



Mokena Elementary School  
 11244 Willowcrest Lane  
 Office: 342-4850  
 Fax: 479-3120  
 Rachel Chorley, Principal  
 Cathy Lark, Assistant Principal

Mokena Intermediate School  
 11331 W. 195th Street  
 Office: 342-4860  
 Fax: 479-3103  
 David McAtee, Principal



Mokena Junior High School  
 19815 Kirkstone Way  
 Office: 342-4870  
 Fax: 479-3122  
 Mike Rolinitis, Principal  
 Luke Munch, Assistant Principal

## GENERAL STUDENT INFORMATION

### Mokena Public Schools District 159



**2019 - 2020**

Administrative Office and Student Services  
 11244 Willowcrest Lane  
 Office: 342-4900  
 Fax: 479-3143

Dr. Don White  
 Superintendent

Visit our web site:  
[www.mokena159.org](http://www.mokena159.org)

## **Mokena School District 159**

Welcome to our school district! We have prepared this booklet to provide you with information which you and your student may find beneficial. Mokena School District 159 services an area of approximately 12 square miles and is comprised of three schools: Mokena Elementary School (MES), serving Pre-Kindergarten through grade three students; Mokena Intermediate School (MIS), housing the district's fourth and fifth graders; and Mokena Junior High School (MJHS), which serves our students in grades six through eight.

Because many of our procedures may be new to you, we ask that you please read this booklet carefully and follow all the procedures listed. It will help to answer many questions you may have. If you have any other questions or concerns regarding any of our schools, please contact the school offices or the Administrative Office, located in Mokena Elementary School.

### **Our Philosophy**

The Board of Education and staff of Mokena Public Schools believe that all students can and will achieve and experience success in school. It is the mission of District 159 to provide an environment for learning where students master fundamental skills and apply those skills to succeed in problem-solving situations, and where students develop their individual talents by cultivating their desire for continued learning. District 159 works to develop responsible citizens who are role models for future generations. The innovations of staff members who see needs and address them, who are willing to put in extra effort to achieve remarkable results, and who are capable professionals working as a team are encouraged. Community involvement and strong parental support contribute to the positive learning environment in District 159.

### **Mission Statement**

The mission of Mokena School District 159 is to engage, inspire, and equip all students with tools for life-long academic, social, and emotional success.

### **New Student Registration**

A family who is new to our district can register their student(s) for the 2019-2020 school year after July 8, 2019.

### **School Supply Lists**

School supply lists are available from each school building and can be found on each school's website.

### **Student Services**

Mokena School District 159 provides additional support services to students through our Student Services Personnel. Please contact the Director of Student Services in the Administrative Office for additional information.

### **Court Orders**

There are many different family patterns and styles. Some families may have had an experience that has resulted in a court order. To help us maintain a safe environment and communicate correctly with all parties, we need your help. If a current court order is in place, we must have a copy on file of the portion that applies to custody or protection. The papers you provide must include the stamp and signature of the court. Thank you for your cooperation.

### **Equal Educational Opportunities**

Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical or mental handicap or disability, economic and social conditions, or actual or potential marital or parental status.

### **Sex Offender Registration Notification Law**

Public Act 94-994 requires schools to notify parents on how to obtain information regarding sex offenders living within the school district. To access this information, please go to the Illinois Sex Offender information website at: [www.isp.state.il.us/sor](http://www.isp.state.il.us/sor).

**Parking**

Parents are asked to park in only the designated areas of each school building. Your child’s safety is paramount to us and by respecting the posted signs, you will become a partner in all of our students’ safety.

**Published Information**

Throughout the year, we provide many opportunities for parents to receive information regarding our schools. Monthly newsletters from each school office are available monthly on our website, as well as, a Virtual Backpack which provides information for families about many happenings in the schools and community. We encourage parents to read these publications in order to know what is happening in our schools.

**Skylert** is a mass notification system Mokena School District utilizes to communicate with all parents by telephone in minutes. In the event of weather emergencies such as closings or delayed starts due to inclement weather, or for important information and reminders. Please update your phone numbers and e-mail addresses as necessary with the school offices. We appreciate your support.

**Refund Policy**

A family requesting a refund of paid registration fees due to a move out of the district is entitled to a refund of fees, less a processing fee of \$8.00—if the withdrawal is prior to the first day of the school year. Any student who transfers out of the district on or after the first day of the school year will not be entitled to a refund.

**Reporting Absences/Attendance**

Briefly, if your student will be absent from school, we ask that the parent call their child’s school as soon as possible. A brief recorded message will request your name (spell the last name), the name and grade of your child, the reason and length of absence or tardiness. Recording limitations do not provide time for additional requests to be placed on the answering machine. If it is necessary to request homework or obtain other information, please contact the school office. Please consult the Parent/Student Handbook for details and specifics of attendance Policies and Procedures.

Incoming Kindergarten students must be five years old on or before September 1, 2019.

All completed registration forms, including Proof of Residency, required documents and fees must be submitted in order for your students to be registered for the 2019-2020 school year.

Three (3) proofs of residency (see pink sheet in the registration packet) are **required** to complete the registration for your student. In addition, by law all students entering our district must present an original state birth certificate within thirty (30) days of enrollment. A copy of the certificate will be made for the student’s permanent file. Those families in need of an original state birth certificate for their student may go to [www.vitalcheck.com](http://www.vitalcheck.com) to request, for a fee, an original birth certificate.

**Required Fees**

Early Start Fees	Free <b>per student</b>
Early Childhood (Pre-K)	Free <b>per student</b>
Kindergarten	\$275.00 <b>per student</b>
Grades 1-3	\$275.00 <b>per student</b>
Grades 4-8	\$325.00 <b>per student</b>

***Gym suits, locks and graduation are additional fees for 6th, 7th and 8th Grade students.***

Visa, MasterCard and Discover are accepted for payment of fees. Check or money order made payable to Mokena School District 159 is also acceptable.

**Student Homeroom Assignments**

Students’ homeroom assignments and transportation information will be provided to parents of returning students in early August. For those new students who are registered after August 1, the school office will contact the parent with this information within 3 school business days of the district’s acceptance of a completed registration packet.

### **2019-2020 First Day of School**

The first day of school for students in grades K through 8 will be Wednesday, August 21, 2019.

### **School Hours**

Full-Day Kdg. - 8:55 am – 3:15 pm

MES - 8:55 am – 3:15 pm

MIS - 8:25 am – 2:45 pm

MJHS - 7:45 am – 2:15 pm

Half-Day Kdg. (AM Only) is available by request only. Hours are 8:55 am – 11:30 am. Please Call Mokena Elementary School for additional information.

### **Transportation Service**

Mokena School District 159 will provides bus service for free for student based on 1.5 under from school of attendance. Students who have registered for bus service are assigned a bus stop corner. Bus stop assignments can be found in Skyward Parent portal once registration is complete. For half-day AM Kindergarten students, only morning pick-up service will be available. It will be the responsibility of parents to pick-up their half-day kindergarten student from school.

### **Before and After School Daycare**

*Right at School* offers a program that has flexible hours to fit your schedule—7:00 a.m. until school starts and then after school until 6:00 p.m. Students can participate on a full-time, part-time, or drop-in basis when school is in session. Additional information is available from *Right at School*. Contact Area Manager Jena Frey at 630-341-1890, jena.frey@rightatschool.com.

### **Lunch**

Students may purchase a hot lunch each day for \$3.05. Cartons of milk are available for \$0.35 for students who wish to bring a sack lunch. Monthly menus are sent home with students and are posted on each school's web site. Additionally, prepaid lunch payments made with Visa or MasterCard are accepted through the district's web site.

### **Medical Requirements**

A physical examination and immunizations are required of every Pre-K, Kindergarten, sixth grade, and incoming transfer student. A dental/oral health examination is required of every Kindergarten, second grade and sixth grade student. In addition, an eye exam, performed by an optometrist or ophthalmologist, is required of all Kindergarten students.

This is a mandate of state law and students may be withheld from attending classes if the required information is not provided. *Exemptions for religious or medical reasons must be made in writing and submitted to school administration. Forms are available online.*

A Medical Authorization Form must be submitted to the school nurse if medication is to be dispensed at school. To give non-prescription medication on a short-term basis, the nurse must have a written request from the parent. All medication must be provided in the original container and must be brought to the school office by the parent or designated adult.

Please consult the Parent/Student Handbook for details and specifics of medical Policies and Procedures.

### **Parent Involvement**

There are a number of ways that parents can become involved in our schools. We have very active P.T.A., Mokena Educational Foundation, Music Booster and Athletic Booster organizations, who are always looking for willing volunteers. Contact the school offices for more information about these wonderful organizations, who really make a difference in our district.

### **Parent/Student Handbook**

The Parent/Student Handbook is posted in its entirety on our website at [www.mokena159.org](http://www.mokena159.org). At the beginning of each school year a signature page is requested from each family stating that the Parent/Student Handbook has been read and discussed with their student.