

2011-2012

AVOCA SCHOOLS

Information for Parents

This information bulletin is designed to answer most questions concerning the operation of the Avoca Schools. If, however, questions remain, please feel free to phone any of the personnel listed below. They will be happy to receive your calls.

		<b>Phone</b>	<b>Fax</b>	<b>E-Mail</b>
<b>AVOCA WEST ELEMENTARY SCHOOL</b>	235 Beech Drive, Glenview Dr. Jennifer B. Gendel, Principal	847-724-6800	847-724-7323	<a href="mailto:gendelj@avoca37.org">gendelj@avoca37.org</a>
<b>MARIE MURPHY SCHOOL</b>	2921 Illinois Road, Wilmette Dr. Deanna D. Reed, Principal	847-251-3617	847-251-4179	<a href="mailto:reedd@avoca37.org">reedd@avoca37.org</a>
<b>AVOCA COMMUNITY PRESCHOOL</b>	2921 Illinois Road, Wilmette Cynthia Devin, Director	847-251-3138	847-251-7742	<a href="mailto:devinc@avoca37.org">devinc@avoca37.org</a>
<b>PUPIL SERVICES</b>	2921 Illinois Road, Wilmette Cynthia Devin, Director of Pupil Services	847-251-3138	847-251-7742	<a href="mailto:devinc@avoca37.org">devinc@avoca37.org</a>
<b>ADMINISTRATIVE SERVICES</b>	2921 Illinois Road, Wilmette Dr. Kevin M. Jauch, Superintendent Beth Dever, Business Manager	847-251-3587	847-251-7742	<a href="mailto:jauchk@avoca37.org">jauchk@avoca37.org</a> <a href="mailto:deverb@avoca37.org">deverb@avoca37.org</a>

Avoca District #37 maintains an active Web site at <http://avoca37.org> and monthly Board of Education agendas, approved minutes, and other important information may be accessed at the Web site.

## **REGISTRATION**

New students will register in the office of the Principal, and evidence of birth and proof of residence must be presented at that time. Kindergarten children must be five years old on or before September 1<sup>st</sup>, and first grade children six on or before September 1<sup>st</sup>, to enter their respective classes.

## **ATTENDANCE CENTERS**

1. Avoca West Elementary School children are in kindergarten through grade five from the entire district.
2. Marie Murphy School children are in preschool and grades six through eight from the entire district.

## **REPORTING STUDENT ABSENCES**

Absences of students should be reported so that school personnel and parents are assured of the whereabouts of children at all times. Students will be recorded absent (full day or half day) and tardy as reported. Absences should be phoned to the following numbers. A message may be placed on Avoca West's voice mail after 4:00 p.m. and before 8:00 a.m. and on Marie Murphy's voice mail after 4:15 p.m. and before 7:45 a.m.

Avoca West 847-724-6800

Marie Murphy 847-251-3617

## **EMERGENCY SCHOOL CLOSING**

In the event of an emergency school closing of any kind, each family will be contacted by phone using the District's automated phone message system called Blackboard Connect. In addition, radio and TV stations will be informed of the closing, and the information will be posted on the Avoca Web site (<http://avoca37.org>).

## **SCHOOL OPENING SCHEDULE**

### **AUGUST 24 – WEDNESDAY**

This session will begin at the regular time and be a half day of school. (Sixth grade orientation on Wednesday, August 23, 8:00-9:00 a.m.)

Schedules for full-day sessions are:

Grades 6-8	7:55 a.m. – 3:20 p.m.
Grades 1-5	8:20 a.m. – 3:00 p.m.
Kindergarten	8:50 a.m. – 2:00 p.m.
Preschool	8:50-11:10 a.m. & 12:45-2:45 p.m.

(K-8 grades refer to Bus Permit for bus route time schedule.)

**AVOCA SCHOOL DISTRICT NO. 37  
2011 - 2012 CALENDAR**

AUGUST	Fri. - 19 Mon. - 22 Tues. - 23 Wed. - 24	NEW STAFF ORIENTATION – (No School for Students) INSTITUTE DAY (No School for Students) CONTRACT DAY – (No School for Students) FIRST HALF DAY OF SCHOOL
SEPTEMBER	Mon. - 5 Thurs. - 29	LABOR DAY – (Holiday) ROSH HASHANAH – (No School)
OCTOBER	Mon. - 10 Wed. - 19 Thurs. - 20 Fri. - 21	COLUMBUS DAY – (Holiday) HALF-DAY STUDENT ATTENDANCE HALF-DAY PARENT/TEACHER CONFERENCES HALF-DAY STUDENT ATTENDANCE HALF-DAY PARENT/TEACHER CONFERENCES TEACHERS' INSTITUTE DAY (No School for Students)
NOVEMBER	Wed. - 23 Thurs. - 24 Fri. - 25	PRE-THANKSGIVING – (Holiday) THANKSGIVING – (Holiday) POST-THANKSGIVING – (Holiday)
DECEMBER	Sat. - 17	WINTER VACATION BEGINS - (No School)
JANUARY	Tues. - 3 Mon. - 16 Tues. - 17	SCHOOL RESUMES MARTIN LUTHER KING DAY – (Holiday) TEACHERS' INSTITUTE DAY (No School for Students)
FEBRUARY	Wed. - 15 Thurs. - 16 Fri. - 17 Mon. - 20	HALF-DAY STUDENT ATTENDANCE HALF-DAY PARENT/TEACHER CONFERENCES HALF-DAY STUDENT ATTENDANCE HALF-DAY PARENT/TEACHER CONFERENCES TEACHERS' INSTITUTE DAY – (No School for Students) PRESIDENTS' DAY – (Holiday)
MARCH	Fri. - 23 Sat. - 24	CONTRACT DAY – (No School for Students) SPRING BREAK BEGINS
APRIL	Mon. - 2 Fri. - 6	SCHOOL RESUMES GOOD FRIDAY – (No School)
MAY	Mon. - 28	MEMORIAL DAY – (Holiday)
JUNE	Fri. - 8 Fri. - 15*	LAST DAY OF STUDENT ATTENDANCE SCHOOL TERM ENDS

\*Monday, June 11, through Friday, June 15, 2012, will be declared special holidays if no emergency closings are required.

## **OPEN HOUSE NIGHTS**

K-1 – August 30, 2011 – 7:00-7:45 p.m.  
2-3 – August 30, 2011 – 8:00-8:45 p.m.  
4-5 – August 30, 2011 – 6:00-6:45 p.m.  
6-8 – September 1, 2011 – 6:15-9:00 p.m.

## **EARLY DISMISSALS**

Wednesday & Thursday, Oct. 19 & 20  
Parent/Teacher Conferences

Wednesday & Thursday, Feb. 15 & 16  
Parent/Teacher Conferences

Avoca West: 11:45 a.m. dismissal  
Marie Murphy: 11:00 a.m. dismissal

## **CODE OF STUDENT BEHAVIOR**

The Board of Education, as expressed in its philosophy, believes that all children have the right to a comprehensive and meaningful education. This right may not be abridged by actions of other students that may provide a disruptive effect in the classroom.

### **The Board of Education expects the maintenance of discipline in the classroom.**

This should be accomplished in a professional manner, however, and in no instance shall physical force or other forms of corporal punishment be used. (Avoca School Board Policy #7:190).

The desired goal in the District is self-discipline for all children. Since there is usually no sudden change from egocentricity to cooperation in the human growth process, but rather a gradual development and modification of behavior as a child is treated with respect and interest, a general code of behavior guidelines, with consideration for guidance procedures and growth characteristics of children, is a positive beginning toward achievement of the self-discipline goal.

Parents and teachers are encouraged to use the behavior guidelines for coordinating information about a child's behavior. If the child's behavior does not meet expectations, parents will be requested to attend a parent-teacher-child conference at which mutual goals will be determined.

Parents are encouraged to initiate contact with the teacher at any time. Students are encouraged to seek assistance from school personnel (teacher, principal, pupil services director, nurse, intervention specialist) in resolving problems and concerns.

## **BEHAVIORAL INTERVENTIONS IN SCHOOLS**

The Avoca School District has developed policies and procedures in the use of behavioral interventions for students with disabilities. These are available for review upon request. Questions should be directed to Cynthia Devin, Director of Pupil Services, at 847-251-3138, ext. 140.

### **MISSION**

The mission of Avoca School District #37 is to provide an education that maximizes the unique potential of each child we serve.

### **HEALTH INFORMATION**

A **Student Emergency/Medical Information** form must be completed on line by the first day of school.

A **State of Illinois Certificate of Child Health Examination** form must be completed by a physician for students entering KINDERGARTEN and SIXTH GRADE and STUDENTS TRANSFERING FROM OUT OF STATE OR OUT OF THE COUNTRY.

An **Illinois Department of Public Health Proof of Dental Examination** form must be completed for students entering KINDERGARTEN, SECOND and SIXTH GRADES.

A **State of Illinois Eye Examination Report** must be completed for any child entering the Illinois school system for the **first** time (out-of-state transfer or home schooled).

A **School Medication Authorization** form must be completed by a physician and a parent for **prescription** and **over-the-counter medication** to be administered at school. Students are not permitted to carry medication on school premises.

A **Marie Murphy School Athletic Permit** signed by a **physician** and a **parent** must be on file in the office of the school nurse before a student will be permitted to participate in interscholastic sports. Student accident insurance is provided by the district at no cost to the student's family. Information regarding accident insurance is included in a summer mailing.

\*\*\*All above forms may be downloaded online.

Annual vision screening is done on all preschool, K, 2<sup>nd</sup>, and 8<sup>th</sup> grade students. Annual hearing screening is done on all preschool, K, 1<sup>st</sup>, and 3<sup>rd</sup> grade students. If you do not want to have your child participate in these programs, please notify the school nurse.

**2011-2012 SCHOOL LUNCH PROGRAM**

Lunch prices:

Student plate lunch .....	\$3.35
Individual milk .....	\$ .55

**2011-2012 BOOKS/MATERIALS, TECHNOLOGY  
& EXTRACURRICULAR ACTIVITY FEES**

(Due by September 15, 2011)

**Books/Materials/Extracurricular Activity Fees** (Yearbook Included)

Kindergarten - \$143                      Grades 1 thru 4 - \$160                      Grades 5 thru 8 - \$175

*(An early bird discount of \$25 per student is applied to payments made by September 15, 2011.)* The kindergarten fee includes headphones. Parents are responsible for paying for the replacement cost for all lost or stolen textbooks, library books, etc.

***NOTE: A new \$25 extracurricular activity fee is included in the above fee totals for each student in grades 1 through 8. This flat fee will be used to cover expenses associated with the various team sports, clubs and individual extracurricular activities being offered at the schools.***

**Technology Fees**

Number of Students	Cost per Family
1	\$135
2	\$160
3	\$185
4 or more	\$210

*(An early bird discount of \$10 per family is applied to payments made by September 15, 2011).*

Payment for the above fees may be made by cash, check, or credit card, either by mail or online at the Avoca Web site <http://avoca37.org> on the "Parents and Community" page. Books/materials/activity and technology fees will be waived for families demonstrating economic hardship. Fee waivers are accessible online on the "Parents and Community" page and can be submitted to the Business Manager for review.

## 2011-2012 TRANSPORTATION

### **ALL STUDENTS MUST HAVE PERMITS TO RIDE A BUS.**

In accordance with Illinois reimbursement statutes, free transportation is provided for those students who live more than 1½ miles from their attendance center as established by the Board of Education. Fees as listed below provide transportation for those students who live less than 1½ miles from their attendance center, unless exempt by Policy of the Board of Education.

### **Family fees per year are as follows:**

#### **Both Ways**

\$500 – 1<sup>st</sup> Child  
\$400 – 2<sup>nd</sup> Child  
\$350 – 3<sup>rd</sup> Child  
\$1,400 Cap  
\$50 discount per family if paid on time

#### **One Way**

*(A.M. or P.M. service must be selected)*

\$275 – 1<sup>st</sup> Child  
\$225 – 2<sup>nd</sup> Child  
\$200 – 3<sup>rd</sup> Child  
\$200 – 4<sup>th</sup> Child  
\$175 – Each Add'l Child  
\$50 discount per family if paid on time

Payment may be made by cash, check, or credit card, either by mail or online at the Avoca Web site <http://avoca37.org>. Transportation fees may be paid in a single payment by June 30. The former two-payment procedure has been replaced by paying with two checks – one dated prior to July 1 and a second dated November 1 – or giving the Business Office permission to charge a credit card prior to July 1 and November 1. Transportation fees will only be waived for families on public aid. Fee waivers are accessible online and can be submitted to the Business Manager for review. Avoca School Bus Permit card packets are mailed to all students in May. Additional Bus Permit cards may be obtained by calling the Business Office at 847-251-3587.

**A completed Bus Permit and payment card for each student must be received by the Avoca Business Office by June 30.**

A completed Bus Permit card, including payment, if applicable, must be received before a Bus Permit will be issued to a student. Bus Permits, listing pick-up and drop-off time and place, will be mailed to students the first week in August.

## SUPPLIES

Individual grade-level supply lists are available for K-5 at Avoca West and Marie Murphy. Teachers will provide specific lists for 6-8 grade classes at the start of school. Students are also encouraged to provide the following supplies:

Old shirt or smock for  
Art classes (K-5)

Gym shoes (K-5)

GRADES 6/7/8 PHYSICAL EDUCATION DEPARTMENT requires the following items:

GIRLS: Avoca gym suit (shorts and shirt), white socks, gym shoes, sweat shirt and sweatpants, towel and soap. All personal belongings should be plainly marked with an indelible marker on the first day of class.

BOYS: Avoca gym suit (shorts and shirt), white socks, gym shoes, sweat shirt and sweatpants, towel, soap, and athletic supporter. All personal belongings will be marked with an indelible marker on the first day of class.

Avoca gym outfits can be purchased at the Wilmette Bicycle and Sport Shop, 605 Green Bay Rd., Wilmette. **Students now have a choice of purchasing either gold or maroon gym shorts.**

LOCKS (6, 7 & 8 only).

A black combination Master lock is required on corridor lockers for each student in grades 6, 7, and 8. Combination locks are available for purchase in the school office (\$5.00). (NOTE: The school is not responsible for damage due to the necessary removal of a lock when the key or combination is not available.)

## **BOARD OF EDUCATION**

It is the policy of the Board of Education to issue newsletters of school affairs and an annual report to the public. These communications include such items as curriculum changes, enrollment trends, financial status, matters of policy, etc.

Board members include:

Jeffrey A. Greengoss, President  
Rosanne M. Ullman, Vice President  
William S. Bazianos  
Henry Kingwill

Joel H. Raynes  
Sherry Wallingford  
Rick Zelinsky

Regular and Committee of the Whole School Board meetings are scheduled as follows and subject to change. To confirm the time and location of a particular meeting, please contact the superintendent's administrative assistant at 847-251-3587 in advance of a meeting. All Board and Committee of the Whole meetings are videotaped, and the tapes are available for check-out through the Marie Murphy School library.

### **Regular Board Meetings**

Thursday, July 21, 2011 - 5:30 p.m.  
Thursday, August 18, 2011 - 5:30 p.m.  
Thursday, September 22, 2011 - 6:15 p.m.  
Thursday, October 20, 2011 - 6:30 p.m.  
(Parent/teacher conferences)  
Thursday, November 17, 2011 - 6:30 p.m.  
Thursday, December 15, 2011 - 6:30 p.m.  
(3<sup>rd</sup> Thursday due to winter break)

Thursday, January 19, 2012 - 6:30 p.m.  
Thursday, February 19, 2012 - 6:30 p.m.  
(Parent/teacher conferences)  
Thursday, March 22, 2012 - 6:30 p.m.  
Thursday, April 19, 2012 - 6:30 p.m.  
Thursday, May 24, 2012 - 6:30 p.m.  
Thursday, June 21, 2012 - 5:30 p.m.

### **Committee of the Whole Board Meetings** (5:30 p.m.)

July 2011 – None  
Monday, August 1, 2011  
September 2010 – None  
Monday, October 3, 2011  
Monday, November 7, 2011  
Monday, December 5, 2011

January 2012 – None  
Monday, February 6, 2012  
Monday, March 5, 2012  
Monday, April 2, 2012  
Monday, May 7, 2012  
Monday, June 4, 2012

**AVOCA PARENTS' AND TEACHERS' COUNCIL**

A primary link between the home and the school is the Avoca Parents' and Teachers' Council (PTC). This organization attempts to work in harmony with the schools in providing services that will strengthen the over-all school program.

Meetings are held monthly at either Avoca West Elementary School or Marie Murphy School and are ordinarily devoted to exploration of various topics pertinent to the operation of the Avoca schools.

Dues will be collected by prior mailing and at Open House in each building.

2011-2012 Executive Board members include:

President.....	Denise Kamberis Kingwill
Vice President-Avoca West.....	Lourdes Cornelius
Vice President-Marie Murphy.....	Judy Trunsky
Secretary.....	Mary Patel
Treasurer.....	Silvia Strazzarino
Volunteer Coordinator.....	Heather Hester
Vice President, Communications.....	Valia Garbis
Vice President, Fundraising.....	Robert Brodell
Vice President, Membership.....	Stephen Starr
Supt. of Schools.....	Dr. Joseph M. Porto
Marie Murphy Liaison.....	Andrea Bialk
Avoca West Liaison.....	Jennifer Stefan

**CIVIL RIGHTS DISCRIMINATION RULES**

The school nutrition program is available to all eligible participants without regard to race, color, national origin, handicap, sex, or age. Any person who believes he or she has been discriminated against in any USDA-related activity should write to:  
Administrator, Food and Nutrition Service, 3101 Park Center Drive, Alexandria, VA 22302.

**SEX DISCRIMINATION RULES**

Title IX of the Education Amendments of 1972 prohibits sex discrimination in education. Under this Act, no person, on the basis of sex, shall be excluded from participation in or denied the benefits of, or be subjected to discrimination under any education program or activity. The Superintendent has been designated the responsible employee, as required under Federal regulations, to coordinate compliance with provisions of the regulations. Complaints regarding compliance should be directed to the Superintendent.

## **SEXUAL HARASSMENT POLICY**

Title of the Civil Rights Acts of 1964 forbids discrimination based upon an individual's sex, including sexual harassment. The district has a policy prohibiting sexual harassment which adversely affects an individual's employment or educational environment. Complaints of sexual harassment should be directed to the Superintendent.

## **STUDENT RECORDS ACT**

The Illinois School Student Records Act of 1975 became effective March 24, 1976. In compliance with this act, parents and/or legal guardians have the right to inspect any records kept in the school district relative to the child. In the Avoca district, results of standardized tests, registration information, health examination, copies of reports to parents and information from the Pupil Services Department are, therefore, available for examination.

All rules and regulations developed by the Illinois State Board of Education in compliance with the Illinois School Student Records Act of 1975, Family Educational Rights and Privacy Act and the Freedom of Information Act will be observed by the Avoca School District 37.

In addition to inspection and review of records mentioned above, parents and eligible students have the right to: 1) request the amendment of records (as authorized by law), 2) consent to disclosure of information (except where release is authorized by law), and 3) file a complaint regarding the district's failure to comply with regulations applicable to records. Questions regarding student records and procedures should be directed to the Director of Pupil Services.

## **PUPIL SERVICES**

The Pupil Services Department provides services to identify and meet the individual needs and interests of Avoca students in the school setting. These services are available to all students and may be requested by parents as well as school personnel. Parental permission is received by the Pupil Services Department for all testing other than an educational screening and for any type of direct service a student may receive from department personnel.

The Pupil Services Department conducts and directs activities on an annual and on-going basis to identify and provide for the needs of children (ages 3-21) who may have a disability which interferes with learning and requires special education and/or related services. Questions regarding the availability of these services should be directed to the Director of Pupil Services, at 847-251-3138.

## **AVOCA PERFORMING ARTS PROGRAM**

THE AVOCA PERFORMING ARTS PROGRAMS are assemblies which provide Avoca students the opportunity to participate and to see and hear live musical, dance and dramatic performances. They give pupils a wide variety of cultural experiences and encourage their own artistic development. The public is invited to all performances. The program and stated times will be announced in the month school calendars.