General Information for New Families in Middle School

Registration

- Proof of residency is required for all new students and whenever a change of address occurs. All changes of address/new moves must initially provide one document from Category I and have 30 days to provide the remaining two documents from Category II.
- Proof of Identity and Age is required when registering your child for the first time. Original/Certified copy of a birth certificate, valid passport, or other record recognized by a court of law.
- It is recommended that international students provide school transcripts translated into English for a smoother transition.
- All students are required to enroll as a new student and complete online registration annually.

Medical Records

- Each new student is required to provide three medical records: a physical examination and immunizations, vision, and dental records.
- All records must be presented using Illinois health forms and signed by an authorized doctor in the United States.

ParentVUE

This is the website parents use to register their students. Please remember your username and password for future access. In ParentVUE, you can find: report cards, review grades, bus schedules, and bus stop information, schedule a meeting with teachers, and more.

Financial Information

PushCoin

Parents/guardians will be required to create a user account in PushCoin prior to using the system. PushCoin provides a single payment platform with user-friendly features used to pay for items in the Webstore, school activities and fees.

School Fees

- The District establishes a schedule of fees to support the costs associated with the use of textbooks, consumables, technology, and other instructional materials. These fees are charged upon registration for the school year.
- Each year, all families are required to pay school fees for each student in the district. You must use the PushCoin website to make the payment.
- If you believe your family needs financial assistance to cover the costs, please complete a Fee Waiver. Carefully read the requirements and criteria to apply for this program.

Food Service

- Families can decide to provide their own food from home each day or choose to order food from school.
- Students choosing breakfast or lunch through Organic Life (food management service for the district) will be required to have money in their PushCoin lunch account.
- If you believe your family needs financial assistance to pay for the school meals, you can apply for the Free and Reduced Meal program. Carefully read the criteria for acceptance.

Attendance Policy

- Regular daily attendance is important to student success. Ensuring that a student maintains regular attendance requires cooperative effort by the student, parent(s)/guardian(s), and school personnel.
- District 204 expects parent(s)/guardian(s) to inform the school of any absences and their causes.
- A parent/guardian should report absences via ParentVUE or call the school attendance line prior to the start of the school day on each day the child will be absent.
- Please include the dates of the absence and the reason: sickness (include symptoms such as fever, diarrhea, vomiting, etc.), family vacation, doctor's appointments (need to provide a doctor's note), etc.
- If parents speak a language different from English, they can report the absence in their own language (only on ParentVUE)
- We encourage families to plan their vacations with the school calendar in mind to maximize their child's time in school and ensure the best opportunity for academic growth.

Attendance Hours

Regular hours are 8:00am – 3:00pm, with a late start on Wednesdays, beginning at 8:20am.

Late Arrival and Early Dismissal

- Students who arrive late or leave early must be signed in/out by a parent/guardian, and a reason must be given. If a reason is not given, the late arrival/early dismissal will be marked as unexcused.
- If a student needs to leave early, the parent should go to the main office to sign the student out and provide a reason for the early dismissal; otherwise, it will be marked as unexcused.
- Depending on the time of arrival and due to logistical constraints, students who arrive late might not have all the hot lunch (school lunch) options available.
- Please take into consideration that any loss in class time represents a significant loss of learning and social development opportunities.

Transportation

- Students who live 1.5 miles or farther from the school will be offered bus bus transportation.
- Students who live within 1.5 miles of the school will not be offered bus transportation.
- Transportation information will be available in ParentVUE. It is recommended to check ParentVUE every Friday after 7:00 PM for any bus route updates.

School Supplies

- The school supply lists are available on your school's website.
- Please contact the school secretary if you need assistance.

Multilingual Learners Program

For students whose parents marked a second language being in the home in the Home Language Survey, a screening for proficiency in English will be performed to see if they may qualify for the Multilingual Learners Program. The screener is done the first time they enter the school district.

Class Assignments

- In middle school, students will have more than one teacher and multiple classrooms.
- Classes will be determined on the transcripts containing previous courses the student has taken.

Physical Education Class (PE)

- In middle school, students will change into PE appropriate clothing/shoes in an open locker room.
- Please check with the middle school office about where to purchase the P.E. locker lock and whether P.E. uniforms are required.

Homework

- Homework is part of the District's instructional program and is assigned to further a student's educational development.
- Each teacher will assign homework to enable students to practice the skills they are learning.
- According to district policy, homework will not be given to students in advance if they are absent from school for any reason (such as illness or vacation). Students absent for a valid cause can make up any missed assignments when they return to school.

Chromebook

- All students are provided with a Chromebook, a charger, and a case.
- They must be returned to the school if the family moves to a different school or school district.
- All students (except kindergarteners and first graders) are expected to take their Chromebooks home each night and return them fully charged the next day.
- Students should use Chromebooks for educational purposes only, and the district monitors their activity.
- As with any district issued resource students are financially responsible for loss/theft or damage of the Chromebook.

General Information for New Families in Middle School

Discipline

- Indian Prairie School District 204 believes in the development of self-discipline of each student. Parents/guardians, teachers, and school officials are all partners in helping students acquire that self-discipline.
- You may find more detailed discipline information in the Middle School Handbook on the District website. During student registration, families read and sign off on the handbook.

Grades and Report Cards

- Grades are an evaluation of student achievement toward grade level objectives, not potential or social performance.
- Parents can check their students' grades on ParentVUE
- You can find report cards on ParentVUE quarterly
- It is recommended that grades and homework be checked frequently

Grading Scale

Letter Grade	Percentage Range	GPA Value
A	92-100	4.00
A-	90-91	3.67
B+	88-89	3.33
B	82-87	3.00
B-	80-81	2.67
C+	78-79	2.33
C	72-77	2.00
C-	70-71	2.00
D+	68-69	1.33
D	62-67	1.00
D-	60-61	.67
F	0-59	0.00

Parent-Teacher Conferences

- These are special meeting days when parents and teachers discuss the student's progress in school and how to support their improvement.
- For the 2025-2026 school year, Parent-Teacher Conferences are scheduled for October 16 and 20 and March 16.
- To schedule a meeting, navigate to ParentVUE and select 'Conferences' from the left-hand side menu.
- To schedule a meeting outside of the parent-teacher conference window, please email the teacher directly.
- If parents need an interpreter for their conference, please communicate in advance with the school (via email, by phone, or in person). The interpreting service will be provided to the extent possible.

Safety Drills

- Each school building will conduct drills every academic year in accordance with the School Safety Drill Act.
- Drills will include 3 evacuations, 1 bus, 1 severe weather/shelter-in-place, and 1 lockdown drill.
  - These exercises are for staff and students to be prepared in case of an emergency.
- There will be a communication home before the day of the drill, so everyone is aware that it is practice.

Clubs & Activities

- Extracurricular activities are school-sponsored programs, outside the instructional day, that are not part of the curriculum.
- Clubs and activities contribute to leadership abilities, social well-being, self-realization, good citizenship, and general growth of student-participants.
- Visit your school website; Programs – Clubs & Activities, for a list of opportunities.

General Information for New Families in Middle School

Athletics

- All 7th and 8th grade students desiring to try out and/or participate in any of the athletic programs are required to complete an athletic participation form and concussion form, and have a current sports physical on file.
- Visit your school website; Departments – Athletics, for more information.
- There is an additional fee for athletics.

School Events

- Many events take place at school after school hours; these are optional but encouraged, as they are a good way to meet new people.
- Check your school website and email periodically for important information.
- Types of events offered: Fine Arts, Sporting Events, School Dances, and more.

Community Events

- Community events are a great way to meet new people and be involved in your community.
- Visit the district website; News & Announcements and Connect – Community Events for more information.

Communication

- Keeping parents informed is a priority for your school and the District.
- Methods of communication include 204 e-news, X, YouTube, school email lists, websites, 204 Connect, and IPSD204 Connect App.
    - Parents are highly encouraged to check their emails daily.
- Parents may email the teachers and school in their home language.
- Staff can contact families over the phone using a translation service called LanguageLine, which provides interpretation in their home language.

Parent Organizations

PTSA

- Each school has a Parent-Teacher Association (PTA), which is a group of parents, teachers, students, community members, and school staff who work together to support and improve their local school.
- The PTA may provide weekly announcements, a monthly newsletter, fundraisers, and important dates.

IPPC

The Indian Prairie Parents' Council is the umbrella organization for all PTA and PTSA units in the District.

PDAC

The Parent Diversity Advisory Council facilitates monthly discussions to promote collaboration amongst parents and district staff to address equity and diversity.

BPAC

The Bilingual Parent Advisory Council facilitates quarterly meetings to provide parent information regarding students and families that have qualified for our Multilingual Learners Program, including but not limited to the Multilingual Program, annual ACCESS Testing, community resources, and free ESL classes.