



AVOCA SCHOOL DISTRICT 37

MAXIMIZING THE UNIQUE POTENTIAL OF EACH CHILD

2017-2018

Information for Parents

MISSION

The mission of the Avoca School District is to maximize the unique potential of each child.

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CONTACT INFORMATION

This informational bulletin is designed to answer most questions concerning the operation of the Avoca Schools. If, however, questions remain, please feel free to contact any of the administrators listed below.

ADMINISTRATIVE SERVICES	2921 Illinois Road, Wilmette Dr. Kevin M. Jauch, Superintendent Beth Dever, Chief School Business Official	847-251-3587	jauchk@avoca37.org deverb@avoca37.org
AVOCA WEST ELEMENTARY SCHOOL	235 Beech Drive, Glenview Jessica Hutchison, Principal	847-724-6800	hutchisonj@avoca37.org
MARIE MURPHY SCHOOL	2921 Illinois Road, Wilmette Matthew Palcer, Principal	847-251-3617	palcerm@avoca37.org
AVOCA COMMUNITY PRE-SCHOOL	2921 Illinois Road, Wilmette Terry Sofianos, Director	847-728-4140	sofianost@avoca37.org
PUPIL SERVICES	2921 Illinois Road, Wilmette Terry Sofianos, Director of Pupil Services	847-251-3138	sofianost@avoca37.org
CURRICULUM & INSTRUCTION SERVICES	Jennette Winters, Curriculum & Instruction Coordinator	847-251-3587	wintersj@avoca37.org

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

REGISTRATION

Students enrolled for the 2016-2017 school year have already received their log-in registration and must register for the 2017-2018 school year via the Avoca website at www.avoca37.org. If you are the parent or guardian of a returning student and need log-in information to register your child, please contact your child's school office.

In order to register a new student the parent or legal guardian must go to the appropriate school and provide the child's birth certificate and/or passport, plus proof of residency within the district which consists of :

One of the following:

and

Two of the following:

- | | | |
|---|--|---|
| <ul style="list-style-type: none"> ● Most recent property tax bill and proof of payment ● Mortgage papers/Closing Statement ● Signed and dated lease | <ul style="list-style-type: none"> ● Driver's license ● Vehicle registration ● Voter registration ● Utility bill | <ul style="list-style-type: none"> ● Wage Statement ● Letter from employer ● Benefits statement ● Government issued notice or statement |
|---|--|---|

Upon providing proof of residency the parent or legal guardian will be given the login information necessary to register their child(ren) online.

A person who knowingly enrolls or attempts to enroll in this School District on a tuition-free basis a student known by that person to be a nonresident of the district, is guilty of a Class C misdemeanor, except in very limited situations as defined in State law (105 ILCS 5/10-20.12b(e).

A person who knowingly or willfully presents to the School District any false information regarding the residency of a student for the purpose of enabling that student to attend any school in that district without the payment of a nonresident tuition charge is guilty of a Class C misdemeanor (105 ILCS 5/10-20.12b(f).

Kindergarten children must be five years old on or before September 1st, and first grade children must be six years old on or before September 1st, to enter their respective classes.

Each year students entering 3rd and 6th Grades need to provide proof of residency for registration.

ATTENDANCE CENTERS

1. Avoca West Elementary School children are in grades kindergarten through five.
2. Marie Murphy School children are in 3 and 4 yr old preschool and grades six through eight.

REPORTING STUDENT ABSENCES

Absences should be reported so that school personnel and parents are aware of the whereabouts of children at all times. Absences should be phoned to the following numbers:

Avoca West	847-724-6800
Marie Murphy	847-251-3617

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.

EMERGENCY SCHOOL CLOSING

In the event of an emergency school closing, each family will be contacted via e-mail and by phone using the District’s automated phone message system. In addition, radio and TV stations will be informed of the closing, and the information will be posted on the Avoca website (<http://avoca37.org>). Please be sure your current contact information is on file.

SCHOOL HOURS OF OPERATION

<u>AVOCA WEST ELEMENTARY SCHOOL</u>		
	<u>Full Day Attendance</u>	<u>½ Day Parent Teacher Conference Attendance and Dismissal</u>
Kindergarten	8:50 a.m.-2:00 p.m.	8:50 a.m.-11:15 p.m.
Grade 1-5	8:20 a.m.-3:00 p.m.	8:20 a.m.-11:45 p.m.
<u>MARIE MURPHY SCHOOL</u>		
	<u>Full Day Attendance</u>	<u>½ Day Parent Teacher Conference Attendance and Dismissal</u>
Grades 6-8	7:55 a.m.-3:20 p.m.	7:55 a.m.-11:00 a.m.
<u>AVOCA COMMUNITY PRESCHOOL</u>		
	<u>Full Day Attendance</u>	<u>½ Day Parent Teacher Conference Attendance and Dismissal</u>
AM Classes Monday-Thursday	8:50 a.m.-11:10 a.m.	No Preschool in Session
PM Classes Monday-Friday	12:25 p.m.-2:45 p.m.	No Preschool in Session

AVOCA SCHOOL DISTRICT 37

2017-2018 CALENDAR

<u>2017</u>	August	25	Friday	New Staff Orientation (Student Non-Attendance Day)
		28	Monday	Teacher Institute Day (Student Non-Attendance Day)
		29	Tuesday	Teacher Contract Day (Student Non-Attendance Day)
		30	Wednesday	First Day of Student Attendance (Grades 1-8)
		31	Thursday	Kindergarten Partial Day (9:30-10:30 a.m.)
	September	1	Friday	Kindergarten Partial Day (9:30-10:30 a.m.)
		4	Monday	Labor Day- HOLIDAY (No School)
		5	Tuesday	Kindergarten Full-Day
		11	Monday	Preschool First Day
		21	Thursday	Rosh Hashanah- HOLIDAY (No School)
	October	9	Monday	Columbus Day – HOLIDAY (No School)
		25	Wednesday	Half-Day Student Attendance Parent/Teacher Conference (3-7:00 p.m.) <i>Release times: Kindergarten: 11:15 a.m.; Grades 1-5: 11:45 a.m.; Grades 6-8: 11:00 a.m.</i>
		26	Thursday	Half-Day Student Attendance Parent/Teacher Conference (3-7:00 p.m.) <i>Release times: Kindergarten: 11:15 a.m.; Grades 1-5: 11:45 a.m.; Grades 6-8: 11:00 a.m.</i>
		27	Friday	Teacher Institute Day (Student Non-Attendance Day)
		November	20	Monday
	21		Tuesday	Teacher Institute Day (Student Non-Attendance Day)
	22		Wednesday	Pre-Thanksgiving –HOLIDAY (No School)
	23		Thursday	Thanksgiving- HOLIDAY (No School)
24	Friday		Post-Thanksgiving- HOLIDAY (No School)	
December	23	Saturday	Winter Break Begins (No School)	
<u>2018</u>	January	8	Monday	School Resumes
		15	Monday	Martin Luther King, Jr. Day- HOLIDAY (No School)
February	19	Monday	Presidents’ Day- HOLIDAY (No School)	
March	21	Wednesday	Half-Day Student Attendance Parent/Teacher Conference (3-7:00 p.m.) <i>Release times: Kindergarten: 11:15 a.m.; Grades 1-5: 11:45 a.m.; Grades 6-8: 11:00 a.m.</i>	
	22	Thursday	Half-Day Student Attendance Parent/Teacher Conference (3-7:00 p.m.) <i>Release times: Kindergarten: 11:15 a.m.; Grades 1-5: 11:45 a.m.; Grades 6-8: 11:00 a.m.</i>	
	23	Friday	Teacher Institute Day (Student Non-Attendance Day)	
	24	Saturday	Spring Break Begins (No School)	
	April	2	Monday	School Resumes
28		Monday	Memorial Day-HOLIDAY (No School)	
May	13	Wednesday	Last Full Day of Student Attendance*	
	20	Wednesday	School Term Ends	

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 should not be infringed upon by actions of other students that may disrupt the educational program.

The Board of Education expects a school environment that is conducive to learning and the maintenance of discipline. This should be accomplished in a professional manner, 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 and empathy 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, growth characteristics of children, and natural consequences 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 may be requested to attend a parent-teacher-child conference at which mutual goals may 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, teacher assistant, nurse, intervention specialist) in resolving problems and concerns.

BULLYING, INTIMIDATION AND HARASSMENT

The Board of Education adheres to a policy that believes bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals. In depth information about Avoca's policy and procedures regarding bullying, intimidation and harassment can be viewed in the Avoca School Board Policy 7:190.

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 prior to students first day of school for students entering KINDERGARTEN and SIXTH GRADE, and STUDENTS TRANSFERRING 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 all Kindergarten students and 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, except where permissible by law.

Illinois Law states that an asthmatic student may carry a metered dose inhaler on their person while in school when the school has written approval from the parent/guardian and a copy of the prescription label from the inhaler. A physician order is no longer necessary to self-carry an inhaler.

A **Marie Murphy School Athletic Permit** signed by a **parent** and **student**, and a **physical** signed by a **doctor**, must be on file in the office of the school nurse before a student will be permitted to tryout and/or 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 on the District's website on the "Parents and Community" page.

***All above forms may be downloaded on-line at <http://avoca37.org/parentsandcommunity/>.

Annual vision screening is provided for all pre-school, K, 2nd, and 8th grade students. Annual hearing screening is provided for all pre-school, K, 1st, and 3rd grade students. If you do not want to have your child participate in these programs, please notify the school nurse.

STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES

Avoca School District 37 follows a state mandated policy regarding Student Athlete Concussions and Head Injuries and has appointed a Concussion Oversight Team, which ensures the District is maintaining a process for students suffering from a concussion or head injury to Return-to-Play and Return-to-Learn in accordance with the Youth Sports Concussion Safety Act and guidelines from the Center for Disease Control and Prevention. All students and their parents are required to read and sign a Concussion Fact Sheet prior to registering for athletic extra-curricular activities. For more information regarding concussion and head injury policy and procedure, please refer to Avoca School District 37 Policy 7:305 and the **Marie Murphy Athletic Permit with Concussion Fact Sheet** included on the District's website on the "Parents and Community" page.

2017-2018 SCHOOL LUNCH PROGRAM

Lunch Prices:

Student plate lunch	\$3.95
Individual milk	\$.60

You can access the monthly school lunch menus, nutritional information and make payments toward your child's lunch program account by visiting our website at www.avoca37.org/parentsandcommunity/.

2017-2018 STUDENT FEES

(Due by September 15, 2017)

Books/Materials/Extracurricular Activity Fees (Yearbook Included)

	<u>By 9/15</u>	<u>After 9/15</u>
Kindergarten	\$110	\$135
Grades 1 thru 4	\$135	\$160
Grades 5 thru 8	\$150	\$175

Parents are responsible for paying the replacement cost for all lost or stolen textbooks, library books, etc.

NOTE: A \$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 By 9/15	Cost per Family After 9/15
1	\$150	\$175
2	\$200	\$225
3	\$250	\$275
4 or more	\$300	\$325

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/parentsandcommunity/> on the "Parents and Community" page. Books/materials/activity and technology fees may be waived for families demonstrating economic hardship. Fee waivers are accessible on-line on the "Parents and Community" page or can be picked up at any school or the District office. Completed forms should be submitted to the Chief School Business Official for review.

2017-2018 TRANSPORTATION

ALL STUDENTS REQUESTING BUS SERVICE MUST REGISTER TO RIDE A BUS.

In accordance with Avoca School District practices, free transportation is provided for those students who live more than 1½ miles from their attendance center as established by the Board of Education. Transportation fees, as listed below, are required 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:

TWO-WAY BUS SERVICE

	<u>Full by 6/30</u>	<u>Full After 6/30</u>	<u>Half by 6/30, 11/1</u>	<u>Half After 6/30 or 11/1</u>
1 Child	\$480	\$555	\$240	\$277.50
2 Children	\$910	\$985	\$455	\$492.50
3 Children	\$1290	\$1365	\$645	\$682.50
4 or more	\$1395	\$1470	\$697.50	\$735

ONE-WAY BUS SERVICE (A.M. or P.M.)*

	<u>Full by 6/30</u>	<u>Full After 6/30</u>	<u>Half by 6/30, 11/1</u>	<u>Half After 6/30 or 11/1</u>
1 Child	\$240	\$315	\$120	\$157.50
2 Children	\$480	\$555	\$240	\$277.50
3 Children	\$695	\$770	\$347.50	\$385
4 or more	\$910	\$985	\$455	\$492.50
Each additional child	\$190			

*Must choose either a.m. or p.m. for one-way service.

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/parentsandcommunity/> on the "Parents and Community" page.

Transportation fees will only be waived for families on the state SNAP program.

Bus requests are made through student online registration.

E-mails will be sent out by August 21, 2017 with route information.

SUPPLIES

Individual grade-level supply lists are available for K-5 on-line for Avoca West at <http://avoca37.org/avocawest>. Students are also encouraged to provide the following supplies:

Old shirt or smock for Art Classes	(K-5)
Gym shoes for P.E.	(K-5)
Headphones with name labeled on Ziploc bag	(K-5)
Extra Clothes marked with name and name on labeled 1 gallon Ziploc bag for locker	(K-2)

Marie Murphy teachers will provide specific lists for 6-8 grade classes at the start of school.

Grades 6-7-8 Physical Education Department requires the following items:

Avoca gym uniform (shorts and shirt)
Socks
Gym shoes
Sweatshirt
Sweatpants

All personal belongings will be marked with an indelible marker on the first day of class.

Avoca gym attire 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 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 highlighting school information 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 are:

Rick Zelinsky, President
Louise Dechovitz, Vice President
Dan E. Garbis
Gil Gibori

Joel H. Raynes
Sheryl A. Swibel
Jamie Taylor

Regular and Committee of the Whole Board of Education meetings are scheduled as follows, but are subject to change. To confirm the time and location of a particular meeting, please contact the superintendent's administrative assistant at 847-728-4128 in advance of a meeting. All Board and Committee of the Whole meetings are recorded, and the videos are available for viewing. If you wish to view the recording, please contact the district office for further information.

Regular Board Meetings

(6:30 p.m. except where noted)

Thursday, July 20, 2017 (5:30 p.m.)
Thursday, August 24, 2017 (5:30 p.m.)
Monday, September 28, 2017
Thursday, October 19, 2017
Thursday, November 16, 2017
Thursday, December 21, 2017

Thursday, January 25, 2018
Thursday, February 22, 2018
Thursday, March 22, 2018
Thursday, April 19, 2018
Thursday, May 24, 2018
Thursday, June 21, 2018 (5:30 p.m.)

Public Hearings

(6:15 p.m.)

Public Hearing on Budget-
Monday, September 28, 2017

Public Hearing on Tax Levy-
Thursday, December 21, 2017

Committee of the Whole Board Meetings

(5:30 p.m.)

Thursday, September 7, 2017
Thursday, October 5, 2017
Monday, November 6, 2017
Monday, December 4, 2017

Thursday, January 11, 2018
Monday, February 5, 2018
Monday, March 5, 2018
Thursday, April 5, 2018
Monday, May 7, 2018
Monday, June 4, 2018

AVOCA PARENT/TEACHER COUNCIL

The Avoca District 37 Parent Teacher Council (PTC) is a membership of parents, teachers and staff dedicated to fostering the educational, social and overall well-being of each student at Avoca Community Preschool, Avoca West and Marie Murphy. We serve our students by promoting relationships among district families, the school and the community at large.

Parents and teachers are encouraged to attend the 2017-18 PTC meetings on **September 13th**, **November 1st**, **January 10th**, **March 7th** and **May 2nd**. All meetings are at 7 pm in the Marie Murphy ITC.

PTC dues of \$25 per family fund community building events, appreciation lunches/gifts for teachers and special school programs such as assemblies, author visits, health awareness and art enrichment. Dues are payable during Parent Orientation Night, on the PTC website (avocaptc.org) or at the Avoca Webstore on the District Website (www.avoca37.org/parentsandcommunity/).

2017-2018 Executive Committee

President	Devon Nelson
Secretary	Emily Patten
Treasurer	Jenny Wilson
Vice President-Avoca West	Roopal Kundu
Vice President-Marie Murphy	Melissa Mastro
Director – Communications	Betsy Harootyan
Director – Fundraising	Rebecca Goldman
Director – Membership	Kellie Cunningham
Director – Parent and Student Enrichment	Jessica Boyle
Director – Volunteers	Kathryn A’Hearn
Avoca West Principal	Jessica Hutchison
Marie Murphy Principal	Matthew Palcer
Superintendent of Schools	Dr. Kevin Jauch
Avoca West Teacher Liaisons	Elizabeth Bowman & Elizabeth Weismehl
Marie Murphy Teacher Liaisons	Peter Ogden & Kelly Sabatini

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 and Director of Pupil Services have been designated the responsible employees, as required under Federal regulations, to coordinate compliance with provisions of the regulations. Complaints regarding compliance should be directed to either of them.

SEXUAL HARASSMENT POLICY

No person, including a District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; nationality; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. Complaints of sexual harassment should be directed to the Superintendent or Director of Pupil Services. (Avoca School Board Policy 7:20)

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 their 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

Pupil Services are systems of supports to the regular educational programs of the Avoca School District. Many different types of programs and services are available through the Pupil Services Department. The services provided are intended to assist students in dealing with educational challenges and other factors which may impact their learning or educational experience at Avoca. They include English Language Learners (EL), special education, intervention services, and school nursing services.

ENGLISH LEARNERS (EL)

Approximately 12% of students in Avoca School District are eligible to receive instruction and/or supports as learners of the English language. The purpose of this program is to develop and/or improve students' English skills in the areas of speaking, listening, reading and writing so they may participate more fully in the academic, social and cultural activities of our school, community, and nation. During this process, our staff is especially sensitive to and understanding of the student's native language and culture. The EL students are "English immersed" in all classrooms. This program is distinct from a bilingual one where subject matter is taught (at least in part) in the student's first language until the student's English is adequate for participation in a regular all-English classroom.

SPECIAL EDUCATION

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 3-14) who may have a disability which interferes with learning and requires special education and/or related services, including Speech/Language. A full continuum of services is offered in order to meet each child's free and appropriate education in the least restrictive environment for all children identified for special education services.

INTERVENTION SERVICES

At times, students may require less formalized assistance in order to meet their potential. Intervention services range from consultations to teacher and/or parents, in-class support, resource room assistance, and special instructional classes. Diagnostic services to assist in educational planning are provided when specific testing or evaluations are necessary to provide support. All services are coordinated with the regular classroom program and parents are an important partner in this process. Services are accessed through a problem-solving process. Teachers and parents may contact the Pupil Services Team in their building to request assistance. The Pupil Services Team (consisting of professional staff from a variety of disciplines) meets to discuss the concern(s) and makes recommendations(s) for further action.

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 for specific testing other than an educational screening and for any type of direct service a student may receive from department personnel.

Questions regarding the availability of Pupil Services should be directed to Dawn Scaramuzza, Administrative Assistant to the Pupil Services Department; Terry Sofianos, Director of Pupil Services; or Brigid Ohlwein, EL Coordinator. The Pupil Services office can be reached at (847) 728-4142.