindergarten Fee	Tech. Fee \$6.50 + \$51.00=	\$57.50
Grades 1-5 Fee	Tech. Fee \$12.75 + \$77.00=	\$89.75

Transportation Pay-Rider Fee (K-8):

One Student	\$106.25
Two Students	\$127.50
Three or more students	\$148.75

Visitors

Volunteers are always welcome to assist in classrooms or other areas of the school. Please contact your child's teacher or the school office if you are interested in helping the children at Edgebrook.

Security and Safety Procedures

- All entrances into Edgebrook will be locked and remain locked throughout the school day. Please enter Edgebrook from the Kane Street vestibule (entrance). Visitors will be buzzed into the building.
- All visitors must sign in at the school office upon entering Edgebrook, and sign out in the school office when leaving. When leaving Edgebrook, please secure the exits behind you.
- Visitors must obtain a **Visitor Badge** at the School Office.

Birthdays

We understand that birthdays are an exciting time and are important to students. In order to celebrate birthdays while maintaining a safe, educational environment, we ask you to follow these guidelines:

1. If you choose to send in a small birthday treat for your child to share with their class, please make sure that the treat is store bought, and there is enough for each child in the class to receive one. Home-made treats will not be distributed per county health department recommendations.
2. Birthday party invitations may be distributed at school provided that there is an invitation for each student in the classroom to receive one. The teacher will determine a time to distribute them that will not interrupt instructional time in the classroom.

IMPORTANT SCHOOL EVENTS:

Thursday, August 11, 2011 Open House to meet teachers 4:30-6:00pm

Music Concert Dates:

Wednesday, November 16	3 <sup>rd</sup> Grade Music Program
Wednesday, February 8	2 <sup>nd</sup> Grade Music Program
Wednesday, March 21	1 <sup>st</sup> Grade Music Program

Early Release Dates:

August 15, 2011	Dismissal at 11:20am
November 3, 2011	Dismissal at 1:35pm
January 13, 2012	Dismissal at 1:35pm
February 9, 2012	Dismissal at 1:35pm
April 12, 2012	Dismissal at 1:35pm
May 4, 2012	Dismissal at 11:20am
Last Day of School	Dismissal at 9:40am

Report Card/Mid-Quarter Dates Sent Home:

September 14, 2011	1 <sup>st</sup> Quarter Mid-quarters
October 21, 2011	1 <sup>st</sup> Quarter Report Cards
November 18, 2011	2 <sup>nd</sup> Quarter Mid-quarters
January 13, 2012	2 <sup>nd</sup> Quarter Report Cards
February 3, 2012	3 <sup>rd</sup> Quarter Mid-quarters
March 16, 2012	3 <sup>rd</sup> Quarter Report Cards
April 20, 2012	4 <sup>th</sup> Quarter Mid-quarters
Last Day of School	4 <sup>th</sup> Quarter Report Cards

Parent/Teacher Conferences:

October 26, 2011	Kindergarten Only → Parent/Teacher Conferences 8:30am-3:30pm
October 27, 2011	K-8 <sup>th</sup> grade Parent/Teacher Conferences 1:30pm-9:00pm
October 28, 2011	K-8 <sup>th</sup> grade Parent/Teacher Conferences 8:30am-3:30pm
February 21, 2012	K-8 <sup>th</sup> grade Parent/Teacher Conferences 12:30pm-8:00pm
February 22, 2012	Kindergarten Only → Parent/Teacher Conferences 8:30am-3:30pm

Added and/or changed events and functions will be printed in the Edgebrook Ripples and/or in the monthly PTO newsletter.

## EDGEBROOK PARENT/TEACHER ORGANIZATION

The Edgebrook PTO holds regular and informative meetings throughout the year, as well as providing services in many areas. The PTO meetings are the first Thursday of each month, unless otherwise specified, at 6:00 pm in the Edgebrook Learning Center. All parents are PTO members and are encouraged to get involved. For more PTO information, please visit the Edgebrook PTO website: <http://www.orgsites.com/il/edgebrookpto/>.

Volunteers are always needed for events such as Fundraisers, Yearbook, Family Nights, PTO monthly newsletter and Market Day.

### Fundraiser Information:

Our 5<sup>th</sup> Annual Rockin' for Edgebrook will be held Saturday, October 22<sup>nd</sup> of 2011. More information will be sent home soon.

