

**MIDDLEFORK SCHOOL  
SECOND GRADE FILES  
2011-2012**

## **SECOND GRADE FILE CONTENTS**

### Required General and Medical Forms

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- o Medical Authorization for Students Requiring Any Medication
- o Dental Form
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- o Denial of Consent

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- o Important Dates
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- o Second Grade Supply List

**REQUIRED GENERAL AND MEDICAL FORMS**

**2011-2012 STUDENT EMERGENCY FORM  
SUNSET RIDGE SCHOOL DISTRICT 29**

**STUDENT NAME:**

\_\_\_\_\_

**2011/12 Grade Level:** \_\_\_\_\_

**Birthdate:** \_\_\_\_\_

**Student's Primary Mailing Address:**

**Home Phone#:** \_\_\_\_\_

**PARENT INFORMATION:**

**Mother's Name:** \_\_\_\_\_

**Mother's Work Phone #:**

\_\_\_\_\_

**Mother's Cell Phone #:**

\_\_\_\_\_

**Mother's E-mail address:**

\_\_\_\_\_

**Father's Name:** \_\_\_\_\_

**Father's Work Phone #:**

\_\_\_\_\_

**Father's Cell Phone #:**

\_\_\_\_\_

**Father's E-mail address:**

\_\_\_\_\_

**IN CASE OF AN EMERGENCY who should be called first?**

\_\_\_\_\_Mother      \_\_\_\_\_Father

Phone number to be called first in case of an emergency:

\_\_\_\_\_

**STUDENT MEDICAL INFORMATION:**

**Food Allergies:**

\_\_\_\_Peanut    \_\_\_\_Tree-nut    \_\_\_\_Other

Would you prefer your child eat lunch at the peanut/tree nut free table in the cafeteria?

\_\_\_\_Yes      \_\_\_\_No

**Medication Allergies:**

**Other Allergies:**

**Pertinent Medical Information:**

\_\_\_\_\_

\_\_\_\_\_

**Current Medications Taken Daily:**

**At Home:**

\_\_\_\_\_

\_\_\_\_\_

**At School:**

\_\_\_\_\_

\_\_\_\_\_

Please check this box if you agree to allow health staff to share medical information with school staff, as needed.

**2011-2012 STUDENT EMERGENCY FORM  
SUNSET RIDGE SCHOOL DISTRICT 29**

STUDENT NAME:

\_\_\_\_\_

Any additional information you would like to share:

#1 Emergency Contact Person (other than parent/guardian):

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Contact Phone#:

1) \_\_\_\_\_

2) \_\_\_\_\_

#2 Emergency Contact Person (other than parent/guardian):

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Contact Phone#:

1) \_\_\_\_\_

2) \_\_\_\_\_

For SCHOOL COMMUNICATION/EMERGENCY NOTIFICATION purposes, please list the PRIMARY phone number and e-mail address you would like entered into these systems:

Primary Phone#:

\_\_\_\_\_

Primary E-mail Address:

\_\_\_\_\_

PARENTAL/GUARDIAN STATUS:

\_\_\_ Single \_\_\_ Married \_\_\_ Divorced

\_\_\_ Separated \_\_\_ Widowed

If divorced or separated - Please indicate the custodial arrangements for child(ren) and provide the appropriate school office(s) with a copy of the court ordered custodial agreement: (Circle One)

\_\_\_ Joint \_\_\_ Other

Please explain living and visitation arrangements:

Non-custodial parent/guardian allowed to pick up child(ren)?

\_\_\_ Yes \_\_\_ No

Mailing Address of Non-custodial Parent:

Non-custodial parent/guardian to receive school information? \_\_\_\_\_

\_\_\_ Yes \_\_\_ No

PLEASE NOTIFY THE APPROPRIATE SCHOOL OFFICE(S) IF THERE ARE CHANGES TO THE INFORMATION INCLUDED ON THIS FORM

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

# District 29 Medication Authorization

## HEALTH SERVICES

Sunset Ridge School 847-881-9455 Fax 847-446-6388  
Middlefork School 847-881-9503 Fax 847-446-6221

Student Name _____	Grade _____
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Medication Allergies: \_\_\_\_\_ Food Allergies: \_\_\_\_\_ Other Allergies: \_\_\_\_\_

### NON-PRESCRIPTION MEDICATION

Non- prescription medications must be brought to Health Services by a parent/guardian in a manufacturer-labeled container. Authorizations are valid for 1 school year.

Medical provider and parent signature required.

Please authorize medication administration by checking appropriate boxes or filling in *other medication*:

- Ibuprofen 1-2 tablets (200 mg ea.) every 6 hours as needed
- Acetaminophen 1-2 tablets (325 mg ea.) every 4 hours as needed
- Benadryl 1-2 tablets (25 mg. each) for allergy symptoms or allergic reaction
- Other medication* \_\_\_\_\_ Dose \_\_\_\_\_ Frequency \_\_\_\_\_

### PRESCRIPTION MEDICATIONS-Valid for one school year only

#### Inhalers for asthma NEW FOR 2011!

Note- A student may carry a pharmacy labeled inhaler with parent authorization only. Please sign and date at bottom of this page. Name of inhaler medication: \_\_\_\_\_.

#### Medications to manage severe allergic reactions and diabetes

A student may carry an EpiPen (epinephrine injection), Benadryl, Insulin and diabetic supplies with medical provider and parent authorization.

EpiPen with/without Benadryl: \_\_\_\_\_

Insulin and glucose monitoring: \_\_\_\_\_

We recommend that *all* emergency medications are stored in the Health Office. It is very important that we have a back-up inhaler that is easily accessible. Please review item #4 on the reverse side regarding self-administration.

**Other Prescription Medications:** Must be renewed at the beginning of each school year.

All medications must be brought to Nurse's Office by parent/guardian in a prescription-labeled container.

Medication: \_\_\_\_\_ Dosage: \_\_\_\_\_

Frequency: \_\_\_\_\_ Duration of order: \_\_\_\_\_

Medication: \_\_\_\_\_ Dosage: \_\_\_\_\_

Frequency: \_\_\_\_\_ Duration of order: \_\_\_\_\_

Other medications not taken at school that may impact learning: \_\_\_\_\_

Medical Provider Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Physician Office Stamp

Please see reverse side for Administration of Medication Procedure/Guidelines.

06-11

## **District 29 Sunset Ridge and Middlefork School** **ADMINISTRATION OF MEDICATION TO STUDENTS**

Parents/guardians have the primary responsibility for the administration of medication to their children. The administration of medication to students during regular school hours and during school related activities is discouraged unless necessary for the critical health and well being of the student. The administration of medication to students is subject to guidelines established by the Superintendent or designee, in keeping with state agency recommendations (e.g., Illinois Department of Professional Regulation, Illinois Department of Public Health, and Illinois State Board of Education).

### **PROCEDURES/GUIDELINES:**

1. **Medication Authorization Form** - School personnel shall not administer to any student, nor shall any student possess or consume *any prescription or non-prescription medication* unless the student's parent has provided the school with a completed Medication Authorization form. The school nurse reviews the written authorization and may consult with the parent/guardian, licensed prescriber or pharmacist for additional information as necessary. Authorization and any subsequent changes include:
  - A. Physician, advanced practice registered nurse, physician's assistant, dentist, or podiatrist-licensed prescriber's written prescription
  - B. Student's name, medication name, dosage and date of order
  - C. Administration instructions (route, time or intervals, duration of prescription)
  - D. Reason/intended effects and possible side effects
  - E. Parent/guardian written permission.
2. **Appropriate Containers** - Medication and refills are to be provided in containers, which are:
  - A. Prescription labeled by a pharmacy or licensed prescriber displaying Rx number, student name, medication, dosage, and directions for administration, date and refill schedule and pharmacist name.
  - B. Manufacturer labeled, **unopened** non-prescription over-the-counter medication.
3. **Administration of Medication** will be by Certificated School Nurse, Registered Nurse, or school administrator. Other school personnel may also volunteer to assist in medication administration and may be given instructions by the nurse. If no volunteer is available, the parent/guardian must make arrangements for administration. The school nurse or administration retains the discretion to deny requests for administration of medication.
4. **Self-Administration** - A student may self-administer medication at school and activities if so ordered by his/her medical provider. Daily documentation will be provided as below (#6) for such health office supervised self-administration. For "as needed" medications such as those taken by students with asthma or allergies, the physician may also order that the student carry the medication on his or her person for his/her own discretionary use according to medical instructions, however no daily documentation will be possible in this case. Students may carry prescription labeled inhalers with parent written permission only. Self-administration privileges may be withdrawn if a student exhibits behavior indicating lack of responsibility toward self or others with regards to medication. Parent signature on this form acknowledges that "the school district is to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication by the pupil and that the parents/guardians indemnify and hold harmless the school district and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the self-administration of medication by the pupil." (Reference IL PA92-0402)
5. **Stock Medications** - Acetaminophen, Ibuprofen and generic Benadryl are kept in stock at school as a courtesy to students in case of an emergency. In an emergency, a one-time dose may be given with phoned parent permission. A Medication Authorization Form will then be sent home for completion and no further doses will be provided without the completed form on file.
6. **Storage and Record Keeping** - Medication will be stored in a locked cabinet. Medication requiring refrigeration will be stored in a secure area. Each dose will be recorded in the student's individual health record. In the event a dose is not administered, the reason shall be entered in the record. Parents may be notified if indicated and it shall be entered in the record. To assist in safe monitoring of side effects and/or intended effects of the treatment with medication, faculty and staff may be informed regarding the medication plan. For long-term medication, written feedback may be provided at appropriate intervals or as requested by the licensed prescriber and/or parent/guardian.
7. **Documentation, Changes, Renewals, and Other Responsibilities** - To facilitate required documentation, medical orders, changes in medical orders, and parent permissions may be faxed to Health Services. It is the responsibility of the parent/guardian to be sure that all medication orders and permissions are brought to school, refills provided when needed, and to inform the nurse of any significant changes in the student's health. Medication remaining at the end of the school year must be released to a parent/guardian or it will be discarded. **Every prescription and over-the-counter medication order must be renewed each school year.**

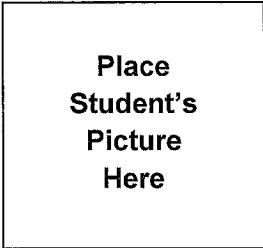


# Food Allergy Action Plan

Name: \_\_\_\_\_ D.O.B.: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Allergy to: \_\_\_\_\_

Weight: \_\_\_\_\_ lbs. Asthma:  Yes (higher risk for a severe reaction)  No



Extremely reactive to the following foods: \_\_\_\_\_

**THEREFORE:**

- If checked, give epinephrine immediately for ANY symptoms if the allergen was *likely* eaten.
- If checked, give epinephrine immediately if the allergen was *definitely* eaten, even if no symptoms are noted.

**Any SEVERE SYMPTOMS after suspected or known ingestion:**

One or more of the following:

LUNG: Short of breath, wheeze, repetitive cough  
HEART: Pale, blue, faint, weak pulse, dizzy, confused  
THROAT: Tight, hoarse, trouble breathing/swallowing  
MOUTH: Obstructive swelling (tongue and/or lips)  
SKIN: Many hives over body

Or combination of symptoms from different body areas:

SKIN: Hives, itchy rashes, swelling (e.g., eyes, lips)  
GUT: Vomiting, crampy pain



1. **INJECT EPINEPHRINE IMMEDIATELY**
2. Call 911
3. Begin monitoring (see box below)
4. Give additional medications: \*
  - Antihistamine
  - Inhaler (bronchodilator) if asthma

\*Antihistamines & inhalers/bronchodilators are not to be depended upon to treat a severe reaction (anaphylaxis). USE EPINEPHRINE.

**MILD SYMPTOMS ONLY:**

MOUTH: Itchy mouth  
SKIN: A few hives around mouth/face, mild itch  
GUT: Mild nausea/discomfort



1. **GIVE ANTIHISTAMINE**
2. Stay with student; alert healthcare professionals and parent
3. If symptoms progress (see above), USE EPINEPHRINE
4. Begin monitoring (see box below)

**Medications/Doses**

Epinephrine (brand and dose): \_\_\_\_\_  
Antihistamine (brand and dose): \_\_\_\_\_  
Other (e.g., inhaler-bronchodilator if asthmatic): \_\_\_\_\_

**Monitoring**

**Stay with student; alert healthcare professionals and parent.** Tell rescue squad epinephrine was given; request an ambulance with epinephrine. Note time when epinephrine was administered. A second dose of epinephrine can be given 5 minutes or more after the first if symptoms persist or recur. For a severe reaction, consider keeping student lying on back with legs raised. Treat student even if parents cannot be reached. See back/attached for auto-injection technique.

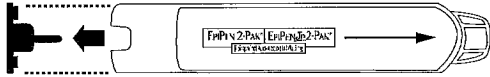
Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_ Physician/Healthcare Provider Signature \_\_\_\_\_ Date \_\_\_\_\_

TURN FORM OVER

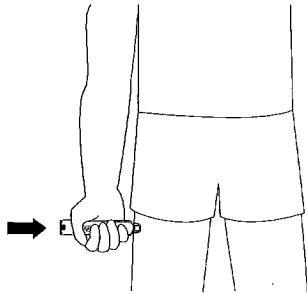
Form provided courtesy of FAAN ([www.foodallergy.org](http://www.foodallergy.org)) 7/2010

**EPIPEN Auto-Injector and EPIPEN Jr Auto-Injector Directions**

- First, remove the EPIPEN Auto-Injector from the plastic carrying case
- Pull off the blue safety release cap



- Hold orange tip near outer thigh (always apply to thigh)



- Swing and firmly push orange tip against outer thigh. Hold on thigh for approximately 10 seconds. Remove the EPIPEN Auto-Injector and massage the area for 10 more seconds



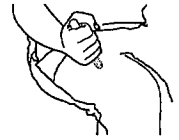
DEY™ and the Dey logo, EpiPen®, EpiPen 2-Pak®, and EpiPen Jr 2-Pak® are registered trademarks of Dey Pharma, L.P.

**Twinject® 0.3 mg and Twinject® 0.15 mg Directions**



Remove caps labeled "1" and "2."

Place rounded tip against outer thigh, press down hard until needle penetrates. Hold for 10 seconds, then remove.



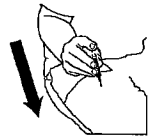
**SECOND DOSE ADMINISTRATION:** If symptoms don't improve after 10 minutes, administer second dose:

Unscrew rounded tip. Pull syringe from barrel by holding blue collar at needle base.

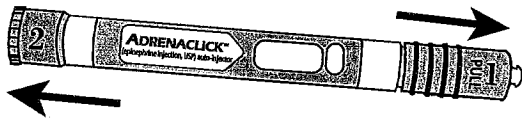


Slide yellow collar off plunger.

Put needle into thigh through skin, push plunger down all the way, and remove.



**Adrenallick™ 0.3 mg and Adrenallick™ 0.15 mg Directions**



Remove GREY caps labeled "1" and "2."



Place RED rounded tip against outer thigh, press down hard until needle penetrates. Hold for 10 seconds, then remove.

A food allergy response kit should contain at least two doses of epinephrine, other medications as noted by the student's physician, and a copy of this Food Allergy Action Plan.

A kit must accompany the student if he/she is off school grounds (i.e., field trip).

**Contacts**

Call 911 (Rescue squad: ( ) - ) Doctor: \_\_\_\_\_  
 Parent/Guardian: \_\_\_\_\_

Phone: ( ) - \_\_\_\_\_  
 Phone: ( ) - \_\_\_\_\_

**Other Emergency Contacts**

Name/Relationship: \_\_\_\_\_  
 Name/Relationship: \_\_\_\_\_

Phone: ( ) - \_\_\_\_\_  
 Phone: ( ) - \_\_\_\_\_

# **SUNSET RIDGE SCHOOL DISTRICT 29 TECHNOLOGY SYSTEM ACCESS AND ACCEPTABLE USE PROCEDURES (AUP) FOR STUDENTS**

The purpose of the Sunset Ridge School District 29 Technology System is to advance and promote educational opportunities, innovation and excellence and provide students access to a worldwide array of academic resources consistent with the goals of our District. These resources are being provided to enrich educational activities as well as improve communications between the District and community.

The District 29 Technology System consists of but is not limited to network servers, services and systems, email, computers, tablets, and/or mobile devices, software and other applications, web-based resources, hardware, printers, scanners, Promethean boards and other digital, video and handheld devices not yet adopted or implemented. It is required that all network systems and resources be used for school-related activities only in a responsible, efficient, ethical and legal manner. The rules and conditions of this AUP apply to all above stated District technology resources wherever and whenever they are being accessed, as well as personal devices being used in the school environment.

The District 29 Technology System was established to comprise part of the school curriculum, and is intended by the Board of Education to function in support of the curriculum and of students' mastery of the curriculum. The System does not constitute a public forum. The District reserves and retains the right to regulate the content of and links to the System. The District also has the right to and does monitor use of its System. **Except as provided by federal and state statutes protecting the confidentiality of students' education records, no user of the System has an expectation of privacy in connection with such use.**

With respect to any of its computers, tablets, mobile or handheld devices with Internet access, the District will use technology protection measures in compliance with the Children's Internet Protection Act (CIPA) to protect minors and all users against access through such computers to visual depictions that are obscene, constitute child pornography or are otherwise harmful to minors.

The Board of Education further recognizes that the effective operation of the System depends upon the existence and enforcement of guidelines rules for the efficient, ethical and legal use of its resources. The Administration will adopt and enforce rules that limit the acceptable and ethical use of the System to educational purposes. Such rules shall be distributed to District employees, students and other members of the District 29 community who are afforded access to the system.

Violation of the AUP Rules shall be subject to consequences including but not limited to loss of system access privileges and referral to law enforcement authorities or other legal action as deemed appropriate.

The rules shall, among other points, address:

1. Expectations for responsible use of the District Technology System as well as personal devices used in the educational environment;
2. Measures designed to restrict access by minors to inappropriate matter on the Internet and Web;
3. The safety and security of minors when using electronic mail, group chats, and other forms of digital communication resources and devices;

4. Unauthorized access, including "hacking" and other unlawful activities by minors and other users online;
5. Unauthorized disclosure, use, and dissemination of personal identification information regarding minors or other persons;
6. Consequences for violation of rules.

## **STUDENT AUP**

### **Rules of District 29 Technology System**

All users of the District Technology System must comply with the District AUP Rules as amended from time to time. Students are expected to abide by the technology rules set forth in this document. They are responsible for their actions and activities involving the District 29 Technology System and personal devices used in the school environment.

The District provides access to the Technology System as a privilege. The Superintendent and/or School Principal with consult from necessary parties will make all decisions regarding whether or not a user has violated the rules and/or its related regulations and may deny, revoke, or suspend access at any time.

**Students should have no expectation of privacy in their use of the system.** The District has the right to access, review, copy, delete, or disclose, as allowed by law, any message or file sent, received, or stored on the Technology System. The District has the right to and does monitor use of the system by students, including students' access of the Internet, as part of system maintenance and to determine whether the use is consistent with federal and state laws and District policies and rules.

#### **A. Students Will:**

1. Be responsible for the proper care, storage, transport and utilization of District technology resources. Students will be held accountable for lost or damaged equipment even if the loss or damage was accidental and/or due to careless use.
2. Follow all rules concerning copyright and cite resources appropriately.
3. Use software and applications in accordance with the District licensing agreements.
4. Be polite and considerate in all forms of electronic communication.
5. Keep all passwords, electronic accounts and personal information about themselves and others private, including email, home addresses, phone numbers and photos.
6. Report any knowledge of inappropriate use, security risk or illegal activity on District 29 technology resources to a teacher, administrator or other District technology employee.
7. Respect privacy and the work of others when using shared District technology resources.
8. Keep all personal electronic or cellular devices turned off and secured in a locker during school hours unless special permission has been granted by their teacher, the Director of Technology or school administrator. These items include but are not limited to:
  - a. Cell phones
  - b. Tablets
  - c. Pagers
  - d. Mp3 players
  - e. Cameras/video recorders
  - f. All other recording devices

## **B. Students will NOT:**

1. Engage in activities that are not related to District educational purposes or which are disruptive to classroom instruction.
2. Knowingly conduct any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any US or state regulation.
3. Communicate in a way that could be perceived as bullying, intimidating, harassing or threatening.
  - a. No use of the system to bully or intimidate other individuals.
  - b. No use of vulgarities, obscenities or any other inappropriate language.
  - c. No targeting an individual or group of individuals because of sex, color, race, religion, disability, national origin, or sexual orientation.
  - d. No participating in activities that support hate, racism or sexism.
4. Engage in unauthorized downloading or transferring of any software or applications regardless of whether they are copyrighted or de-licensed (including documents, images, audio and video clips, etc.).
5. Use personal devices during school hours without permission.
6. Use the network for commercial or private advertising.
7. Waste technology resources, such as paper, toner, file space, and bandwidth.
8. Attempt to hack or gain unauthorized access to files, resources or entities.
9. Intentionally invade the privacy of individuals, by the unauthorized disclosure, dissemination or use of information about anyone that is of a personal nature.
10. Use another student's or other user's account or password.
11. Access or modify other people's files when using shared devices.
12. Post or modify material and resources authored or created by another without his/her consent.
13. Post anonymous messages (unless it is part of an academic activity that is approved by an instructor or administrator).
14. Use the network while access privileges are suspended or revoked.
15. Attempt to destroy, modify, overload, or otherwise abuse any District owned technology system and/or resources in any way.

## **C. Careless Use of District Technology Resources**

All students will be instructed on the proper care and use of District technology resources at the beginning of the year and frequently throughout the year. They will be held accountable for damage or loss even if accidental or due to carelessness. This includes damage or loss as the result of improper storage, transport and utilization.

## **D. Vandalism**

Vandalism or attempted vandalism to the District 29 Technology System, services and/or resources, is prohibited and will result in discipline and/or potential legal action as set forth in Section I of these AUP Rules. Vandalism is any malicious attempt to harm or destroy property or data of the District Technology System and its users. This includes but is not limited to:

1. Intentionally damaging District technology equipment;
2. Downloading, uploading or creating computer viruses;
3. Intentionally overloading computer storage and bandwidth capacity;
4. Attempting illegal access to or modification of information held in restricted sites ("hacking");

5. Unauthorized removal of technology equipment and resources belonging to teachers, students or the District from the district buildings.

#### **E. Discipline Regarding Off Site Abuse Of Technology**

The District may discipline a student whose off-site use of school or personal devices causes or can reasonably be expected to cause a substantial disruption of the school environment, regardless of the activity or disruptor's use of the System. This includes but is not limited to off-site activities such as electronic communication, social networking, and web site posting.

#### **F. Web Site Publishing**

1. All content on any web site created by a student using the District 29 Technology System, including links to sites outside the District pages, must receive approval by the classroom teacher or an administrator. All contents of a web site created by a student using the system, must conform to the AUP Rules.
2. Copies of videos, photos and student projects may not be posted on any public web site without proper authorization and consent.

#### **G. Personal Devices**

At times students may be granted permission to use their personal devices, such as, but not limited to laptops, smart-phones, mp3 players, tablets, etc., in school for academic purposes. Under these circumstances, devices will receive the same type of filtered Internet access as the Sunset Ridge District 29 technology system resources. The use of personal devices in the school environment requires approval of the Administration and the Director of Technology. The school reserves the right to restrict access for any guest/personal devices for any reason. Students may not access the Internet or engage in any other communication using personal devices during school hours unless such access is by means of approved Internet access provided by the District.

#### **H. Disclaimer/Indemnification**

1. The District makes no warranties of any kind whether expressed or implied for the system. The District is not responsible for any damages incurred, including the loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. The District is not responsible for the accuracy or quality of information obtained through the system.
2. The District is not responsible for any user's intentional or unintentional access of material on the Internet that may be obscene, indecent, or of an inappropriate nature. The District will make every attempt to filter, monitor and prevent access to such sites.
3. The user and his or her parents or guardian agree to indemnify the Sunset Ridge School District 29 for any losses, costs or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of the Student AUP Rules and Agreement including such incurred through copyright violation.

#### **I. Consequences for Violations**

Failure to comply with the AUP Rules and any administrative regulations and rules governing the use of the District Technology System, will result in disciplinary action by staff, administration, and/or the Board of Education. Consequences may include but are not limited to the actions listed below.

1. Minimum disciplinary action will include a reprimand by teacher or administrator.

2. Additional actions as deemed appropriate will include:
  - a. Parent notification
  - b. Parent conference
  - c. Loss of access to specific technology/and or designated area for an undetermined amount of time
  - d. Restoration/restitution
  - e. Confiscation and forfeiture of inappropriate item(s)
  
3. Multiple infractions, vandalism or egregious misuse may result in:
  - a. Extended or permanent loss of privileges
  - b. Confiscation and forfeiture of inappropriate item(s)
  - c. Restoration/restitution
  - d. Administrative and/or Board of Education Action, including possible suspension and expulsion
  - e. Legal action
  - f. Notification to law enforcement

**Sunset Ridge School District 29  
Grades K-8 AUP Agreement**

Please complete this form and return it to your child's teacher by **Friday, September 2, 2011**.

I agree to use all school technology resources correctly and responsibly. This includes computers, tablets, mobile or handheld devices and associated equipment, as well as personal devices used in the school environment. I agree to follow all AUP Rules.

**I promise to:**

1. Use the school's equipment carefully and responsibly.
2. Use appropriate language in all communication.
3. Work only on the projects and activities that are school related and approved by my teacher.
4. Keep personal information about myself and others private.
5. Keep my passwords secure, only use my files and folders, and not compromise content created by others.
6. Tell my teacher if I read or see something on the computer, tablet, mobile or handheld device that is inappropriate.
7. Never bully, ridicule or harass others. I will not view, send, post or display inappropriate or hurtful messages, pictures or videos.
8. Never damage or tamper with the school computer system or equipment belonging to other people.
9. Obey copyright rules.
10. Never attempt to hack, bypass, destroy, modify or overload any school technology resources, security systems or filtering systems in any way.

I understand that if I break any of these promises, I can lose the privilege to use technology resources. I may have to pay for damages and possibly face additional consequences.

\*\*\*\*\*

**Parent and Child Acknowledgement and Signatures**

Please complete this form and return it to your child's teacher by **Friday, September 2, 2011**.

*I have read and discussed the AUP Rules and Agreement with my child.*

Parent/Guardian Name (Print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*I will follow all AUP Rules for technology and will keep the above promises.*

Student Name (Sign or Print): \_\_\_\_\_

Teacher: \_\_\_\_\_ Date: \_\_\_\_\_ Grade: \_\_\_\_\_



# SUNSET RIDGE SCHOOL DISTRICT 29

525 Sunset Ridge Road • Northfield, Illinois • 60093

847 881 9400 • Fax: 847 446 6388 • [www.sunsetridge29.net](http://www.sunsetridge29.net)

*Cultivating a learning community that engages the hearts and minds of students, one child at a time*

## **DENIAL OF CONSENT**

### **TO PUBLISH PHOTOGRAPHS AND/OR VIDEOS OF A STUDENT OR SAMPLE OF STUDENTS' SCHOOL WORK**

Summer 2011

Dear District 29 Parents,

We are very proud of our students and their accomplishments, and we enjoy highlighting their work and activities. The purpose of this letter and form is to inform you of this practice and to give you an opportunity to deny permission to have your child's image or his or her work made public. At the end of this letter you will find our **DENIAL OF CONSENT** form. In the past, we asked all parents to complete and sign a similar Consent and Release form indicating whether or not they gave consent. **We are changing this practice and are now asking only those parents who DO NOT want this information posted or made available to the media to complete and sign this DENIAL OF CONSENT form.**

We hope you will consider allowing us to promote your child and his or her accomplishments, but we understand that you may not be comfortable doing so. If you wish to deny consent for some or all of the permissions described in this letter, please complete the remainder of this DENIAL OF CONSENT form and return it to the school office.

There are various ways in which photographs and videos of students and/or their work may be made public: on District hosted websites (such as but not limited to <[www.sunsetridge29.net](http://www.sunsetridge29.net)>, Pod29, Sunset Ridge Google Docs, etc.); in District publications (such as parent newsletters, the Board Newsletter, etc.); in the media (including print, electronic, and broadcast media); and in classroom multimedia presentations, DVDs, or videos which may be distributed to District parents (such as the Middlefork School video, and the Eighth Grade Graduation Video). Examples might include photographs and/or videos of school activities showing students engaged in a science project, student newscast, sporting event, musical or theatrical performance, or other activity. Student work, such as artwork, poetry, writing, or podcasts might also be displayed.

It should be noted that at various times all students may be asked to post work, videos, or photos on sections of the District's website which have restricted access. This DENIAL OF CONSENT **only** applies to the posting of work, videos, or photos to which the public may have access.

If a student's photographs, videos or work are used:

- He/she is only identified by first name or by first name and last initial
- Personal information such as phone number, address, etc. will not be published directly in connection with the photographs, videos or work (though such information may be available by other means such as directory listings).
- Documents will not include information that indicates the precise physical location of a student at a given time other than attendance at a particular school, presence in a particular classroom, or participation in a school activity
- Please note that students' full names may be used in the password protected sections of the website. Only District 29 parents who have registered for our website have access to these sections.

Because the majority of Middlefork and Sunset Ridge parents routinely give consent, we have decided to reverse the process and ask only those who **do not grant permission** to complete and return the DENIAL OF CONSENT form. **If the school does not receive a DENIAL OF CONSENT form, you will be deemed to have granted permission.**

Those who submit forms will receive an acknowledgement of receipt. There is no deadline to submit a form, but please understand that you will be deemed to have granted permission until your form has been acknowledged. Parents may change their mind and elect to submit a new DENIAL OF CONSENT form at any time. They may also withdraw a previously submitted denial by notifying the district of their decision in writing. A new DENIAL OF CONSENT form will be required each school year.

By not submitting a DENIAL OF CONSENT form, you grant the District permission to post photographs and/or videos of your children or samples of their work on the District hosted websites. Parents acknowledge that these pictures may distinctly identify their children. They further acknowledge that photos and students' first names may appear on District videos and publications as well as print, electronic, and broadcast media. Those who do not submit a DENIAL OF CONSENT form agree to release Sunset Ridge District 29 and its employees, officials, and agents from liability of any claims, including without limitation, claims for libel, defamation, invasion of privacy, misappropriation of right of privacy, and any other infringement or misappropriation of any other proprietary rights arising out of or relating to the exercise of rights granted.

Sincerely,

Linda J. Vieth, Ed.D.  
Superintendent of Schools

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Please check the blanks below to indicate which permissions you deny and then sign and date as indicated.

**Work Samples on District's Publicly Accessed Website/s**

\_\_\_\_\_ Sunset Ridge District 29 **does not have** my permission to post samples of my son/daughter's schoolwork on its websites which may be accessed by the public.

**Photographs and/or Videos on District's Publicly Accessed Website/s**

\_\_\_\_\_ Sunset Ridge District 29 **does not have** my permission to post photographs and/or videos of my son/daughter involved in a school activity on its publicly accessed website/s. This includes images printed in parent letters and District publications which are posted on the website/s.

**Distribution of Videos (such as the Middlefork School video) and/or Other Multimedia Presentations to District Families**

\_\_\_\_\_ Sunset Ridge District 29 **does not have** my permission to distribute copies of videos and/or other multimedia presentations to District families, which may contain images of my son/daughter.

**Photographs, Videos and/or Student Work in Print, Electronic or Broadcast Media**

\_\_\_\_\_ Sunset Ridge District 29 **does not have** permission to allow photographs and videos to be taken of my son/daughter and to allow those photographs, videos and/or my child's work samples to be published by media sources where school business and activities are published.

\_\_\_\_\_  
Print Name of Student

\_\_\_\_\_  
Print Name of Parent(s)/Guardian(s)

\_\_\_\_\_  
Signature of Parent(s)/Guardian(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Grade Level

## **OTHER INFORMATION**



## MIDDLEFORK SCHOOL

405 Wagner Road • Northfield, Illinois • 60093

847 881 9500 • Fax: 847 446 6221 • [www.sunsetridge29.net](http://www.sunsetridge29.net)

*Cultivating a learning community that engages the hearts and minds of students, one child at a time*

August 2, 2011

Dear Middlefork Parent,

After such a chilly, wet spring I hope this letter finds you and your family enjoying these long awaited, warm days of summer! We are in full swing here at Middlefork, readying the building, schedules, and curriculum for another wonderful school year. The 2010-11 school year was an exciting one, with the addition of Spanish language instruction and our new Jolly Phonics program, and there are some unique improvements in store for 2011-12 as well. We will be testing the applicability of iPads as instructional tools for primary grade classrooms, making a full class set available to all Middlefork teachers to utilize for projects and lessons, and replenishing the kindergarten laptop centers with 6 iPads per class. We are especially excited about the addition of new sound absorption panels in our lunchroom! On behalf of the students and staff who utilize the Middlefork small gym on a daily basis for both lunch and instructional purposes, thank you for supporting the PTO's 2011 Mid-Winter fundraiser. Proceeds from Prom 2011 made this long awaited environmental enhancement a reality!

Whether new to Middlefork this year or a returning family, the contents of this mailing should assist you with back-to-school preparations. Included are details about school hours, updating parental contact information, registering for the district website, school drop-off and pick-up procedures, as well as key dates on the fall calendar, yearbook order information, and much more.

### **Middlefork Staff**

We are pleased to welcome Mrs. Cassandra Crist back from her maternity leave this year. Mrs. Crist will join Mrs. Robin Bell and Ms. Kellie Rouse on the second grade team. Both Mrs. Tammy Carlson and Mrs. Sheri Styczen will remain on their respective maternity leaves for the 2011-12 school year.

### **School Hours**

During the school year Middlefork classes begin at 8:30 a.m. for all students. Students may begin arriving at school and wait in the entrance areas (main lobby area for kindergarten and first grade students and north foyer for second and third graders) beginning at 8:15 a.m. They enter their classrooms starting at 8:25 a.m. Those arriving at school after 8:30 a.m. will be considered tardy and must enter the building through the school office.

As in past years, the first day of school is abbreviated at both Middlefork and Sunset Ridge, and parents are welcome to accompany their children into the building in the morning. The hours will vary a bit for first graders during the next three days of school, in order to assist them in acclimating to the longer day and to allow for parent/teacher in-take conferences. Kindergarten hours will continue to follow the gradual extension from three to four to five hour days, August through October. The details are listed below:

**Kindergarten: 8:30 - 10:30 a.m., Monday, August 29, 2011**

8:30 - 11:50 a.m., August 29 – September 16, 2011

8:30 - 12:50 p.m., September 19 – October 14, 2011

8:30 - 1:50 p.m., October 17 – June 12, 2012 \*\*

Please note: Kindergarten In-take Conferences, August 30 – September 2, 2011

**\*\* Kindergarten dismisses at 12:50 p.m. on Halloween, October 31, 2011**

Grade 1: **8:30 - 10:40 a.m., Monday, August 29, 2011**

8:30 - 1:50 p.m., Tuesday, August 30 – Friday, September 2, 2011

*(Earlier dismissal due to parent/teacher in-take conferences)*

Regular school hours, 8:30 a.m. – 3:00 p.m. beginning Tuesday, Sept. 6, 2011

Grades 2 -3: **8:30 - 10:40 a.m., Wednesday, August 29, 2011**

Regular school hours beginning Tuesday, Aug. 30, 2011:

2<sup>nd</sup> grade: 8:30 a.m. – 3:00 p.m.

3<sup>rd</sup> grade: 8:30 a.m. – 3:10 p.m.

### **Class Lists**

During April, May, and June, Middlefork teachers, Dr. Stange, and I went through an extensive process to create well-balanced classes that would support the needs and learning styles of all of our students. Determining the best placement for each child as well as the optimum composition for each class is a very challenging and complex process, and so changes are not made to these final lists. We appreciate your trust and understanding regarding this matter.

### **Parent Communication Vehicles**

*Sign up for the Middlefork News e-Alert!*

Generally, I use the Middlefork News page of the District 29 website to communicate school events and information to parents. I typically update the Middlefork News page <<http://www.sunsetridge29.net/middleforknews>> every Friday. Please sign up for the “Middlefork Home” e-Alert option on the website, as this is the most effective way of staying abreast of activities. I only exercise the e-Alert notification option when I post something new, so you will not be inundated with unnecessary email messages from me each week. To register, simply log into the district website, click the “Access Info” button, scroll down to “My E-Alerts and Subscriptions,” and click on the “Edit Subscriptions” button. About  $\frac{3}{4}$  of the way down the list you can select “Middlefork Home”. Don’t forget to click the “Subscribe” button to save your subscription choice!

### *Update Your Email Address*

The District has two additional means of expediting communication with parents: *Blackboard Connect* and *parent email groups*. The former is a district-wide phone and email notification system used mainly for emergency messages, such as school closings. The parent email groups are organized by grade level and school and thus allow us to reach specific parent groups with targeted information. Again, I am judicious in my use of both of these communication vehicles, and it is critical that we have your most current information.

If you are a returning family to Middlefork, your information is most likely already included in both of the above named databases. However, if you have changed any of your contact information (email, primary and secondary phone numbers), please contact Jamie O'Connor in the district office to update your information as soon as possible (oconnorj@sunsetridge29.org or 847-881-9401).

If you are new to Middlefork this year, simply complete the emergency contact form in your child's registration packet and return it to the Middlefork office as soon as possible. The emergency form is our primary data source for the above named communication vehicles. Mrs. Murphy will take care of forwarding the new families' contact information for both the parent email group lists and the Blackboard Connect database to the district office. We will conduct a practice Blackboard Connect message in late August to ensure we have correct information for all families.

### **Lunch Program**

For many years, volunteer members of the District 29 PTO have administered the lunch program for both Middlefork and Sunset Ridge Schools. Interested parents may find information about the program and monthly menus on the PTO page of the District website. Children may choose to purchase lunch at school on a daily basis. However, **lunch orders will not be accepted after 10:30 a.m.**, as Mrs. Weller is well into her preparations by that time and is unable to make additional changes.

### **Middlefork Driveway**

#### *Pick-up and Drop-off Procedures*

As you know, student safety is foremost in our minds, and traffic management in the Middlefork driveway goes hand in hand with that. For a very detailed explanation of the student drop-off and pick-up procedures, download the *Driveway Procedures* document posted on the website. If you are not going to be the primary transporter of your child, I ask that you share these directions with the person who will be doing the dropping off and/or picking up. A digest version of the instructions (included in this mailing) should serve as a reference tool for those who need a refresher course or who are picking up students during a different time slot this year. When drivers are aware of the processes and follow the recommended procedures as outlined in the *Driveway Procedures* document, it really does run smoothly.

### **Important Fall Dates**

Please mark your calendar for the following September events and activities.

Monday, August 29	First Day of School, a.m. session
Tuesday, September 6	2nd Cup of Coffee, New Parents (9:15 a.m., 6:45 p.m.)
Thursday-Friday, September 8-9	Vision, Hearing, Lice Checks at Middlefork
Thursday, September 15	Middlefork Open House (2 <sup>nd</sup> -3 <sup>rd</sup> @ 7:00 p.m., K-1 <sup>st</sup> @ 8:00 p.m.)
Monday, September 19	Kdgtn. Hours Extend to 12:50 p.m.
Friday, September 23	School Picture Day
Thursday, September 29	No Classes, Rosh Hashanah

### **Yearbook Orders**

Middlefork parents, especially those new to District 29, often overlook the necessity of pre-ordering the annual Middlefork and Sunset Ridge School yearbook. Order forms will be distributed at the September 15<sup>th</sup> Middlefork Open House.

### **Second Cup of Coffee Meetings**

Periodic Second Cup of Coffee Meetings present additional opportunities for me to become better acquainted with Middlefork parents and to keep the lines of communication open. I value your ideas, questions, and concerns; in fact, if you have a suggestion for a Second Cup of Coffee topic, please contact me directly. The 2011-12 schedule with an invitation to the first meeting on Monday, September 6<sup>th</sup> is posted on the website. Designed for parents who are new to Middlefork this year, the September 6<sup>th</sup> Second Cup will be held at 9:15 in the morning and again at 6:45 in the evening.

### **Health and Safety Topics**

#### *Allergies*

Because our students' health and safety are paramount, we have established several practices designed to minimize student exposure to nuts at Middlefork School. First, we do maintain *peanut/nut aware* classrooms at Middlefork. That means that no foods containing nuts or nut by-products of any kind may be consumed within the classrooms. That includes daily snacks and special occasion, birthday, or "special week" treats. Children are permitted to bring peanut butter sandwiches to school, but they may only be consumed in the school cafeteria. Our school lunch menu will not contain peanut butter for purchase.

The timely submission of student health records and information enables us to be aware of students' allergies. Whether the allergies are food related or not, great care is taken to ensure students' comfort and safety both in and away from school on field trips. A *peanut/nut aware* table will be available in the lunchroom for students with more serious nut allergies. Please contact Mrs. Mertes, Middlefork school nurse, at 847-881-9503 or [mertesa@sunsetridge29.org](mailto:mertesa@sunsetridge29.org), prior to the first day of school to discuss any issues relates to your child's allergy.

#### *Student Emergency Forms*

Many parents do not realize the importance of submitting a new emergency form each school year. If you have not already returned your emergency contact form(s), please bring it with you on the first day of school. Experience has shown this to be critical, as people change phone and email providers quite frequently in this day and age, and emergencies have their own timetables! *Note:* A time-saving tip for parents with more than one child in the District is to fill in all of the contact information on one form, make copies, and then personalize for each child in the family. It saves time and ensures consistency in contact information.

#### *Head Lice Prevention*

It always amazes me how something once perceived by children as disruptive or intimidating can quickly become routinized and commonplace. While that is definitely not the case when head lice prevail, it appears to be true when it comes to checking students for lice at school. Regrettably, our experiences over the past few years have shown us that the potential for the transfer of head lice among school age children is real and unavoidable. Since cases of head lice most often occur in schools during periods following vacations, once again we will combine our lice checks with the vision/hearing screenings done for all students during the second week of school. We've learned over the past few years that the combination of regular monitoring, quick identification, and fast communication on both our parts – school and parents – does help to contain, or at least minimize, the spread of these annoying critters. Thank you for committing to

periodic screenings at home, especially before school starts in August, and for notifying the school immediately if you identify anything. Let's hope that this is the longest message about head lice I have to relay to you this year!

**... forever may it be!**

It's been ten years since I arrived at Middlefork School as a new principal, excited to expand my experiences with early childhood education and of course, all-things-dolphin! During the last decade the changes in education have been remarkable: from the ubiquitous use of technology across the grade levels to the impact of brain research (or should I say neuroscience research?) on theories of teaching and learning. Yet through all the transformation and advancement, Middlefork School remains a uniquely nurturing and stimulating environment for our youngest students. I never tire of closing this back-to-school letter with a personal expression of pride and appreciation. These are such special years in our students' lives, and I feel so fortunate in the role of principal, to launch a new journey with our children each and every August. It is truly one of the great joys of my life! By continuing to work together, we will sustain our child-centered mission and foster Middlefork School for many years to come. As our Middlefork School song so perfectly concludes, "Let's give a shout, let's sing it out, forever may it be."

Enjoy the rest of the summertime with your families, and please do not hesitate to call or stop by if you need anything. On behalf of everyone at Middlefork, we are looking forward to seeing you on August 29<sup>th</sup>!

For your children,

Mary Frances Greene, Ed.D.  
Associate Superintendent/Principal

*P.S. - Summer Fun Bulletin Board*

We will continue our tradition of posting summer fun pictures on the bulletin board in the main lobby, so if you have a 4"x6" photo of your child doing something fun this summer - a family trip, camp activity, visit with relatives, etc., we would like to display it. Please have your child bring it with him/her on the first day of school (with name and location written on the back).

*P.P.S. – Confused by the mountain of information above? Try this “Essentials” check list:*

- I am registered for the District web page.
- I have signed up for the Middlefork News e-Alert.
- I have given my new contact information (cell phone, email, etc.) to the office.
- I know the school hours for the first week.
- I have downloaded and reviewed the Middlefork Driveway procedures.
- I have given the Middlefork Driveway procedures to the adult(s) who will be transporting my child to and from school.
- I have submitted my child's Emergency Form to the Middlefork office.

- I have opened my child's grade level folder on the Back-to-School webpage and noted all of the additional forms I must turn in. (Medical, Consent & Release, Student AUP)
- I have contacted Mrs. Mertes about my child's allergy.
- I have downloaded the D29 calendar to note school holidays and vacations.
- I have reserved the September 15<sup>th</sup> Open House date on my calendar.

### **Accessing the District 29 Website for Back-to School Information**

All Middlefork School parent forms and information as well as the class lists will be posted on the district website, <http://www.sunsetridge29.net> no later than 8:00 a.m. on **Monday, August 15**. We realize this timing is a little later than past years, but construction related power interruptions necessitated a delayed schedule this year.

Back-to-School information is organized in grade level folders. To determine what is required for your child, simply navigate to the *Parents* section of the District 29 website, select *Back to School Information*, and click on the appropriate folder. You will need to **Sign In** to the website in order to view the class lists on August 15. Registered parent users have the ability to access information not available to the general public, such as class lists or certain teacher posted documents. If you have not yet registered for the district website, please contact Anne Murphy at Middlefork School (847-881-9500 or [murphy@sunsetridge29.org](mailto:murphy@sunsetridge29.org)). Mrs. Murphy will be happy to assist you in creating a user account.

Families that are currently registered but who need to update their information (e.g., new email addresses for proper routing of e-Alerts) should do the following:

- Click the **Sign In** button on the Sunset Ridge District 29 home page.
- Click on the **Access Info** button.
- Update any profile information that has changed.
- Click **Save**.

## Important 2011-12 Dates for Middlefork Families

### Open Houses, Concerts, Conferences, Portfolios, etc.

Middlefork Open House	Thursday, 9/15	7:00 p.m.(2-3), 8:00 p.m.(K-1)
School Picture Day	Monday, 9/19	All day
Halloween Observed	Friday, 10/31	TBA
Middlefork Classes to Book Fair	Thursday, 11/10	All day,
P/T Conferences	Monday, 11/21	3-9:00 p.m.,
P/T Conferences	Tuesday 11/22	9-3:00 p.m.
1 <sup>st</sup> -3 <sup>rd</sup> Winter Sing	Wednesday, 12/8	7:00 p.m.
K Winter Sing	Wednesday, 12/14	6:30 p.m.
2011-12 Kindergarten Registration	Wednesday, 1/18	2-4:00 p.m., 6-7:00 p.m.
Kindergarten Family Math Night	Thursday, 2/15	6:30-7:15 p.m.
P/T Conferences	Friday, 2/17	9-3:00 p.m.
TV Tune-out Week	3/4-10/2012	N/A
1 <sup>st</sup> Grade Portfolio Night	Thursday, 4/12	6:30 p.m.
3 <sup>rd</sup> Grade Bike Safety Week	4/16-4/20	N/A
3 <sup>rd</sup> Grade Portfolio Night	Thursday, 4/26	7:00 p.m.
2 <sup>nd</sup> Grade Portfolio Night	Thursday, 5/17	6:30 p.m.
K- 3 Spring Sing	Thursday, 5/24	7:00 p.m.
1 <sup>st</sup> -3 <sup>rd</sup> Grade Field Day	Wednesday, 5/30	Afternoon
K-Parent Luncheon/Portfolios	Wednesday, 5/30	11:00 a.m. – 1:50 p.m.
New Kindergarten Visitation	Thursday, 5/31	3:15-4:30, 6-7:00 p.m.
3 <sup>rd</sup> -4 <sup>th</sup> Grade Transition Day	Friday, 6/1	TBD
PTO Family Fun Fair	Saturday 6/2	10-5:00 p.m.
3 <sup>rd</sup> Grade P/T Conferences	Wednesday, 6/6	a.m. or p.m. by teacher
3 <sup>rd</sup> Gr. Grad./DD Assembly	Tuesday, 6/12	9:00 a.m.
Last Day of School Dismissal	Tuesday, 6/12	11:15 a.m. ****

### Second Cup of Coffee Meetings

Tuesday, 9/6	9:15 a.m., 6:45 p.m.	New Family Information
Friday, 10/14	9:00 a.m.	MAP
Thursday, 1/12	7:00 p.m.	Everyday Math
Wednesday, 2/8	9:00 a.m.	Intro to ISAT
Friday, 4/13	9:00 a.m.	TBA

### Birthday Lunches (Fridays, Art Room, 11:30)

September: 9/23	March: 3/16
October: 10/21	April: 4/20
November: 11/11	May: 5/11
December: 12/9	June: 6/4
January: 1/6	July (½): 1/20
February: 2/10	August (½): 2/24

\*\*\*\*June 12, 2012 end-of-school-year date assumes no snow or other emergency days taken during the school year.

# Drop-Off and Pick-Up in the Middlefork Driveway

## **Two-Door System (Doors 1, 3)**

The driveway was designed to allow access to and from the building at two points. In the morning, kindergarten and first grade children are dropped off near the school's main entrance (Door 1 - south end). First graders are also picked up at this end of the driveway, while kindergartners are dismissed from the second set of doors (Door 3) at the north end of the drive. Second and third grade children use Door 3 to enter and exit the building. This door is referred to as the Second/Third Grade Door by the children. This two-door system enables drivers to wait along the entire length of the driveway, and it reduces the number of cars backed up on Wagner Road.

## **DRIVERS**

### **Pull Forward**

Drivers are asked to pull forward in order to allow as many cars as possible onto the drive. Please cooperate with the Traffic Safety Supervisors when asked to move up.

### **Idling of Cars**

Often drivers enter the driveway line well in advance of student dismissal times. Drivers who do line up before 3:00 p.m. (or before kindergarten dismissal), are asked to pull all the way forward and then turn off their engines. This "No Idling Before Dismissal Time" campaign was initiated by District 29's Green Committee in 2008.

### **Center Driving Lane**

The center lane is for moving traffic only. Drivers should not stop in the center lane to await an open space in line or to pick up/drop off children; rather, they should look for parking spaces along the west curb or drive on through to Wagner Road and reenter the line.

### **5 MPH Speed Limit**

Please use caution as you merge in and out of the center lane. Drivers should not exceed 5 mph, even while in the center lane. A speed bump has been installed to serve as a reminder.

### **Cell Phones Ø**

Drivers are expected to refrain from using their cell phones upon entering the driveway for drop-off or pick-up. Student safety is always our first priority, and we have concluded that cell phone usage by drivers negates our student safety measures.

## **WALKERS**

Parents and caregivers who walk students to and from school should use the same two-door system that drivers use. During dismissal time, however, walkers are asked to wait at the north or south end of the sidewalk, where their children will meet them upon exiting the building. Adults are asked not to congregate on the sidewalk directly in front of the building during dismissal time or to linger there after picking up their children. Bicycles may not be ridden on the school sidewalk at any time.

### **DOGS:**

Dogs are not permitted on the school sidewalk at any time, even on a leash. Adults walking with dogs at drop-off or pick-up time may wait on the sidewalk adjacent to the driveway entrance or exit.

## Kindergarten and First Grade Students

**Morning Drop-off begins 8:15 a.m.**

**Afternoon Dismissal: 11:50, 12:50, 1:50 kindergarten/3:00 first grade**

Immediately upon entering the driveway in the a.m., drivers with kindergarten and first grade children should move into the right-hand curbside lane. This portion of the driveway is the kindergarten and first grade drop-off area outside Door 1. It begins by the kindergarten playground wall and extends to the sign located halfway down the driveway. Drivers should remain in line in that lane, filling in all empty spaces and moving forward toward the sign. Once they have dropped off their children, drivers should carefully merge into the center lane and exit to the north. Waiting cars should then pull forward. (See map.)

**Please do not bring children to school prior to 8:15 a.m.**, as supervision is not available until that time. Waiting kindergarten and first grade students will gather in the foyer until 8:25 a.m., at which time they may proceed to their classrooms.

At the end of their day, kindergartners are picked up at Door 3 (Second/Third Grade Door) at the north end of the driveway. This means that drivers picking up kindergartners may use the full length of the driveway. Kindergarten students are escorted to their cars by their teachers as the cars move down the drive.

First grade students are dismissed at 3:00 p.m. and are picked up at the same door (Door 1) they are dropped off at in the morning. Students are instructed to wait until their cars have fully entered the driveway before loading up; this aids proper traffic flow by avoiding gaps in the line.

## Second and Third Grade Students

**Morning Drop-off begins 8:15 a.m.**

**Afternoon Dismissal: 3:00 second grade/3:10 third grade**

Drivers with second and third grade children should remain in the center lane and enter the second/third grade line after they pass the first grade pick-up/drop-off area. The second and third grade pick-up/drop-off area occupies the north end of the driveway outside Door 3 and begins immediately past the first grade area. Once in this area, drivers should move immediately into the curbside lane as far as they can go, moving up as space opens in front of them. (See map.)

*IMPORTANT NOTE:* Drivers should not attempt to squeeze or angle into the second/third grade line. Instead, they should circle around again or park in one of the designated locations.

**Squeezing and angling into the end of the second/third grade line blocks the lead car in the first grade line from being able to exit to the center lane.** This, in turn slows everything down.

In the morning, second and third grade students may gather in the vestibule area inside Door 3 (Second/Third Grade Door) until 8:25 a.m. when they may proceed to their classrooms. **Please do not bring children to school prior to 8:15 a.m. since full supervision is not available until that time.** Door 3 (Second/Third Grade Door) will be locked at 8:30 a.m. All tardy students and visitors to the school are required to use Door 1, the main entrance, and check in at the office after 8:30 a.m.

## **Drivers Picking Up Students With Dismissal Times at Both 3:00 & 3:10 p.m.**

Drivers with children in first grade and second or third grades should use only one drop-off/pick-up area, following the procedures outlined above for the youngest child. Consequently, drivers with any combination of first grade and older students should always use the drop-off/pick-up area near the near the main entrance, Door 1. Our goal is for you to exit the driveway as quickly and safely as possible.

At the end of the day, first graders who car pool with third graders will be supervised in the main foyer from 3:00 p.m. until the third grade dismissal at 3:10 p.m. Parents should pick up both the third graders and the first graders outside the main entrance or Door 1, **no earlier than 3:15 p.m.** It takes the third graders time to pack up and walk the length of the hall to meet their first grade car pool buddies, so arriving before 3:15 p.m. means you will be waiting and impeding traffic flow for everyone else. Second graders who ride with third graders only, may wait in the foyer by Door 3 (Second/Third Grade Door) until 3:10 p.m.

In the case of a car pool that consists of students in all grades, the driver should pick the children up at the main entrance, or Door 1, no earlier than 3:15 p.m.

## **Traffic Safety Supervisors**

Traffic Safety Supervisors are stationed at three points and have several responsibilities:

1. Parking lot entrance - assist children on the sidewalk as they cross the sidewalk entrance to the parking lot.
2. Main entrance pick-up/drop-off area - monitor students on sidewalk and keep traffic flowing.
3. Second and third grade pick-up/drop-off area - monitor students on sidewalk and keep traffic flowing.

Please follow the directions given by the Traffic Safety Supervisors. Although drivers may want to stop in the center lane or feel inconvenienced when asked to pull forward, it is the supervisors' goal to make the driveway safe and efficient for everyone.

## **Parking Regulations and Pick-up Reminders**

Although it may be tempting, parking is not allowed along the school's main sidewalk at any time during drop-off and pick-up. This area is a designated fire lane, and unattended, parked cars may be ticketed by the Northfield Police. Parking is available in the following locations:

1. Parking lot adjacent to the school;
2. Designated spaces north on Wagner Road; and
3. Parallel parking spaces, including one specially designed for handicapped access, located along the west side of the driveway.

In the event that space is unavailable along the curb during after school pick-up, drivers should:

1. Park in one of the available parking spaces on the west side of the driveway;
2. Return to Wagner Road and reenter the driveway; or
3. Park in the parking lot or in one of the spaces north along Wagner Road.

For safety reasons, there should be no stopping in the center lane, and children are not permitted to enter or cross the driveway alone at any time. Drivers may park and escort their children across.

## **Gate & Additional Exit**

The gated exit was installed to ensure that the driveway is still usable in the event of a flood at the north end. Therefore, the gate at this exit is not opened for daily use.

## **Play Date Arrangements**

After school play dates and other arrangements should not be scheduled while waiting in the driveway line during dismissal time. Doing so slows down the traffic flow, negatively affecting this entire complex process. Students and parents should make such arrangements from home.

## **Courtesy Counts!**

Please be patient with your fellow drivers and our Traffic Safety Supervisors.  
Thank you in advance for your support!

# **Drop-Off and Pick-Up Procedures in the MIDDLEFORK DRIVEWAY**

(For a complete description, see *Driveway Procedures* in the Middlefork Back-to-School 2011 section on the D29 website.)

## **Two-Door System: Door 1** (south) & **Door 3** (north)

Kindergarten:	a.m. drop off at Door 1, p.m. pick-up at Door 3
First grade:	a.m. and p.m. at Door 1
Second & Third grades:	a.m. and p.m. at Door 3

## **Morning Drop-off & Afternoon Dismissal Times**

8:15 a.m.	Drop-off begins for all grades. Do not drop off students earlier than 8:15, as full supervision is not available until that time.
1:50 p.m.	Kindergarten (beginning October 17, 2011)
3:00 p.m.	First and Second grades
3:10 p.m.	Third grade. <i>Please do not come <u>before</u> this time. You tie up traffic for the earlier dismissal time.</i>

## **Carpools w/BOTH 3:00 & 3:10 p.m. Dismissals**

Drivers picking up combinations of students in grades 1–3, should adhere to the following:

**CARPOOLS:**

- 1<sup>st</sup> & 2<sup>nd</sup> combo – Dismissed at Door 1 at 3:00
- 2<sup>nd</sup> & 3<sup>rd</sup> combo – Dismissed at Door 3 after 3:10 p.m.
- 1<sup>st</sup> & 3<sup>rd</sup> OR 1<sup>st</sup>, 2<sup>nd</sup>, & 3<sup>rd</sup> grades – Door 1 after **3:15** p.m. \*\*

\*\* At the end of the day, first graders who car pool with third graders will wait in the main foyer from 3:00 p.m. until the third grade dismissal at 3:10 p.m. It takes a few minutes for the third graders to meet up with their first grade buddies, so these drivers are asked to not arrive at school before 3:15 p.m.

## **Additional Safety Notes and Considerations**

The following directions are critical to safe and efficient driveway traffic flow. PLEASE read these and SHARE them with all adults who may be dropping off or picking up your children during the school year. Thank you for your understanding and cooperation.

1. There is a 5 MPH speed limit in the driveway.
2. Drivers are asked to refrain from using their cell phones while in the driveway line. There are parking spaces along the curb on the west side of the drive where drivers may park and talk.
3. The center-driving lane is for moving traffic only. Drivers should not stop or angle out into the center lane at any time. If there is no room along the curb, drivers should use the parallel parking spaces along the west curb of the driveway or drive through to Wagner Road and reenter the line.
4. Children are not permitted to cross the driveway alone. Drivers who park in the driveway's parallel parking spaces must cross and escort their children across the drive.
5. The area along the sidewalk curb is a designated fire lane and therefore parking is not allowed anywhere at any time. The Northfield Police may ticket unattended cars parked in this area.
6. Arranging after-school play dates while waiting in the driveway line during dismissal time interferes with traffic flow. Students and parents should make such arrangements from home (or move to the parking lot to discuss).
7. Drivers arriving ahead of scheduled dismissal times are encouraged to turn off their ignitions to reduce fuel emissions.
8. Adult Walkers/Cyclists and the School Sidewalk: Adults should wait for their students on the sidewalk area at the north or south end of the driveway. Adults arriving via bicycle must dismount before entering the sidewalk area. Dogs are not permitted on the school sidewalks during drop-off or pick-up time periods.

**SIDE 2**



## **Middlefork School Second Cup of Coffee**

**Tuesday, September 6, 2011**

**9:15 a.m.**

**&**

**6:45 p.m.**

Please join Dr. Greene for a Second Cup of Coffee and an informal discussion about the philosophy, curriculum, and special traditions of Middlefork School and Sunset Ridge SD 29. All parents, especially those new to Middlefork, are invited to attend the morning or evening gathering on September 6, 2011.

Second Cup of Coffee Meetings are scheduled throughout the year. If you have a suggestion for a specific topic, please contact Mary Frances Greene at Middlefork (881-9505, [greenem@sunsetridge29.org](mailto:greenem@sunsetridge29.org)).

### **2011-12 2nd Cup of Coffee Schedule**

**September 6, 9:15 a.m., 6:45 p.m. (New Families)**

**October 14, 9:15 a.m. (MAP Assessment)**

**January 12, 2012, 7:00 p.m. (Everyday Math)**

**February 8, 2012, 9:15 a.m. (ISAT testing)**

**April 13, 2012, 9:15 a.m. (TBD)**



## Kit Component Listing

**Middlefork Elementary School**

405 Wagner Rd  
Northfield, IL 60093

Description: 2nd Grade

Account #: 20338

Kit Number: 2033802ALL

Item In Kit	Quantity	Brand Name	Item Description
<input type="checkbox"/>	1 Pk	Bazik	Index Cards, 3" x 5", Ruled, 100/Pk, White
<input type="checkbox"/>	2 Ea	Staples	Highlighter, Chisel Tip, Yellow, w/Pkt Clip
<input type="checkbox"/>	1 Bx	Crayola	Crayons, Tuck Box, 16/Box
<input type="checkbox"/>	1 St	Prang	Pencils, Colored, 7", Artist Quality, 12/Set
<input type="checkbox"/>	1 Ea	Staples	Pencil Box, Plastic, 8.25" x 5.25" x 2", Asst.
<input type="checkbox"/>	1 ST	Crayola	Markers, Washable, Classic Colors, Wide Tip, 8/Set
<input type="checkbox"/>	1 St	Sanford	Markers, Scented, 'Mr. Sketch', Fine Tip, 10/Set
<input type="checkbox"/>	3 Ea	Stationers	Glue Stick, Washable, .74 oz.
<input type="checkbox"/>	1 Bx	Scotties	Facial Tissue, 'Scotties', Hypo-Allergenic, 200 Ct.
<input type="checkbox"/>	2 EA	Staples	Eraser, Pink, Large
<input type="checkbox"/>	3 Dz	Ticonderoga	Pencils, #2, 'Envirostik', Unsharpened, Dozen
<input type="checkbox"/>	1 Bx	Hefty	Storage Bags, 'Slide Lock', Quart, 22 Ct.
<input type="checkbox"/>	2 Ea	C-Line	Folder, Plastic, 2 Pocket, Asst. Colors
<input type="checkbox"/>	2 Ea	Expo 2	Marker, Dry Erase, Fine Tip, Low Odor, Black
<input type="checkbox"/>	1 Ea	Elmer's	Glue, School, Gel, Washable, 4 oz.
<input type="checkbox"/>	1 Pr	Westcott	Scissors, 5", Pointed Tip, Asst.
<input type="checkbox"/>	1 Ea	Bonus Items	Bonus Items