

Parent Handbook

2011-2012



PIONEER GROVE

Educational Center



601 Willow St. Frankfort, IL 60423

(815) 806-4685  FAX (815) 806-4686

Principal: DiAnne Bielinski

Operated by: *Lincoln-Way Area Special Education, Dist. 843*

Pioneer Grove Educational Center

601 Willow Street, Frankfort, IL 60423 ♦ (815) 806-4685



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Pioneer Grove Educational Center

Mission Statement

We believe all children can learn. We believe we provide the appropriate adaptations, supports, and interventions to assist each child in reaching his/her maximum potential in all areas of development: communication, cognitive, physical, social and emotional, daily living skills and Independence. We believe that the parents/guardians are valuable partners working with the school to make a difference in the growth of each child.

Goals

- To create an environment in which children feel comfortable and safe.
- To foster a positive atmosphere in the classroom which is enjoyable, stimulating, and challenging.
- To provide children with opportunities to help move them towards independence and productivity.
- To provide quality programs and services based on scientific research and best practice.
- To provide a collaborative and ongoing partnership between home and school.
- To teach children to learn throughout their daily life.

Programs

Multineeds Program

The multineeds classes are full day classes for children who have significant medical and/or physical needs. Some children may have syndromes or disorders which include: Charge, Rett, Angelman, Seizures, Traumatic Brain Injury, Cerebral Palsy or other genetic disorders. Children range in age from preschool to eighth grade.

Services include

Adapted PE, speech/language therapy, feeding and oral motor, augmentative and alternative communication systems, physical and occupational therapy, hearing, vision and mobility therapy, adapted library, adapted playground, specialized equipment and a sensory motor area and therapeutic field trips.

AIM Program

The Adapted Individualized Methods (AIM) classes provide full day classes for children who require a significantly modified and adapted learning environment consisting of communication development through a visual approach, sensory integration and an applied behavior analysis (ABA) methodology. The program serves children with severe autism and/or significant developmental disabilities. Children range in age from preschool to eighth grade.

Services include

Speech-language therapy, occupational and physical therapy, social work, visual supports, video modeling, adaptive PE, adapted library, therapeutic field trips and sensory motor areas with specialized equipment.

School Operations

School Hours

Monday – Friday: *8:30am - 2:15pm*

Office Hours and Phone Number

Monday – Friday: *7:30am - 4:00pm, phone: (815) 806-4685*
Secretaries: Laura Kalafut and Debbie Palkovitz

Absences

To report an absence, please call the school office @ (815) 806-4685 by 7:00am. This number can be reached 24 hours per day.

You will also be expected to call transportation @ (815) 485-7611 to cancel the bus for each day your child is absent.

Transportation

The Lincoln-Way 843 transportation office is open from 6:00am to 4:30pm. A telephone message can be left any time at (815) 485-7611.

Transportation policies can be obtained online @ lwase843.org.

There is to be no eating or drinking while traveling in the buses.

If you are transporting your child, please drive to the south door parking lot and wait until a staff member comes to your car. If you arrive after 8:30am, please park and bring your child to the office.

Emergency School Closing

If school must be closed because of weather or an emergency, the announcement will be given as early in the morning as possible at the following PUBLIC WEBSITE:

www.emergencyclosing.com

Information regarding the closing of any of the Lincoln-Way Area Special Education schools, including the Pioneer Grove Educational Center, Martin P. Mackay Education Center, and the Lincoln-Way Transition House, will also be found on the Lincoln-Way Area Special Education website:

www.lwase843.org

School Requests

Lunch and snacks

Please send your child's lunch and snack each day. Hot lunch or milk can not be purchased. However, a microwave and refrigerator is available. A thermos can also be used for hot or cold foods.

Backpack

A backpack (no wheeled carts) is necessary to transport important information and equipment from home and school.

Supplies

A list of supplies will be provided prior to the first day of school. Occasionally additional supplies may be needed mid year.

Building Security/ Visitors to Pioneer Grove

Parents are encouraged to visit the school. However, unless a visit is in response to a general invitation or a special event, visits should be scheduled in advance with an administrator or teacher.

All parents/visitors must report to the school office upon their arrival. The only entrance available is the front entrance of the school. Everyone must sign in and out and state the purpose of their visit. Visitors are required to wear a name tag. This identification is to be worn at all times while in the school.

If you are at school to pick up your child for an early dismissal, please wait in the office and a staff member will bring your child to you. For security reasons, parents do not pick up their child at the classroom.

Health Issues

1. *Illness*

When your child is ill with any symptoms of communicable disease (e.g., cough, cold, fever, rash, diarrhea, lethargy, or vomiting) please do not send your child to school. A good rule of thumb is to wait until the temperature has been normal for 24 hours before he/she returns to school. If a child becomes ill during school hours, parents will be notified to pick up the child immediately. Be sure to have alternate emergency numbers of friends and relatives who reside in the area listed on the personal data form as well as cell phone numbers for yourself.

A prolonged illness may require a physician's statement for readmittance into the program. If you expect a long illness, hospitalization, and/or surgery, please alert the school.

2. *Communicable Diseases*

The Board of Education follows the recommendations of the Illinois Department of Public Health which delineates the steps to be taken if a student or employee is suspected of having or has a confirmed case of any communicable disease. Students shall be readmitted to school according to the isolation/exclusion requirements in the Communicable Disease Guide published by the Illinois Department of Public Health.

All non-immunized children must be excluded from school and a written notice sent to parents stating that the child is excluded until acceptable proof of immunity is presented or until twenty-one (21) days after the onset of the last reported case of measles.

Conjunctivitis: All children with tearing, irritation, and/or redness of one or both eyes will be sent home until a physician deems a child is noncontagious, or the child has been medicated for twenty-four (24) hours.

Fever: The most common cause of fever in children is infection. Children with fevers should be kept home for at least 24 hours after they are fever free (without fever-reducing medicine).

Lice: A child who has lice will be sent home.



Rash: Rashes will be evaluated on an individual basis. Rashes can be caused by many things including allergies, viruses, various skin conditions, bacterial illnesses and sometimes unknown causes. If the cause of the rash is not easily determined, the school may require a physician's note stating the diagnosis before the child can return to school. This is required by the health department as some serious illnesses are accompanied by a rash and need to be reported to the health department.

3. *Medication*

We encourage you to give your child his/her medication before or after school. If that is not possible, children who take any medication at school must have a signed statement from a parent and the physician on file. Forms can be obtained online at lwase843.org. When the statement has been signed and filed, students eligible for administration of medication by school personnel will be given medication by the school nurse. Medicine may no longer be sent to school in the backpack. All medication must be hand delivered by an adult to the nurse.



All medications must be in the original labeled bottle from the pharmacy. For more specific information, please refer to the district's medication policy. If your child is taking any medication, please inform your child's teacher since medication can sometimes affect educational performance as well as your child's behavior.

4. **Physical and Dental Examinations**



All children entering school for the first time, and kindergarten, are required by the Illinois School Code to undergo a physical exam prior to the start of school. They are also to present proof of up-to-date immunity to the following communicable diseases: chicken pox, diphtheria, whooping cough, tetanus, polio, rubella (German measles), and mumps. Students must have completed the hepatitis B series before entering preschool. For all children entering kindergarten, dental exams are required by Illinois School Code prior to May 15th of the given school year. Dental exams are good for 18 months prior to the deadline date.

These examinations are due at the time of registration. Children who have not fulfilled these requirements will not be allowed to enter school until these exams are complete. Any student whose religious beliefs exempt him/her from the required immunizations must submit a written affidavit of religious objection with his/her physical exam form.

Within 30 days of entrance into the district all new students must present evidence of a previous health exam and required immunizations, or submit a new physical and/or immunizations to be in compliance with Illinois law. Any student not presenting such evidence will be excluded from school until the required documentation is submitted. Students entering from out-of-state or out-of-country must present a physical exam dated no more than one year prior to entry into an Illinois school.

5. **Vision Examination**



Effective January 1, 2008, all children enrolling in kindergarten in a public school and any student enrolling for the first time in school shall have an eye examination. Each child is to present proof of having received an eye examination within the previous year before October 15th of the school year.

The Illinois Child Hearing and Vision Act requires vision and hearing screening annually for all preschool children 3 years of age (or older) in any public educational program. Hearing screening shall also be provided annually for all school children who are in any special education classes.

Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this screening if an optometrist or ophthalmologist report has been completed and signed indicating that an examination was completed within the previous 12 months.

Parents or legal guardians of a student may object to hearing and vision screening for their children based on religious grounds.

Parent Involvement



Pioneer Grove welcomes parent involvement. Participation in field trips, classroom activities, parent group meetings, and the PSO are avenues for parent involvement.



The PSO (Parent School Organization) is operated by the parents of Pioneer Grove. It provides events and activities outside the normal school day where parents and children can gather in a social setting, mostly to have fun, but also as a way of sharing resources with each other.



The Parent Mentoring Program was created to provide mentoring, information, resources and support by parents to parents at Pioneer Grove. Parents can volunteer to be trained as parent mentors.



Parents are strongly encouraged to attend parent teacher conferences and IEP meetings to discuss the educational progress of their students. Parent teacher communication via phone calls, emails, or daily notes is also encouraged.



It is Pioneer Grove's goal to keep the instructional day student focused. In order to support that goal, staff interactions with parents during classroom instruction time must be kept at a minimum to assure an uninterrupted environment for all students. Therefore, all contact with teachers must occur before students enter the building, between 8:00 and 8:30am or after they leave, 2:15pm to 3:00pm. Emails will also be answered during non-instructional times. Staff are not permitted to provide their personal cell phone numbers to parents. Classroom observations can be arranged by contacting the principal. Frequent classroom observations may be disruptive to the educational process and may compromise the confidentiality of other students in the class.

IEP Meetings / Annual Review

Every child at Pioneer Grove has a written IEP, (Individualized Education Program) , which has been specially designed to meet his/her individual needs. Pioneer Grove and your school district acknowledge that you are an important member of the IEP team, and encourage your participation in the development of your child's IEP.

The IEP conference (annual review) is held minimally once a year to outline goals and objectives and to discuss your child's progress, need for accommodations/modifications and support services. Advance formal written notice will inform you of the date, time, place and participants. The school or the parent can request an IEP meeting at any time.

Re-Evaluations Meeting

Re-Evaluation meetings are IEP meetings which can be requested at any time by the school or the parent. The state of Illinois requires a re-evaluation/re-eligibility meeting every three years. Parents will receive a written notice to attend the domain meeting which will determine what areas of development will be re-evaluated. Results of the re-evaluation will be discussed after the assessments are completed. Most times, the re-evaluation meeting will be combined with the annual review IEP meeting.

Tips for Parents

1. Contact the school by 7:00am if your child will be absent, (815) 806-4685.
2. Keep information on personal data form up-to-date.
3. Check child's backpack daily.
 - ▶ Read notes and promptly respond to teacher with requested information.
 - ▶ Send any money in an envelope labeled with child's and teacher's name, i.e., - field trip money.
4. Check the school calendar and note the days your child will not attend school.
5. Communicate with your child's teacher. If your child didn't sleep well during the night, or had an unusual evening or morning before he/she left for school, let the teacher know. The teacher's and staff want to work with you for the benefit of your child. Please feel free to call the teacher or therapist if you have specific questions which require a conversation. Your teacher and therapists are available from 8:00am to 8:30am, and 2:15pm to 3:00pm every day.

Unity

I dreamed I stood in a studio,
and watched two sculptors there.
The clay they used was a young child's
mind and they fashioned it with care.

One was a teacher,
the tools he used were
books, music and art.
One a parent, with a guiding hand
and a gentle loving heart.

Day after day, the teacher toiled,
with a touch that was deft and sure.
While the parent labored by his side
and polished and smoothed it o'er.

And when at last their task was done,
they were proud of what they had wrought!
For the things they had molded into the child,
could neither be sold or bought.

And each agreed he would have failed
if he had worked alone.
For behind the parent stood the school,
and behind the teacher, the home.



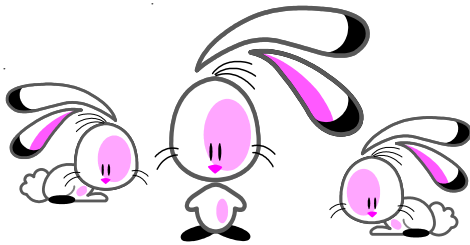
PIONEER GROVE EDUCATIONAL CENTER

District #843

SCHOOL CALENDAR

2011-2012, SCHOOL YEAR

BOARD APPROVED



Wednesday, August 17, 2011	Parent Visitation	10:00 to 10:30am
Thursday, August 18, 2011	First Day of School	8:30 to 2:15pm
Monday, September 5, 2011	Labor Day	No School
Monday, October 10, 2011	Columbus Day	No School
Friday, November 4, 2011	Teacher Institute	No School
Thursday, November 10, 2011	Parent/Teacher Conferences	No School
Friday, November 11, 2011	Veteran's Day	No School
Thursday & Friday, Nov. 24 & 25, 2011	Thanksgiving Break	No School
Friday, December 23, 2011	Winter Break Begins	No School
Monday, January 9, 2012	Classes Resume	
Monday, January 16, 2012	Martin Luther King's Birthday	No School
Monday, February 20, 2012	President's Day	No School
Monday, March 5, 2012	Casmir Pulaski Day	No School
Friday, March 9, 2012	Teacher Institute Day	No School
Friday, April 6 - 13, 2012	Spring Break	No School
Monday, April 16, 2012	Classes Resume	
Monday, May 28, 2012	Memorial Day	No School
Tuesday, May 29, 2012	Last Day (Tentative)	
Wednesday, June 6, 2012	Summer School Begins	



Pioneer Grove Educational Center 2011-2012

August 2011

Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17 TI	18 SB	19
22	23	24	25	26
29	30	31		

September 2011

Mon	Tue	Wed	Thu	Fri
			1	2
HOL 5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

October 2011

Mon	Tue	Wed	Thu	Fri	
	3	4	5	6	7
HOL 10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	
31					

November 2011

Mon	Tue	Wed	Thu	Fri	
		1	2	3	4
7	8	9	10 PT	11 HOL	
14	15	16	17	18	
21	22	23	24 HOL	25 X	
28	29	30			

December 2011

Mon	Tue	Wed	Thu	Fri	
				1	2
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23 X	
X 26	X 27	X 28	X 29	X 30	

January 2012

Mon	Tue	Wed	Thu	Fri	
	2	3	4	5	6
X	X	X	X	X	
9	10	11	12	13	
HOL 16	17	18	19	20	
23	24	25	26	27	
30	31				

February 2012

Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
HOL 20	21	22	23	24
27	28	29		

March 2012

Mon	Tue	Wed	Thu	Fri	
				1	2
HOL 5	6	7	8	9 TI	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	

April 2012

Mon	Tue	Wed	Thu	Fri	
	2	3	4	5	6 HOL
X 9	X 10	X 11	X 12	X 13	
16	17	18	19	20	
23	24	25	26	27	
X 30					

May 2012

Mon	Tue	Wed	Thu	Fri	
		1	2	3	4
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
HOL 28	SE 29	30	31		

June 2012

Mon	Tue	Wed	Thu	Fri	
					1
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	25	27	28		

SB = First Day of School (*August 18*)
 PT = Parent Teacher Conferences (*November 10*)
 TI = Teacher Institute (*August 17, November 4, & March 9, No School*)
 SE = Last Day of School (*May 29*)-Tentative
 HOL = Holiday