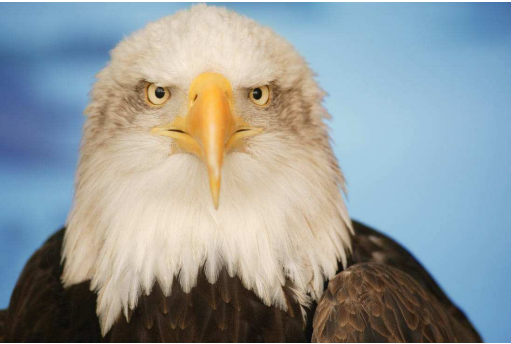


MONROE MIDDLE SCHOOL

2009–2010 Registration Information

INSTRUCTIONS FOR COMPLETING THE REGISTRATION PACKET

We have a few simple instructions and ask your assistance in completing this packet and returning the registration forms in the enclosed envelope by Tuesday, June 30. This will ensure that all of your materials are in order for schedule pick up.



REGISTRATION PACKET

As part of next year's registration process, please complete, sign and return the following items in the envelope provided:

- Registration form (DO NOT SEPARATE)
- Registration Fee Payment Options
 - Check/Money Order made payable to **CUSD 200**
 - Cash (**In person ONLY**)
 - Credit Card Information
- Student Verification Sheet (gold)
- Health Services Card (blue)
- Internet Consent/Student Work/Photo Release (white)
- PTA/Booster Directory Information (green)
- *OPTIONAL* Student Information Form (grey)
- Illinois State Physical Exam (6th graders ONLY)
- Request for Loan of Textbooks Card (6th graders ONLY)

PAYMENT OPTIONS

Three payment options are available:

- Cash
- Check/Money Order made payable to **CUSD 200** - please put your student's ID number on the check
- Credit Card (Visa or MasterCard) - please indicate the name on the card, number, expiration date & v-code (the last three digits of the multi-digit number on the back of the credit card) A signature is required for all credit card payments.

JUNE 30 – REGISTRATION DEADLINE/LATE FEES

Your completed registration packet with the appropriate payment must be post marked or dropped off by **Wednesday, June 30, 2009**. Monroe has a drop off box attached to the outside of the building next to Door #1. **Any registration packet received after that date should include a \$10.00 late fee.**

FREE/REDUCED FEES

Families approved this school year for Free/Reduced Fees must complete a new waiver for the 2009-2010 school year in August. Forms will be available at schedule pick up. **You are still required to return all registration materials by the June 30th deadline.**

FEE INFORMATION

Required Fees

Book Rental	\$ 93.00
Locker Fee	\$ 5.00
Technology Fee	\$ 30.00
I.D./Student Planner	\$ 5.00
TOTAL	\$133.00

Yearbook (optional)	\$ 25.00
TOTAL w/ req. fees	\$158.00

SCHEDULE PICK UP

8:00AM – 1:00PM

8TH Graders – Tues., August 18
7TH Graders – Wed., August 19
6TH Graders – Thurs., August 20

Students who do not pick up their schedule at schedule pick up will receive their schedule the first day of school. Tables will be set up in the commons for this purpose.

SPORTS PHYSICALS

A sports physical is required for all students wishing to participate in an INTERSCHOLASTIC sport, prior to tryouts. Please see the insert from our Athletic Director in this packet. (ivory)

THE NEW 200 FOUNDATION

Your help is vital to the success of the NEW 200 Foundation, a non-profit foundation, dedicated to funding new programs and initiative on the part of teachers and students in district 200 schools in Wheaton and Warrenville. Whatever the size of your donation, we can assure you it will be appreciated by the students and teachers who benefit. We have enclosed a brochure. *Please make checks payable to the NEW 200 Foundation.*



**REGISTRATION DEADLINE:
Tuesday, June 30th**

MONROE MIDDLE SCHOOL

Frequently Asked Questions

What happens at schedule pick up?

All students will receive a newsletter, a Monroe Student Planner which includes the District 200 Middle School Parent/Student Handbook, their schedule, their locker and other important information **if all registration forms and fees have been turned in. Parents may review ahead of time the District 200 Middle School Handbook on the CUSD 200 website. www.cusd200.org.**

All students will receive an ID/BUS PASS. Bus riders will be informed of their bus route and stop. Students should have their ID with them at all times during the school day. Lost ID's will need to be replaced for \$5.00. Temporary bus passes may be purchased for \$.50.

All students will have their yearbook photos taken. If you would like to purchase photos, **COMPLETE AND BRING** the enclosed photo envelope along with a check for the appropriate amount made payable to **Lifetouch NSS**.

PLEASE NOTE: Students who do not pick up their schedule on one of the schedule pick up dates will receive their schedule the first day of school. Tables will be set up in the commons for this purpose. ID 's and yearbook pictures for these students will be taken on Wed., Sept. 2.

What are Monroe's school hours?

School begins at 8:06am and ends at 3:00pm.

Office hours are 7:30am – 4:00pm.

Half day dismissal is at 11:30am.

Does my child need a current physical examination?

ALL INCOMING SIXTH GRADE STUDENTS are required by law to submit evidence of a physical examination done by a licensed physician, advanced practice nurse or examining physician assistant and a complete record of immunizations. The physical examination must be dated within one (1) year prior to the first day of school.

Students wishing to compete in **INTERSCHOLASTIC ATHLETICS** must present a completed sports physical form each year that they participate. **THIS FORM MUST BE ON FILE BEFORE THE STUDENT CAN TRYOUT** and must be dated within one (1) year preceding the last day of the season of that sport.

How do I add money to my child's lunch account?

The first day of lunch service is Wednesday, August 26. Money will be collected at that time (not before) or for a fee of \$1.95 you may pay by credit card anytime online at mylunchmoney.com. During the school year, your child may add money to their account through the cafeteria.

How do I join the Monroe PTA?

Included in your envelope, you will find information from the Monroe PTA. Fill out the appropriate form along with the membership fee and return it with your registration papers. We encourage each family to join the Monroe PTA.

IMPORTANT SUMMER DATES

Tues., June 30	Deadline for returning Registration Packet & Fees. (<u>\$10 late fee after June 30</u>)
Tues., July 4	Happy 4 th of July!
Tues., August 18	8 th Grade Schedule Pick-Up 8:00am – 1:00pm
Wed., August 19	7 th Grade Schedule Pick-Up 8:00am – 1:00pm
Thurs., August 20	6 th Grade Schedule Pick-Up 8:00am – 1:00pm
Mon., August 24	Institute Day Staff Meetings
Tues., August 25	First day of school AM attendance ONLY 11:30am Dismissal
	PTA - Ice Cream Social 6:30pm-8:00pm
Wed., August 26	First full day of school

MONROE MIDDLE SCHOOL

BASIC INFORMATION FOR MONROE PARENTS

(Additional procedures and information are printed in the Student Planner which will be distributed at Schedule Pick-Up. This information is also available on the district website: www.cusd200.org.)

ATTENDANCE/EARLY DISMISSAL/LATE ARRIVAL

If your student will be **absent**, please call the Attendance Office (630-682-2290) **before** 8:00am to report the absence. Leave the student's full name, grade, date, and reason for the absence.

If your child needs an **early dismissal**, please call the Attendance Office **before** 8:00am. Leave your student's full name, grade, date, time you will be picking up your child, and the reason for the early dismissal. Your student may also bring a note to the Attendance Office **before** school. You must come into the school to sign the student out at the Attendance Office.

If your child is **arriving late**, please call the Attendance Office **before** 8:00am. Leave your student's full name, grade, date, and reason for the late arrival. Your student may also bring a note explaining the late arrival to the Attendance Office.

HOMEWORK

Homework assignments may only be requested on the third day of absence through the Attendance Office. Please request homework at the time you call in your child's absence and before 8:00am. Daily homework is available on Edline.

ATTENDANCE AT SCHOOL FUNCTIONS

In order for students to be allowed to participate in or attend school-sponsored activities, they must be in attendance by 11:30am. Students serving a suspension may not participate in any school functions on that day.

WEBSITE

Monroe's website is www.monroeschool.org. We update the site daily. The Monroe Newsletter, team information, pictures of school activities, calendars, sports schedules and other valuable information are available on this site. The district website is www.cusd200.org.

VISITORS

All visitors must sign in at the Main Office. A District 200 Visitor tag will be given to each visitor.

VACATIONS

Vacations during the school year are discouraged. Even the most conscientious efforts of students and teachers are no substitute for daily attendance. If students must take a vacation during the school year, they must notify the attendance office (682-2290) at least one week prior to the absence. Students should plan to do work before leaving or during the vacation. Students must arrange to come in before or after school to make up tests and lab work.

ITEMS/MESSAGES FOR STUDENTS

We are unable to interrupt a class. Any items and messages for students will be delivered during the appropriate lunch:

7th grade lunch 10:30 – 11:00

6th grade lunch 11:18 – 11:48

8th grade lunch 12:06 – 12:36

DRESS CODE

Our district's dress code reads: *Clean, neat, and appropriate clothes reflect students' pride in themselves and their school while enhancing self-esteem and good conduct. Students are expected to dress and groom themselves in clothing which is appropriate for school activities. Articles of clothing with drug or alcohol related, offensive, and/or obscene remarks may not be worn at school. Further, clothing which is unsafe (e.g., chains), unhealthy (e.g., soiled) or disruptive (e.g., revealing) to the educational process will not be tolerated. Parents will be contacted and the student will be required to leave the school, if need be, and change. Hats or other headgear are not to be worn inside the building. Shoes must be worn at all times. By Board policy, all students will be expected to wear the designated physical education uniform.*

VACATIONS

Vacations during the school year are discouraged. Even the most conscientious efforts of students and teachers are no substitute for daily attendance. If students must take a vacation during the school year, you must notify the Attendance Office at least one week prior to the absence. A vacation form will be hand carried by the student and signed by each of their teachers. Students should plan to do work before leaving or during the vacation. Students must arrange to come in before or after school to make up tests and lab work.

MEDICATION

Parents are urged to adjust a student's medication schedule so that medication may be given under parent supervision. If it becomes necessary for a student to take any form of medication at school, a signed note from a parent and the physician must accompany the medication (**Medication Permission Form**) and given to the nurse's office. All medication must be in a prescription container and kept in and distributed through the nurse's office. Copies of the Medication Permission Form are available in the office. If there is a change in medication, it is the responsibility of the parent to notify the nurse's office. ***Please note: School staff can not administer any medication (including over-the-counter medication) without the above permission form.**