

PLUM GROVE JUNIOR HIGH SCHOOL
GENERAL INFORMATION
2008 - 2009

OPENING OF SCHOOL - The first day of school is Thursday, August 21st. This will be a regular full day of school, 7:55 a.m. - 2:25 p.m. Students should go directly to their homeroom (See Homeroom sheet). During the homeroom period, students will receive a locker and combination, an assignment notebook, as well as information about the school.

WALK YOUR SCHEDULE - An opportunity for all 7th grade students and new 8th grade students to visit Plum Grove will be provided on Thursday, August 14th from 1:00 - 2:00 p.m. All other returning students should report to school on Thursday, August 21st. No backpacks or school supplies should be brought to school until Thursday, August 21st.

PARENT ORIENTATION - The teachers at Plum Grove look forward to meeting parents at our fall parent orientation on Thursday, August 28, 2008 from 7:00 to 8:30 p.m. Due to limited parking, we encourage you to carpool. On that evening, parents will follow their child's abbreviated daily schedule. Teachers will discuss curriculum, provide general information, and answer parent questions.

LOCKERS - Each student is assigned a locker, either an individual locker or one to be shared with a classmate. Students are responsible for the contents and housekeeping of the locker. Lockers are subject to periodic unannounced inspection by school personnel. Students are to keep their locker combination confidential. The school cannot be responsible for missing items if the combination has been shared with friends or if the locker has been "set" for easier opening. A separate locker is provided in the locker rooms for gym class. A combination lock for the gym locker must be brought from home.

ATTENDANCE - Regular attendance is very important. Students who are absent unnecessarily miss vital classroom instruction time which may have a negative impact on their academic progress and grades. If a student must be absent due to illness or for some other compelling reason, parents should call the absence line at (847) 963-7601. Please leave your name, your child's name, grade, date of absence, and reason for absence. This information must be received prior to 9:00 a.m. on the day of the absence. A call must be made for EACH day that your child is absent. Parents who do not report a child's absence will be contacted by the school office, and the student will be considered truant until contact is made.

EARLY DISMISSAL

If your child needs to leave school during the school day, please send a note to the office prior to the beginning of the school day. Our office staff will write a pass for your child to meet you in the office at the designated time. A parent must come into the office to sign a student out of the building.

MAKE-UP WORK/HOMEWORK – Students are responsible for picking up homework assignments on the day they return to school. The office is not responsible for coordinating make-up work or homework.

VACATIONS – Taking students out of school for vacations is discouraged. If a student is to be absent because of a family vacation, parents should notify the school office in writing at least one week before the planned absence. Students are responsible for obtaining and completing missing assignments; however, teachers are not required to provide homework assignments in advance of the absence. After returning to school, students will have three days to complete missing work.

TARDIES – Students are expected to arrive on time for school and to be in each class throughout the day at the start of the period. Those who do not are considered tardy.

ACTIVITY LINE – A condensed version of Plum Grove’s daily announcements can be heard on our call-in Activity Line at (847) 963-3333, Ext. 6214.

TRANSPORTATION – Bus information will be mailed directly to you by the transportation department. In addition to the regular school day bus service, afternoon activity buses are available for all students who normally ride a bus. The yearly fee per student for activity bus service is \$60.00. The activity buses depart Plum Grove at 4:10 p.m. Monday through Thursday. Any transportation questions should be directed to the District 15 Transportation department at (847) 963-3900.

PHYSICAL EDUCATION – All students are required to participate in physical education classes unless a written excuse from a physician is received.

A Plum Grove gym uniform is required to be worn during all physical education classes. The uniform is available for purchase through your child’s physical education class. The cost of the gym suit is \$15.00. Cash or personal checks are accepted. If you are paying by check, please make your check payable to Plum Grove Junior High School. In addition, each student will need gym shoes and white sweat socks, as well as a combination lock. Students are asked to have their name printed with indelible marker on both articles of gym clothing.

INTERSCHOLASTIC PHYSICALS AND PARTICIPATION FEE – A physical exam is required before a student may participate in interscholastic sports. The student participation fee is \$85.00 per sport. Failure to pay this fee will result in removal from a team. Please keep a copy of your child’s physical and immunization record for future use. The nurse’s office is unable to provide copies of physicals and/or immunization records except in an emergency situation.

ASSIGNMENT NOTEBOOKS - On the first day of school, each student will be given a Plum Grove assignment notebook. This notebook includes sections for recording daily assignments and grades as well as a student-parent handbook describing our policies. Students are expected to review the student-parent handbook section with their parent within the first week of school and sign a form indicating an understanding of Plum Grove policies and procedures. Students are expected to use their assignment notebook on a daily basis.

LUNCH - All students must stay at school for lunch. Students may purchase a school lunch or bring a lunch from home. Due to the short lunch period (26 minutes), disruption and equity considerations, we ask parents to not bring in lunches from outside (i.e. pizza, subs, fast food). If a student forgets his/her lunch it is the responsibility of the student to check in the office for dropped-off lunches. Students will not be paged to the office as this disrupts the learning environment. Due to liability issues, under no circumstances can parents or students bring in food for other students. Information about our computerized lunch program has been mailed directly to you from the District 15 Food Services department.

STUDENT INSURANCE - Student insurance is OPTIONAL. Zevitz-Redfield & Associates is the insurance carrier. If you desire insurance, please complete the application form. A separate application form is to be completed for each child. Please note: The district does not carry accident insurance. Send payment and completed application form(s) directly to the insurance company in the pre-addressed envelope.

JUNIOR HIGH SCHOOL FEES - As noted in a previous mailing from the District 15 office, book rental and transportation fees need to be paid by August 1, 2008. If you have not done so to date, please remit your payment of fees to the District 15 office.

BOOK RENTAL AND MATERIALS	\$ 130.00
TRANSPORTATION FEE	\$ 420.00/1 child
(if applicable)	\$ 520.00/2 children
	\$ 570.00/3 children or more
ACTIVITY BUS FEE (optional)	\$ 60.00
GRADUATION FEES	\$ 40.00

The graduation fees cover the cost of gown rental, 8th grade picnic, programs, awards, diploma and diploma covers. The graduation fee will be collected near the end of the school year. Checks can be made payable to Plum Grove Junior High School. The graduation date will be determined at the April CCSD 15 Board of Education meeting.

*Public Act 94-004: Sex Offender Registration. This legislation requires that principals and or teachers of public or private elementary or secondary schools notify parents that information about sex offenders is available to the public. The sex offender information is available at www.isp.state.il.us/sor.

If you have any questions, please feel free to contact the school office at (847) 963-7600.