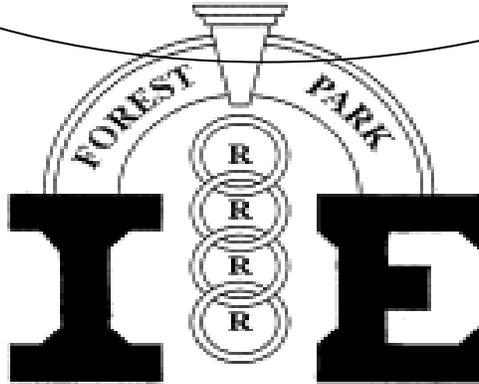


Forest Park I. E. School
2017-2018

Parent-Student Supplement



Forest Park I.E. School
1220 California Ave.
Joliet, Illinois 60432
815-723-0414
815-740-5452 (Fax)



Forest Park Individual Education School

1220 California Avenue

Joliet, Illinois 60432

815-723-0414

Jacob Darley, Principal



Dear Parents,

Welcome to the 2017-18 school year at Forest Park I.E. School! This supplement has been prepared with you in mind and will serve to help you understand the policies and procedures of our school.

Our dedicated staff looks forward to working with you so that we may provide the best education possible for all of our students at our magnet school. The I.E. Staff is committed to “creating productive members of society” within a 4R environment:

- Responsibility
- Respect
- Responsiveness
- Resourcefulness

Through our academic, creative, and social programs, we offer a variety of opportunities and choices for your children to develop their full potential.

Please contact me at school with any questions, concerns, or ideas. I look forward to a vibrant school-home partnership during the school year. When we work together, student achievement will be developed to its fullest potential. Here’s to a great year!

Sincerely,

Jacob Darley

Principal

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INTRODUCTION

This handbook has been prepared to help parents and students understand the policies and procedures of Forest Park I.E. School.

SCHOOL HOURS

7:00 a.m.....	Office Opens
7:20 a.m.....	Faculty arrive as per contract
8:00 a.m.....	Classes Begin
11:15 a.m. -12:00 p.m.	Lunch
2:10 p.m.	Student Dismissal
3:30 p.m.	Office Closes

PROGRAM OFFERINGS

Academic Enrichment

The A.E. program at Forest Park consists of 4th and 5th grade students who demonstrate proficiency in academic areas above grade level. The criteria used for student selection will consist of a student's G.P.A., Star 360, AIMSweb scores (3rd benchmark), attendance, as well as teacher recommendation.

Technology

District 86 strongly believes in the importance of using technology as a tool to aid learning. Each classroom at Forest Park has access to various types of technology utilized to enhance learning.

Problem Solving Team

The Problem Solving Team's goal is to develop interventions designed to improve academic and/or behavioral student performance. The team of psychologist, social worker, and other school staff provides strategies to enhance achievement and behavior management skills. Parents will be invited to Problem Solving Team meetings.

After-School Activities

Currently we offer Young Rembrandts, 4th and 5th grade basketball, and other activities through the Hartman Center, and the YMCA. Students who do not attend the regular school day will not be allowed to participate in after school activities.

Admission and Registration Requirements

Families interested in attending Forest Park I.E. School need to:

- Attend an informational I.E. Orientation Meeting

- Complete an Application Form after the I.E. Orientation Meeting
- Families with completed Application Forms are placed onto the I.E. Waiting List
- Student selection is based on the I.E. Waiting List Order
 - Each grade has their own I.E. Waiting List
- Sign a Forest Park I.E. School Contract (Student and Parent) after the selection process
 - The signing of the contract indicates that the student and parents agree with the rules and philosophy of the school.

There are only two exceptions to the above procedure and are given priority:

- Families who live in the Forest Park I.E. School neighborhood
- Siblings of presently enrolled students

ATTENDANCE

All pupils must attend school regularly or give valid cause for any absence from school. Baby-sitting and family vacation are considered unexcused absences. See the district handbook for further information on excused/unexcused absences. Unexcused absences and tardies may also result in dismissal from the IE school, as per the parent contract. (12 tardies, 6 unexcused absences) Tardiness DOES affect perfect attendance status.

Reporting Absences

If a child is to be absent from school, the parent or guardian must contact the school office between 7:00 and 9:00 a.m. of that day unless previous contact has been made. If contact is not made, the school will attempt to contact the parent using the phone numbers made available to the school. This system is in place for the safety of your child. Please be considerate and contact the school as soon as you know of your child's absence. You may leave a message on the school answering machine if you must call before or after school hours. **NOTE: Call the school immediately if your phone number has changed.**

Tardiness

Students are expected to arrive promptly at school by the 8:00 a.m. bell. Any students arriving at school after this time are considered tardy. **Parents/Guardians are required to physically deliver their child to the Principal's office and sign them in when tardy.** Late students disrupt the learning process not only for the students, but for classmates as well. If students need to purchase a hot lunch, this must be indicated before 8:45 a.m. of that day.

Extended Vacations

Please plan family outings and vacations around the school calendar. It is not in the best interest of students to miss any school time for any reason other than illness. Students who miss school for any reason other than illness may be considered truant. A letter for unexcused absences will be placed in the student's records.

If Your Child Is Not Riding the Bus Home

Last minute dismissal changes create difficulties for the school. Our office seeks to be as efficient as possible for all parents and visitors. Due to the tremendous volume of phone calls in the office, *pick up changes should be made on an emergency basis only.* If you know that your child will not be riding the bus home, please send a note or notify the office by 11:00 a.m. A note will be left in the teacher's mailbox before lunch.

Students are to be picked up at the Fuller Street doors. Cars are not permitted on California during student dismissal due to bus traffic.

DISCIPLINE PROCEDURES

School Rules

1. Do nothing that could be harmful to yourself, others, or to another's property
2. Be under adult supervision.
3. Obey the point out/stop sign immediately and silently.

Consequences for Breaking School Rules (Referrals)

#'s 1,2,4,5:	Discussion and counseling. <u>Child's responsibility</u> to report to parents.
#3:	Letter sent home reviewing IE rules.
#6:	Parent conference; behavioral interventions discussed (social work etc.)
#7,8:	Discussion and counseling. <u>Child's responsibility</u> to report to parents.
#9-11:	Immediate dismissal from school for the day.
#12:	Decision on whether student should remain in the Individual Education School.(Principal, Parent, Staff conference) School officials hold final authority in the decision.

Dangerous Objects

Possession of a weapon may result in a suspension from school pending an expulsion hearing. This includes but is not limited to knives, guns, laser lights, any look-alike weapon, shocking devices and/or any other dangerous object. **Parents, please inspect your child's book bag daily before they come to school.** Students are responsible for items in their possession at school. If a child realizes they possess an inappropriate item, it should be reported to an adult immediately. If dangerous items are inadvertently brought to school, children should not display the item to classmates, only to an adult for guidance. When items are displayed to classmates, appropriate discipline actions may be taken.

Gang Signs and Symbols

Gang signs and symbols are dangerous and will not be tolerated. Symbolic gang-like graffiti has no place in a school environment (clothing, drawn on spiral notebooks, etc.) First offense will result in a conference with the principal. A second offense will result in a parent contact.

Inappropriate Language

Inappropriate language is disruptive in a school setting. Staff members may point out or point stop students using such language. A conference with the principal may be recommended for chronic problems. The principal may choose to contact the parent to inform them of the situation.

Dismissal from I.E. Program

Students are dismissed from the Forest Park I.E. School for the following reasons:

- Receiving twelve (12) discipline checks in one school year
- Student has less than 80% of cumulative “Credits” at years’ end (this policy is strictly enforced in G4-5)
- Parent, Student, or Administrative request
- Parent does not follow the school discipline procedure for students going home
- Parent does not attend four (4) required parenting sessions (or 4-week book study for new families)
- Parent does not attend parent/student/teacher conferences; make ups must be completed within a (2) two-week window
- Student has accumulated six (6) days of unexcused absences or 12 total (excused/unexcused); Any excused absence after 8 cumulative must be accompanied by a doctor’s note, each time; If an absence exceeds 3 days, upon returning, you must bring a doctor’s note.
- Student demonstrates chronic tardiness (12 days)

Bus Rules

1. Keep your hands to yourself.
2. Stay in your seat.
3. Keep your voice down.
4. Stay out of the aisle while bus is moving.
5. No eating
6. Follow the bus driver's directions quickly and quietly.

Bus Routes

Students who ride a bus to and from school can only ride their assigned bus at their assigned stop. Students will not be able to ride any other bus even with verbal or written parent permission.

When a change in bus stops occur parents must fill out a Bus form obtained through the school office- DO NOT CONTACT the bus company. The requested change takes five (5) school days. Office personnel will contact you when the requested change has been approved and/or finalized.

Parents may contact the bus company directly in regards to time delays, drivers, and monitors.

PARENTAL INVOLVEMENT

All parents, new and returning are required to attend four (4) Parenting Sessions. New parents must participate in a 4-week book study.

Failure to attend the required parenting sessions may be cause for dismissal from Forest Park as indicated on the I.E. contract. Sessions hosted at Hufford I.E. also count for Forest Park families. Failure to attend Open House/Expectation Night may result in an additional parent session requirement. Latecomers will not receive credit for a session. All sessions must be completed at Hufford or Forest Park. No outside agency sessions will be accepted.

Parent/Student/Teacher Conferences Requirement

We have regularly scheduled conferences at the end of the first and second grading periods. A notice will be sent home letting parents know when to call the office to schedule appointments.

Conferences are not held if the student is not present. The student adds perhaps the most important voice in the conversation.

- **Parent/Student/Teacher conferences are required. Families risk dismissal from Forest Park School the following year if this requirement is not met. Make ups must be completed within a (2) two week window**

School Visitation

All persons entering a school building are required by law to provide proper identification (photo ID) and state their reasons for being on school premises. Persons must first report to the principal's office to state their business and receive permission to see teachers or visit classrooms. Persons disregarding the appropriate behavior for school visitation will be asked to leave and/or will be reported to the police for action. Disruptions to the orderly operation of the school will not be tolerated. Parents are expected to demonstrate the 4R's as a model for our students.

Persons desiring to meet with teachers or to visit classrooms are required to contact school personnel in advance to make arrangements for such meetings or visitations. Parents and visitors are NOT to visit classrooms without permission or an appointment.

Parent Organization

Forest Park's parent group is the Alliance for Teachers and Parents (ATP). All families at Forest Park are active and voting members of the ATP. The ATP meets monthly to plan or organize student activities, assemblies, field trips, volunteer issues, and funding activities. All parents/teachers are invited to attend ATP meetings, on the 4th Wednesday of each month.

Communication Folder

Students are provided with Communication Folders. Proper use of the folder will enhance student responsibility and will keep parents better informed. Please use the folders according to the following instructions.

1. All students in grades K-5 will receive a folder from their homeroom teacher. The homeroom teacher trains students on the use of this folder.
2. Students will bring home any school communication in this folder or booklet each day.
3. Parents should send any communication through these folders.
4. Folders go home every night and shall be returned to school each day.
5. Parents are asked to review this folder daily for important information. Parents and students should work out a system so the folder can be reviewed daily. (On occasion there may not be any school information.)
6. If folders do not come back to school consistently, students will be counseled about their responsibility for this folder by the homeroom teacher. In some cases, the principal may call the parents to see if the folder may be at home or lost.
7. If folders are lost, we have a limited supply available. The cost of a replacement folder is \$1.00.

Intermediate Grades: Assignment Book

Students in grades 3-5 will be given an assignment book with their PROGRESS CHART to record their daily assignments and quarterly CREDITS. It is the student's responsibility to record the assignments **AND** complete these assignments. The homeroom teacher will train children on the proper use of this book. **PARENTS SHOULD REVIEW THE ASSIGNMENT NOTEBOOK DAILY AND THE PROGRESS CHART WEEKLY.** Work out a system for sharing this information. Establish fair consequences for students that do not transport these documents between home and school regularly. In some cases, the principal may call parents when this system is not being properly used.

District Web Page:

The Joliet Public Schools District 86 webpage provides information regarding district events and for individual schools. The webpage address is www.joliet86.org.

SCHOOL INFORMATION AND PROCEDURES

Please check your child's book bag frequently to look for any items that do not belong on school property. These include (but are not limited to) knives, weapons or look-alike weapons, sharp objects, fireworks, etc.

Other prohibited items include (but are not limited to) toys, IPODS, collector cards, games, walkie-talkies, excessive amounts of money, valuable jewelry, etc. If these items are found during school hours, they will be held in the office until dismissal. At that time, your child can pick them up and bring them home. Parents may be required to pick up items at the discretion of the principal.

Breakfast

Breakfast is available to students from 7:45 a.m. - 8:00 a.m. Breakfast must be ordered one week in advance. **Breakfast will be ordered in homeroom on Wednesdays.** Each student is responsible for the proper ordering of their breakfast. If students order inappropriately they may experience the natural and logical consequence for their action. As students finish eating they are to be responsible for their own garbage, and will be dismissed to line-up with their homerooms. As per state mandate, breakfast will be extended 20 minutes for tardy students. Students will also be allowed to eat for late busses, which is beyond the child's control.

Lunch

All students are eligible under a federal program to receive a free school lunch for 2016-17. They may also bring a sack lunch. Milk may be purchased by sack lunch carriers for \$.35. Lunches are ordered and paid for by 9:00 a.m. on a daily basis. If a student is coming late to school and wishes to order a school lunch, a parent must call in the order. Extra lunches are available for the cost of \$2.00

Students bringing lunch from home must have food/beverages in safe containers. No glass or cans are allowed. Soda pop is not allowed at Forest Park School.

Lunches are ordered in homeroom. Each student is responsible for the proper ordering of their lunch. If students order inappropriately they may experience the natural and logical consequences for their actions. Every effort will be made for a student to receive a lunch if one is available.

Students may sit anywhere they choose in the lunchroom. Students are responsible for their own lunch garbage. The table area must be cleared before the student is dismissed.

Parents are welcome to join their child for lunch at anytime. We do request that the parent call the school ahead of time (that morning) to let the staff know that he or she is coming for lunch. If a parent wishes to order a hot lunch for him/herself, the school office must have that order by 8:45 a.m. The cost is \$2.00.

Change of Address and Telephone

Please see that the school has current information at all times in regards to telephone numbers, emergency telephone contacts, and address. This is especially important when your child is ill or has been in an accident.

Student Pick Up

No pupil shall be allowed to leave the school before the hour of closing except in case of illness or at the request of the parent or guardian. In any other circumstance, the Principal shall be the

judge in regards to leaving school early. Please attempt to schedule doctor/dentist appointments after school if possible. Please send a note with your child if they have to leave school early. **Also, if your child normally rides the bus and you are going to be picking them up, you must send a note or your child will be placed on the bus to go home.**

For safety purposes, parents must provide the school with current names and phone numbers of those adults whom they give consent to pick their children up from school. **STUDENTS WILL ONLY BE RELEASED FROM FOREST PARK SCHOOL WITH AUTHORIZED ADULTS. A PHOTO ID IS REQUIRED: NO EXCEPTIONS**

Dress Code

Appropriately dressed, well-groomed students promote pride, respect, and positive attitudes. These qualities help create and maintain an effective learning environment.

The responsibility of dressing appropriately rests with the students and their families. Clothing should be clean, neat, sized appropriately, and appropriate in nature. Appropriate school shoes are to be worn.

Clothing deemed inappropriate will result in either asking the student to invert a T-shirt or have a parent bring a change of clothes. District 86 policies related to clothing, jewelry or accessories states; any clothing, jewelry or accessories that may be considered dangerous to student welfare or interpreted to be gang related may not be worn.

Field Trips

All field trips are pre-approved by the principal and the assistant superintendent. Transportation is arranged by an approved bus company. Field trips are intended to enhance the district curriculum and offer students unique learning opportunities. Clearly defined expectations will be communicated to students and parents. If needed, parents may be asked to chaperone. This provides additional supervision when students are outside of school property. Students who frequently demonstrate inappropriate behavior will not be allowed to attend field trips.

Electronic Devices

Cell phones and similar devices may be brought to school but should not be seen or heard at any time during the school day. Texting of any kind is not allowed at Forest Park School. It disrupts the academic environment. While students cannot control incoming texts, they can choose not to respond during the school day. Parents, please encourage your children **NOT TO TEXT YOU DURING THE SCHOOL DAY**, especially about problems they are having. As per the 4R philosophy, students are *responsible* to try to solve problems on their own, first. If unsuccessful, they are expected to be *resourceful* and seek the help of an adult at school. Text requests for parents to call the school are not appropriate for an orderly school environment. Students found to be calling or texting may have phones or devices confiscated. Students may pick them up after school. Parents will be called for chronic problems.

Student Illness

If a student becomes ill while at school, a parent will be contacted. Again, parents must provide and maintain at least three valid current telephone numbers where they or other responsible adults can be reached. Contact the school if your home, work, or emergency number changes at any point during the school year. Parents will be called for students who have vomited but have no fever. If the parent wishes for the child to remain at school, the child will remain in the office for 30 min. If no more vomiting has occurred, the child will be returned to class.

Medications

See District Handbook.

Student Injuries

Students report to the school office or nurse for an injury. The office may only apply ice or a bandage to an injury. Parents will be contacted in the event of a serious injury and an accident report will be placed on file. Parents, please note that school staff can only assist when injuries are reported. Students are RESPONSIBLE to speak up for themselves to address problems.

Child Abuse

It is the legal responsibility of school personnel to report instances of suspected child abuse and/or neglect. Failure to comply with this requirement may result in prosecution. All suspected cases at Forest Park are reported to the proper authorities.

Homework

Homework is considered an opportunity to practice skills; however, classroom work is expected to be finished at home because it is the **student's responsibility** to be prepared for classes the next day.

Homework is voluntary, however, it is the student's responsibility to study and/or complete the following on a weekly basis: spelling words, practice reading weekly stories, practice reading take home books, write and edit essays, and stay caught up in all subject areas. Teachers reserve the right to record credit or no credit on recommended homework at their discretion. Oftentimes, the homework assignment is a lesson in successfully meeting a deadline.

Lost And Found

Lost and found articles are located on the stage in the gym. There is also a book lost and found in the office. At each scheduled parent conference items will be on display in the gym. All items after conference will be donated to a local shelter.

Media Release Form

If you do not want your child's pictures to be released to the newspaper or other types of publications, please be sure to complete the "Media Release Form". Students receive this form early in the school year. You may also receive this form from the school office.

Money

There may be occasions when you will need to send money to school with your child. Please place money in an envelope with the student's name, the teacher's name, the amount, and the purpose of the money.

Recess

All students will participate in outdoor recess, weather permitting. Recess is approximately 20 minutes and will be outdoors as long as the temperature is 26° or above. Students should dress appropriately for the weather. Students staying in for recess, because of medical reasons, are required to bring a note from their doctor.

Religious Objections

In the event that a parent objects to particular curriculum content on a religious basis, the student may be permitted to opt out of the objectionable portion of the curriculum upon a written request from the parent to the Principal.

Various holidays may be acknowledged by individual teachers permitting a small room party. If you do not wish to have your child participate in such an activity please notify the Principal in writing. This policy also applies to the United States' Pledge of Allegiance, which is recited daily.

Building Security

All doors of the building are locked when students are present. The entrance on the California Avenue and the parking lot doors has doorbells. Please ring the doorbell to enter the building. An adult will answer the door. Under no circumstances are students permitted to answer a door.

There should be no activities on school property, other than school related activities when students are present.

Supervision of Students

Once students arrive at school they are under school supervision. Students leaving the immediate school area must have adult permission. This includes students who walk to school or ride to school in a bus or car.

Disaster Drills

During the school year, disaster drills for fire, SAFE schools, and tornado are conducted. Bus evacuations will also be conducted. Fire and Tornado information is posted in each classroom and students are instructed in proper procedures. Students are also instructed in the proper procedure for our LOCKDOWN drills. Students are to comply with expectations during all drills. Non-compliance may result in a discipline referral for violating I.E. rule #1, BE SAFE!

School Closings

Severe storms and heavy snow can present unusual problems for everyone. When District 86 closes schools because of inclement weather, there will not be anyone at Forest Park I.E. School to receive your child. Therefore, it is very important for parents to observe the following:

1. Listen for automated phone messages from District 86. Do not call the school after receiving the message.
2. Listen to local radio stations, 1340 WJOL; 96.7 WLLI; 93.5 WJTW, for weather bulletins or announcements concerning schools. Listen for “Joliet Public Schools,” “Joliet Grade Schools,” or “District 86.”
3. You may also access the district website for information: <http://www.joliet86.org>
4. Children should be kept home if their parent feels there is actually a serious question of weather related safety.
5. Schools ordinarily remain in session until 2:00 PM regardless of weather. It would be very difficult to close schools early because of the many working parents.
6. In some cases, it may be necessary for individual parents to pick up their child early. Remember, students will only be dismissed to the parent, legal guardian, or those listed on the emergency pick up list.
7. **DO NOT CALL THE SCHOOL TO ASK IF SCHOOL IS CLOSED. LISTEN TO THE RADIO or WATCH TV.** During bad weather, we need all phone lines open for emergencies.

School Fees

The Board may change student fees as provided by law. Parents/Guardians unable to pay fees should contact the building principal about a fee waiver. All students are assessed fees to cover the cost of some materials and supplies. Fees are due at the beginning of each year. (\$25) Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. A fee waiver does not exempt a student from charges for lost and damaged books, materials, supplies, and/or equipment. The Board shall not waive any instructional material fees except under extenuating circumstances as defined by District policy and upon proper application.

School Pictures

All children have their pictures taken individually at the beginning of the school year. Buying school pictures is optional. Forest Park also offers Spring Pictures. Buying these is also optional.

Solicitation By Students

No students shall sell articles or chances of any type in the school during school hours.

Student Transported To School Other Than By Bus

Students who walk to school or are car riders are to use Fuller Street. Parents are not to drop off their child on California-**that area is designated for buses only.**

Textbooks and Supplies

Basic textbooks and supplementary books are provided to each student by the school district. Books are generally expensive. Each child should provide a tote bag or backpack to carry books. Students are expected to be responsible for the proper care of books that are issued. Students will be assessed for lost and damaged books. The school business office will determine the cost of the replacement.

School Telephone

The Forest Park I.E. School phone number is 815-723-0414. **Students and teachers are not called from classes for telephone calls to preserve instructional time.** Students may use the office telephone for emergency calls only. Students are not allowed to call home for forgotten projects, books, and instruments. When students call home for forgotten items this conflicts with the I.E. tenet of RESPONSIBILITY.

If you need to talk to a teacher, you may leave a message with the secretary or email the teacher directly. Office phones are for school business only. We cannot be responsible for giving students personal messages.

Each day, your child should know how they will be going home when school dismisses. They should not have to call home after school to remind parents to pick them up. Please make arrangements with your child before the day starts. Students consistently left at school will be reported to the proper authorities.

IMPORTANT TELEPHONE NUMBERS

Forest Park I.E. School	815-723-0414
JFK Administrative Center	815-740-3196
First Student Bus	815-724-0078

Rights Reserved Statement

The provisions of this publication are not to be regarded as an irrevocable contract. The administration reserves the rights to modify, revoke, or add to any or all regulations at any time.