

## **Mission Statement**

To provide a challenging, safe educational environment in developing a community that cultivates physical, intellectual, emotional and social growth for students.

## **Belief Statements**

1. We believe all students should be given the opportunity to develop technological skills across the curriculum.
2. We believe in embracing the cultural diversity of our school community.
3. We believe students and staff should model the six pillars of Character Counts!<sup>sm</sup>
4. We believe our students can become independent, lifelong learners who value education.
5. We believe open communication between school and home will promote success for all students.
6. We believe in providing a needs-based, child-centered education.
7. We believe all staff should continue professional development in their respective fields.
8. We believe that the community should become an integral part of the school environment by participating in school-related activities.

## Welcome!

The faculty and staff at Bednarcik Jr. High School welcome each student and parent to the beginning of new traditions and adventures as we begin a new school year. It is our desire to provide the best education possible for every student, based on his or her abilities and ambitions. We believe that all students will have numerous opportunities to learn new and exciting things while attending Bednarcik.

This guide is an addition to our school planner and district policies and procedures and will assist you in becoming familiar with Bednarcik daily operations. Parents and students should carefully read through the handbook in order to understand regulations and expectations for our students. We also would like to encourage all of our parents to become participants in your child's school life. This can be done by becoming involved in some of our many clubs, sports, Parent Teacher Organization, extra-curricular activities, and by checking on how your child did "at school today."

**STUDENTS:** Begin to prepare for your future now by developing good study habits and asking questions of your parents and those adults who will work with you at school. You will be introduced to many new opportunities while attending Bednarcik, so grab onto them and have some fun while you learn!!! Your teachers, counselor, and all other staff at Bednarcik are here to help YOU with any questions you may have during the year.

Again, welcome to Bednarcik Jr. High School, we are looking forward to working with all of you, and good luck on the start of a safe and productive year.

Dr. Janet M. Stutz  
Principal

# Oswego School District #308

## Board of Education

David Behrens-President  
John Graff  
Joseph Kluessendorf  
Steve Wolf

Andrew Wood  
Lynn Cullick  
Andrew Young

## Administration

Superintendent  
Business Manager/Treasurer  
Planning and Operations  
Asst. Superintendent for Personnel  
Asst. Superintendent for Teaching & Learning

Dr. David Behlow  
-TBA-  
Mr. Joel Murphy  
Mr. Todd Colvin  
Dr. Marsha Hollis-Golden

## Building Administrators

Bednarcik Jr. High School	Dr. Janet Stutz	636-2500
Traugher Jr. High School	Dr. Ralph Kober	636-2700
Thompson Jr. High School	Tracy Murphy	636-2600
Plank Jr. High School	Bryan Buck	553-9300
Oswego High School	Mike Wayne	636-2000
Oswego East High School	Dr. Ed Howerton	636-2200
East View Elementary School	Jeremy Ricken	636-2800
Boulder Hill Elementary School	Jeff Schafermeyer	636-2900
Long Beach Elementary School	Laurie Boyce	636-3300
Old Post Elementary School	Jodi Ancel	636-3400
The Wheatlands Elementary School	Janet Demont	636-3500
Fox Chase Elementary School	Sue Tiedt	636-3000
Homestead Elementary School	Patty Decker	636-3100
Lakewood Creek Elementary School	Rafeal Segarra	636-3200
Wolf's Crossing Elementary School	Allison Sulkson	636-3700
Churchill Elementary School	Christine Laughlin	636-3800
Prairie Point Elementary School	Lew Girmsheid	636-3600

## Bednarcik P.T.A. Organization

President	Jolynne Fanter	jolynne.fanter@harrisbank.com
Vice President	Kim Jenkins	<a href="mailto:kim.jenkins@totallogistic.com">kim.jenkins@totallogistic.com</a>
Treasurer	Denise Kopplin	dkopplin@sbcglobal.net
Cor. Secretary	Dawn Bosman	dbosman@worldnet.att.net
Rec. Secretary	Cynthia LaBat	calabat@yahoo.com

# Bednarcik Junior High School

**Staff Directory 06-07**  
**Phone: (630) 636-2500**  
**Fax: (630) 922-3278**

<b>Name</b>	<b>Ext#</b>	<b>Room#</b>	<b>Position</b>
Main Line 1	2500		
Stutz, Janet	2510	Main Office	Principal
Senffner, Shelley	2511	Main Office	Asst. Principal: 7 <sup>th</sup> M-Z and 8 <sup>th</sup> grade
Schmidtgall, Jason	2512	Main Office	Asst. Principal; 6 <sup>th</sup> grade 7 <sup>th</sup> grade A-L
<b>Staff</b>	<b>Ext#</b>	<b>Room#</b>	<b>Position</b>
Angelus, Karen	2556	2102	Special Ed/ LD
Baier, Melissa	2513	1285	Social Worker
Barnes, Melissa	2532	1321	Reading Teacher/Title 1
Bialek, Anthony	2537	2073	Art
Blankenburg, Jason	2534	Gym	Physical Education
Borrowman, Matt	2547	2032	Math
Brooks, Josh	2522	1133	Choir/Drama
Burgemeister, Michelle	2551	1251	Special Education/ ISP Director
Carlisle, Beth	2575	2092	Health/ PE
Dentlinger, Maggie	2571	2095	Language Arts
Effron, Cindy	2517	Main Office	Receptionist
Erickson, Paul	2515	1188/2098	Athletic Director/ History
Gilla, Brittany	2574	2091	8th Grade LD Resource
Gramly, Mindy	2505	Main Office	Social Worker
Guerino, Greg	2567	1290/2072	Industrial Education
Harris, Dona	2541	1251	Teacher Assistant-ISP
Haynes, Steve	2514	Main Office	Counselor
Heemstra, Lisa	2521	1133	Band
Herrick, Melinda	2552	2038	Language Arts
Hughes, Michelle	2506	Cafeteria Office	Cafeteria Director
Imbriani, Kathy	2502	Main Office	Nurse
Johnson, Bambi	2543	2008	Spanish Teacher
Kelly, Dan	4592	1262	Teacher Assistant-BD
Kepka, Erin	2544	1259	Language Arts/Social Studies
Kiernan, Angie	2564	2034	Math
Kiliszewski, Melissa	2516	1185	Attendance Secretary
New ED (Coop)	2563	1262	Special Education BD/ED
Kocher, Erin	2546	2031	Math
Kokes, Dan	2538	2049	Science/Social Studies
Lansky, Karen	2508	Main Office	Secretary
Leeb, Christine	2580	2109	Science
Linden, Mike	2561	2099	Math
Mann, Joe	2558	1261	Social Studies
McCauley, Kim	2504	Main Office	Psychologist
McDougall, Susan	2576	2094	Language Arts
McQuaid, Sarah	2555	1254	Drama/ Lang Arts
Miller, Cindy	2545	2042	World History/ 8th Grade Accelerated

Modglin, Becky	4586	2402	Behavior Interventionist
Neahring, Jeff	2549	Gym	Physical Education
Nemetz, Laura	2550	1205	Family/ Life Resources
Nielson, Pamela	2557	2007	Spanish/Lang Arts
Pankuch, Leanne	4566	LRC Office	Technology Aide
New Aid	4566		Teacher Assistant-LD
Restivo, Rosa	2509	Main Office	Principal's Secretary
Sanborn, Dorothy	2570	1319	Reading/Title 1
Schwertley, Tracie	2578	2041	Language Arts
Shumate, Joyce	2548	1258	Social Studies/Lang Arts
Skaggs, Erin	2560	Gym	Gym
Smith, Deb	2523	Main Office	Counselor
Spencer, Bob	2507	Engineer Office	Building Engineer
Tharp, Stacey	2565	1312	LSP
Thilk, Amanda	2535	1252	Language Arts
Thorne, Jane	2523	2035	Math
Truemper, Amy	2562	2051	Science
Vugteveen, Kathryn	2533	1292	Technology
Welch, Renee	2503	LRC Office	Learning Center Director
White, Kristina	2553	1255	Special Education/ LD
Woods, Valerie	2520	1288	Speech Pathologist
Zainiger, Will	2534	1271	Science

**Oswego Community Unit School District No. 308**  
**BEDNARCIC JR. HIGH CALENDAR**

**2006/07 School Year**

**2006**

7/31-8/31 Summer Band Classes @ Bednarcik

TH8/24 New Teacher Orientation  
F8/25 New Teacher Orientation  
M8/28 New Teacher Orientation  
T8/29 Teacher Institute Day  
W8/30 Teacher Institute Day  
TH8/31 Full-Day Student Attendance Grades 1 through 12, 1<sup>st</sup> Day of School

F9/1 Kindergarten Roundup – Kindergarten students must be in attendance  
2 hours minimum

M9/4 No School, Labor Day

TH 9/7 Fire Drill during Homeroom

F 9/8 Tornado Drill during Homeroom

W 9/13 Curriculum Night @ 7pm

TH 9/14 Fire Drill during Homeroom

TH 9/14 Market Day

F 9/15 Tornado Drill during Homeroom

F 9/15 After School Dance 3:00-5:00

T 9/19 PTA @ 7pm

M10/9 No School, Columbus Day

W10/11 Early Dismissal Schedule, School Improvement Day

T 10/24 PTA @ 7pm

F 10/27 After School Dance 3:00-5:00

TH11/2 End of 1<sup>st</sup> Quarter (44 days)

F11/3 No School, Teacher Institute Day

TH 11/9 Market Day

T 11/14 Choir Concert

M 11/20 5-Hour Student Attendance Day, Parent/Teacher PM Conferences

T11/21 5-Hour Student Attendance Day, Parent/Teacher PM Conferences

T 11/21 PTA @ 7pm

W 11/22 No School, Parent/Teacher Conferences

TH 11/23 No School, Thanksgiving

F 11/24 No School

TH 12/7 Market Day

M 12/11 SB, CB, & JB Concert @ 7pm

T 12/19 PTA @ 7pm

TH12/21-T1/2 No School, Winter Break

**2007**

W1/3	Students return from winter break
M1/15	No School, Teacher Institute Day, Martin L. King's Birthday
TH 1/18	Market Day
F1/19	End of 2 <sup>nd</sup> Quarter (42 days)
T 1/23	PTA @ 7pm
T 2/13	Choir Concert @ 7pm
TH 2/15	Beginner Band Concert @ 7pm
TH 2/15	Market Day
F 2/9	Valentines Day School Dance
F2/16	Early Dismissal Schedule, School Improvement Day
T 2/20	PTA @ 7pm
M2/19	No School, Presidents' Day
S 3/3	Oswego Jr. High Band Fest @ BE (All Day)
M 3/5	Students are in attendance, Casimir Pulaski Day (Waived*)
W 3/7	SB, CB, & JB Concert @ 7pm
T 3/13	Early Dismissal Schedule, School Improvement Day
TH 3/15	Market Day
T 3/20	PTA @ 7pm
F 3/23	End of 3 <sup>rd</sup> Quarter (44 days)
M 3/26-F3/30	No School, Spring Break
M4/2	Students return from spring break
F4/6	No school / 12-month employees work
W4/11	5-Hour Student Attendance Day, Parent/Teacher PM Conferences
TH4/12	5-Hour Student Attendance Day, Parent/Teacher PM Conferences
F4/13	No School, Parent/Teacher Conferences
TH 4/19	Market Day
T 4/24	PTA @ 7pm
W 4/25	Step Up Night for Parents Only @ 7 pm
TH 4/26	Step Up Day for all 5 <sup>th</sup> Graders 9-10:40
S 4/28	6 <sup>th</sup> Grade Solo Festival @ BE (All Day)
TH 5/17	Market Day
TH 5/17	BB & JB Concert @ 7pm
T 5/22	PTA @ 7pm
T 5/22	CB & SB Concert @ 7pm
M 5/28	No School, Memorial Day
T 5/31	Choir Concert @ 7pm
M 6/4	Recognition Night
W6/6	Last Day of School ½ day student attendance/ End of 4 <sup>th</sup> Quarter (45 days) (provided no emergency days are used)

(Provided no emergency days are used)  
All highlighted dates are Bednarcik Only

# Bednarcik Junior High

## Bell Schedule 2006-2007

### Regular School Day

Homeroom	8:00	-	8:14	(14)
1 <sup>st</sup> Period	8:14	-	8:55	(41)
2 <sup>nd</sup> Period	8:59	-	9:40	(41)
3 <sup>rd</sup> Period	9:44	-	10:25	(41)
4 <sup>th</sup> Period	10:29	-	11:10	(41)
5 <sup>th</sup> Period	11:14	-	11:55	(41)
6 <sup>th</sup> Period	11:59	-	12:40	(41)
7 <sup>th</sup> Period	12:44	-	1:25	(41)
8 <sup>th</sup> Period	1:29	-	2:10	(41)
9 <sup>th</sup> Period	2:14	-	3:00	(46)

#### Early Dismissal Day

HomeRm	8:00 - 8:14		(14)
1 <sup>st</sup> Period	8:14 - 8:42		(28)
2 <sup>nd</sup> Period	8:46 - 9:14		(28)
3 <sup>rd</sup> Period	9:18 - 9:46		(28)
4 <sup>th</sup> Period	9:50 - 10:18		(28)
8 <sup>th</sup> Period	10:22 - 10:50		(28)
9 <sup>th</sup> Period	10:54 - 11:22		(28)
5 <sup>th</sup> Period	11:26 - 11:54		(28)
6 <sup>th</sup> Period	11:58 - 12:26		(28)
7 <sup>th</sup> Period	12:30 - 1:00		(30)

#### School Improvement Day (Early Dismissal for Students)

HomeRoom	8:00-8:14		(14)
1 <sup>st</sup> Period	8:14-8:32		(18)
2 <sup>nd</sup> Period	8:36-8:54		(18)
3 <sup>rd</sup> Period	8:58-9:16		(18)
4 <sup>th</sup> Period	9:20-9:38		(18)
5 <sup>th</sup> Period	9:42-10:00		(18)
6 <sup>th</sup> Period	10:04-10:22		(18)
7 <sup>th</sup> Period	10:26-10:44		(18)
8 <sup>th</sup> Period	10:48-11:06		(18)
9 <sup>th</sup> Period	11:10-11:30		(20)

# **School Procedures and Activities**

## **Field Trip Eligibility Information**

It is the goal of Bednarcik Jr. High School to include all students on field trips. We have two types of field trips, curriculum enhancing and student reward/incentive trips. The eligibility criteria for each type of trip are different.

## **Curriculum Enhancing Field Trips**

Curriculum enhancing field trips are designed for all students to participate. Students will be excluded for displaying continuous non-compliant behavior, being consistently uncooperative (especially in large groups or unstructured settings), or engaging in frequent disruptive behavior toward peers and staff. The exclusion will be at the discretion of the supervising teacher(s) and/or the school administration.

Special education students will be included in curriculum enhancing field trips when they are members of the grade, class, or subject involved. A member of the special education staff will support those students whose needs may require special assistance while on the field trip. The special education staff member involved is to be one who works with the student(s) on a consistent basis so as to ensure they are familiar with any special needs of the student(s).

## **Student Reward / Incentive Trips**

Student reward/incentive field trips are designed for the specific purpose of providing a strong recognition for those students who consistently display outstanding behavior, academic achievement, and citizenship. Eligibility for these trips is more selective than curriculum enhancing trips. Students who have received disciplinary consequences for behavior, may be excluded from these fieldtrips.

## **Fees and Charges**

The Oswego School District Board of Education does everything it can to keep the fees and charges to a minimum. Student insurance is available again this year. The insurance program is optional. Students may sign up and pay for insurance when enrolling or parents may wish to take the information home, read it over, and return it with the payment at a later date. The school will accept insurance money through September.

## **Absence Procedures**

If a student is absent from school, the parent/guardian must call the school (636-2501 for attendance) by 8:30 a.m. to report the absence and also indicate the reason for the absence. Absences can be reported at any time on the automated phone system or the office is open at 7:00 a.m. to accept calls. The school is required to attempt parent contact if no call is received.

Students are not permitted to leave school on their own at any time for any reason. Please check with the office first. Failure to comply will result in disciplinary action. A parent or guardian must sign out any student leaving during the school day in the front office.

### **School Hours**

Students are admitted to the building at 7:50 a.m., the time of the first (warning) bell. The final (tardy) bell rings at 8 a.m. Students are encouraged to arrive at the building not more than five minutes before time of admittance. Should a student have an activity or an appointment with a teacher, they should have a written note from that teacher, except if involved in a large group such as the band or student council.

Students are to “sign out” in the office when leaving school before the end of the regular school day and are to “sign in” in the office when arriving late to school.

All pupils are asked to leave school immediately after dismissal unless special permission is obtained to remain for a specific reason. Anyone staying after 3:05 p.m. must be with an activity sponsor.

### **Concession Stand**

We are pleased to provide a concession stand for snacks and soda after school hours. Students may purchase desired items at the stand, or vending machines but must remain in the lobby with any food and drink, as this is the **only** area of the building where these items may be consumed. Students must bring the money needed, as loans and credit are not available.

### **Attendance at School Functions**

Students are to be in attendance at school at least one-half day previous to an after school activity if they intend to participate in that activity. This refers to all athletic games, cheerleading sessions, parties, or assemblies. Parents should check with the principal or assistant principal for clarification. There are times when exceptions, such as funerals, may be made.

Junior High students attending home high school football games must be accompanied by a parent or other responsible adult, 21 years of age or older. Students attending must sit with the accompanying adult or sit in the elementary/junior high seating area. Students are expected to remain seated during the contest and may take advantage of the concession stands during half time and between the sophomore and varsity game.

Students attending an extra curricular event as a spectator must go home on the bus, and arrive at the start of the event. Parents are responsible for providing transportation to and from the event.

### **Request for Absence during School Hours**

Requests to have pupils taken from school for music lessons, dancing lessons, shopping trips and the like should not be made. Doctor and dentist appointments should be made during times other than school hours. Pupils may, upon advanced written request from the parent, be excused during school hours, pending approval from the office. Remember pupils missing school for any reason will be counted absent. Please be aware that you may be asked to provide a picture ID when picking up your student.

### **Student Lockers**

All students will be issued two lockers, one hall locker and one for P.E. The hall locker is for books, coats, class supplies, and lunches. P.E. lockers should only be used for gym clothes only. Each of these lockers is to be kept clean and orderly. The school lockers are the property of the school and school officials have every right to inspect them to see if they are used properly. Students are reminded: PLEASE KEEP ALL OF YOUR BELONGINGS IN THE LOCKER,

AND LOCKED AT ALL TIMES, AND DO NOT TELL ANYONE YOUR LOCKER COMBINATION.

### **Enrollment/Emergency Information**

Information provided must contain emergency telephone numbers. Parents are to notify the office when emergency, home, or work numbers change. A copy will be on file in the office and another in the nurse's office. Please call the school if you would like to have newsletters and grade reports mailed to a non-custodial parent.

### **Report Cards**

Report cards are issued in November, January, March and June. Parents can visit with teachers in the fall and spring. All report cards will be mailed home.

At the mid-point in the grading period of each quarter your Bednarcik Junior High School teachers will send letters of progress to parents. These are for your benefit and your parents are encouraged to contact teachers if there are concerns.

If a student receives an incomplete on his/her report card, he/she has two weeks from the scheduled date of issuance of the card to make up the incomplete work. Failure to do so will result in the incomplete grade being changed to an "F". Only the principal, assistant principal, or counselor will approve exception to this.

Parents also have the opportunity to view grades online thru Home Access. If you are not signed up see a secretary in the main office.

### **Lunch Loans**

Students are expected to bring money if they plan to buy their lunch. Loans will not be available from the office.

### **Fire Drill Procedures**

The practice of fire drills in any school building is always a serious matter. All students for their own safety as well as the safety of their fellow students must realize that fire drills must be conducted in such a way as to ensure each student an orderly and safe exit from the school building. To ensure this, each student should become thoroughly familiar with these important procedures.

1. The students nearest the windows will close them.
2. The student nearest the light switches will turn off the lights.
3. The last person to leave the room will close the door to the classroom and any other door to reduce draft in case of fire.
4. When using the inside stairways, use both sides of the steps. The rule for keeping to the right applies only to normal passing situations. The first students reaching doors on the main floor are to remain at the doors and hold them open to permit the remaining students to pass through more quickly.
5. When using the fire escape use both handrails and pass down in single file. Absolutely no misconduct will be tolerated.
6. When reaching the schoolyard proceed immediately to the bus parking lot. Remain there in an orderly manner until given directions to move elsewhere.
7. When the signal for re-entering the building is sounded, the students are to return to their classrooms. They are to use the usual entrances.
8. In the event of an actual fire, it would be imperative that once the students were outdoors, attendance is taken and a report of this be immediately given to the building principal or someone acting in his/her place. All students must be accounted for. As

soon as this has been accomplished, the students would be moved from the teacher last in charge to a safe meeting area.

9. In case of an actual fire, no student is to be permitted to re-enter the building under any circumstances.

### **Fire Exits**

It is impossible to set hard and fast rules dictating the proper exits to use when evacuating the building under all circumstances, since certain exits may be unavailable in an actual fire. We must, therefore, let the particular situation determine for us the best route of escape.

### **Severe Weather Procedure (Tornado)**

In the event of dangerous weather conditions, which will be announced over the P.A. system, every teacher will review these procedures in class.

In the event of an actual tornado drill, the students should be seated on the floor, sitting cross-legged (Indian style), and back against the wall. No student will be dismissed from these areas by anyone except a school administrator or the teacher in charge. Students are to remain with their class and absolutely quiet to hear directions. Teachers are to remain with their classes at all times, unless specifically asked by a school administrator to assist with emergency procedures.

### **Code Red Emergency**

This drill is used in the event that all students must remain in the classroom because of an emergency situation. Instructions will be given to the students through their teachers.

## **PART II** **STUDENT INSTRUCTIONAL PROGRAMS**

### **BEDNARCIK ACADEMIC EXPECTATIONS**

As the world approaches the twenty-first century, the pressure placed on the public schools to prepare the citizens of tomorrow grows even greater. Students will need a greater variety of skills and greater competency with those skills if they expect to compete for the specialized jobs of the future. It is incumbent upon the schools to maintain the educational standards that will be required of one entering the job market.

Because of those demands, the Junior High staff believes there is a need for specific requirements to ensure that each student has met minimum standards in all coursework. All students will be required to attain a minimum standard over the course of the school year. Poor academic performance may result in Summer School and/or Retention.

ALL CORE classes will receive 4 quarterly grades.

CORE classes are Language Arts, Math, Science, Social Studies, PE/Health

1      2      3      4      FG

ALL ELECTIVE classes receive 2 quarterly grades and a final grade.

1      2                      =      FG

3      4 =      FG

Quarterly Grades will carry the weight of: A=4, B=3, C=2, D=1, F=0. Final grades will be computer generated based on this system.

A student will have to take a class in summer school if all four quarter grades for any CORE Class average below a .75 GPA or received three grades of “F” in a particular class.

Any student not earning passing grades will be required to attend summer school to make up the deficiency in the subject area involved. Summer school will be funded through a fee charged to the parents/guardians of the student who attend the summer school session(s). Any student who does not make up the deficiencies in summer school or does not attend summer school will not meet the minimum credits required. As a result, that student will be required to repeat the same grade the following school year.

## **STUDY SKILLS**

This is a class that may be part of a student’s daily schedule. Students who are identified as at risk are assigned to this class. The teacher in charge monitors the daily work of the student. The teacher will also work with the students on study skills and organizational skills.

## **ACADEMICALLY TALENTED PROGRAM GRADES 6-8**

The Oswego School District AT Program is based on a regular classroom environment in which identified students receive differentiated curriculum/instruction or accelerated curricular content in the academic talent areas of reading/language arts or mathematics. Students are grouped in these academic classrooms based upon AT identification. An identification process is applied to all fifth grade students in the district for 6 – 8<sup>th</sup> grade placement. This process includes screening standardized testing results, a teacher rating scale, and student grade point average in the academic learning area. Notification is sent to students and parents if the student qualifies in any academic talent area. Parents may ask that their child be reviewed for participation in the academically talented program at any grade level.

Please contact Pat Johnson at Churchill Club Elementary for more information.

## **PHYSICAL EDUCATION PROCEDURES**

### **School Policy**

1. Students must pass 12 quarters of Physical Education in order to graduate from Bednarcik Junior High. Should a student fail a semester of PE, his elective classes for the following semester will be limited to allow for two physical education classes that semester.
2. If a student receives five zeros in a semester he/she will receive a grade of F and must repeat a semester of PE. The student will be assigned to a study hall for the remainder of the semester in which the five zeros were received.

### **Uniform Procedures**

1. Each student must wear the required Bednarcik physical education uniform. All uniforms must be in good repair.
2. Each student must wear a pair of gym shoes and socks.
3. Students may wear sweat suits with gym clothes for outside play only.

### **Zero Procedures**

A PE zero will be assigned for the following reasons:

1. Does not dress in P.E. uniform for activity.
2. Unexcused absence – a school administrator will confirm excused absences. (Consecutive unexcused absences will result in a teacher-administrator decision.)
3. Not allowed to participate for the following reasons:
  - a. dangerous or disruptive behavior.
  - b. destruction of school property – abuse of equipment during class.
  - c. gross misconduct
  - d. harassment of another student.
  - e. Swearing
  - f. Failure to follow directions.
4. Wearing a partial uniform will result in 1/3 deduction in grade
5. Any extenuating circumstances will be dealt with at the discretion of the administration.

### **Tardies**

The school discipline policy will be followed in regard to tardies.

1. Students are expected to be in the PE locker room when the bell rings.
2. Students are expected to be dressed and in assigned areas 3 minutes after the bell rings.

### **Medical Excuse**

1. Students need a doctor's excuse if they are to be excluded from participation for two days or more due to illness or injury.
2. Students must supply a note from home or the school office to be excluded from PE for a single day.

### **Lockers**

1. Each student will be assigned a lock and locker- **Students are to keep personal belongings LOCKED UP. Bednarcik staff is not responsible items that are lost or missing.**
2. Replacement locks cost \$5.00

### **Showers and Dismissal**

1. Students will be dismissed from class eight (8) minutes before the bell rings to shower and dress.
2. Students are required to stay in the first row of bleachers until the bell rings.
3. A student leaving the bleachers before dismissal bell rings will receive a class cut and may be referred to the administration.
4. All students are strongly encouraged to take a shower following any strenuous P.E. activity and during hot weather.
5. All students must have a clean towel each day. They may borrow a towel from the school or bring a clean towel from home.

## **Part III**

### **STUDENT DISCIPLINE**

As a member of the school community, each student is expected to contribute to a safe and orderly educational climate by adhering to the following behavioral principles:

1. Use school time intelligently and strive for achievement.
2. Use accepted patterns of courtesy and decency in relationships with others.
3. Respect the rights of others and the contribution they make to the school community.
4. Respect the property of the school and other individuals, including appropriate use of the school's computers.
5. Abide by state and district attendance regulations.
6. Contact school officials when there are concerns or difficulties.

The policies covered in the STUDENT BEHAVIOR CODE are in effect on all District #308 properties including school buses and all school-sponsored activities, whether at home events or away. Situations that occur at away events will result in the enforcement of the policy.

**Administration of Student Discipline**

IT IS THE POLICY OF THE BOARD THAT THE USE OF CORPORAL PUNISHMENT IN THE DISCIPLINE OF STUDENTS WILL NOT BE USED AND IS HEREBY EXPRESSLY FORBIDDEN IN ALL SCHOOLS WITHIN THE DISTRICT.

**Character Counts! <sup>sm</sup>**

Oswego School District 308 has adopted the Character Counts! Initiative from the Josephson Institute. Character Counts! Community is defined as a group of people living within a larger society with a common interest to spread awareness about Character Counts! and the Six Pillars of Character. At Bednarcik Junior High School the six pillars of Character Counts! should be evident in a student's disposition.

These pillars are:

- **Trustworthiness**
- **Respect**
- **Responsibility**
- **Fairness**
- **Caring**
- **Citizenship**

A committee met and came up with the following schedule to bring the district together in an effort to support the Character Counts! Program. For the 2006-2007 school year the Monthly Calendar of Pillars are as follows:

<b>September:</b>	<b>Introduction of Character Counts!</b>
<b>October:</b>	<b>Respect</b>
<b>November:</b>	<b>Caring</b>
<b>December and January:</b>	<b>Fairness</b>
<b>February:</b>	<b>Trustworthiness</b>
<b>March:</b>	<b>Citizenship</b>
<b>April:</b>	<b>Responsibility</b>
<b>May:</b>	<b>“Celebration” Wrap Up</b>

**PAC: Personal Accountability Class**

PAC is a program that has been put in place to encourage student behavior. This program is designed with progressive consequences that continually match behavior that does not demonstrate the six pillars of Character Counts! Please look for more information in your students Thursday Informational Folder. This information will be available at the beginning of school and is imperative to your student's success.

**MULTIPLE INFRACTIONS OF THE SAME RULE** - Students who repeat the same disciplinary offenses after discipline has been administered may be issued progressively increasing consequences. For example, if a student receives a Saturday School and then commits the same violation again, he/she may receive a more severe consequence than a Saturday School for that offense. Please review the district handbook for a more detailed listing of disciplinary policy.

**Bullying-** Bullying and hazing are prohibited on school property, on the way to and from school and at school sponsored events. Bullying may include but is not limited to bribing, extorting, aggressive negative gestures, or written, verbal or physical acts that place another student in reasonable fear of harm to person or property, or that has the effect of insulting or demeaning any student in such a way as to disrupt or interfere with the school's educational missions or the education of any student. Other types of bullying behaviors are:

**Social Bullying defined as:** behavior that affects or harms the reputation of another. This includes but is not limited to verbal, written or postings on internet's sights.

**Indirect Bullying defined as:** Harming someone but making it seem unintentional. This includes but is not limited to acts such as knocking down books, tripping, etc.... Students usually pretend as if they did not mean to cause harm.

**Relational (Aggression) Bullying defined as:** Use of friendship for aggression. An example of this would be emotional blackmail. Using friendship as a way to get another to act in a certain way.

Any type of bullying behaviors will not be tolerated and disciplinary consequences will be handled by the administration as they feel is deemed.

**Gangs-** participation in an unauthorized group, gang or cult activity. Gang activity is any behavior which displays evidence of membership in or affiliation with any gang including the wearing of symbols, emblems, tattoos, jewelry or other adornments associated with a gang or clothing characteristics associated with a gang or engaging in gestures, handshakes graffiti, or various other gang identifiers. Students who engage in gang activity or have represented multiple identifiers are subject to possible suspension and/or expulsion and referral to the local police authorities. Please see District 308 handbook for other information.

## **JUNIOR HIGH SCHOOLS** **ATTENDANCE VIOLATIONS**

**Tardiness** - Per semester (unexcused late arrival to school).

For tardies to first hour the consequences will be as follows:

**1<sup>st</sup> offense** - warning

**2<sup>nd</sup> offense** – 30 minute detention, parent contact

**3<sup>rd</sup> offense** - 30 minute detention, parent contact.

**4<sup>th</sup> offense** - Saturday School detention, parent contact.

**5<sup>th</sup> offense** - Student Contract and additional discipline

Note: Each additional tardy will result in additional Saturday Schools. If tardies continue to be a problem, your child may be suspended from school.

Tardiness to class will be handled by the individual teacher unless a chronic tardiness requires the intervention of an Asst. Principal.

**Class cutting** - per semester (deliberate failure to attend classes after reporting to school).

**1<sup>st</sup> offense** – Administrator will conference with the student, assign a Saturday School, and notify the parent.

**2<sup>nd</sup> offense** - Administrator will conference with the student, assign a Saturday School, and notify the parent.

**3<sup>rd</sup> offense** - Administrator will conference with the student, assign a Saturday School, and hold a parent conference to develop an attendance plan.

**4<sup>th</sup> offense** - Referred to Kendall County Truancy Program and students forfeit credit for school work missed during day(s) of unexcused absence or truancy.

### **Social Suspensions**

- A. Any student who has been suspended is automatically placed on social suspension for the length of the suspension. This means that a socially suspended student may not attend or participate in any school functions while serving the suspension.
- B. Students may be placed on social suspension for possession and/or use of alcohol, possession and/or use of drugs or drug paraphernalia, possession and/or use of fireworks, verbal threats toward students or staff members, assault, fighting, and/or defiance toward staff members or police officer while attending co-curricular activities, or repetitive violations of school rules.

### **Final Warning**

- A. The final warning is an understanding among the student, the parent(s) or guardian(s), and other stipulations set forth by the Administration.
- B. If a student violates the provisions of the final warning, the student will be recommended for expulsion.
- C. A student may be placed on final warning when the Administration deems it necessary.

\* This is a brief overview of the discipline policies. Please refer to the Oswego School District 308 Student Behavior Code Book for specific student rights and responsibilities.

## DAILY STUDENT LIFE

**Book bag Policy** – The use of book bags is limited to entering and exiting the school. Students may transport their personal items to school and home using a book bag. However, book bags should remain in lockers during the school day. No book bags are allowed in classrooms or in the hallway during the school day.

**Assemblies** - Are held during the year and are designed to be educational as well as entertaining experiences. They provide one of the few opportunities in school to learn formal audience behavior. We expect that all students will be respectful of the speakers and programs presented to them. If any students do not behave appropriately and respectfully, they will be asked to leave and will not be allowed to attend any further assemblies for the remainder of the school year.

**Lockers** - Lockers are assigned to all students at the beginning of the school year. There will be no more than two students assigned to each locker. **KEEP THE COMBINATION PRIVATE AND USE ONLY THE ASSIGNED LOCKER. STUDENTS ARE NOT PERMITTED TO MAKE UNAUTHORIZED MOVES INTO ANOTHER STUDENT'S LOCKER.** Students who are experiencing problems with their lockers should report that to the Student Services Office.

Students are not to deface or write in lockers. Each student has the responsibility to clean out and remove locker contents at the end of the school year. Students will be assessed a monetary fine for defaced or damaged lockers.

Lockers are for the convenience of students, but remain the property of the school. The rights of personal property, as well as the rights of the school, must be afforded consideration. The administration or other faculty member designee is authorized to open lockers and to examine the contents. Personal belongings of students will be searched when school officials have reasonable cause to believe that the contents threaten the safety, health, or welfare of students, or include suspected stolen property or items. Bednarcik staff is not responsible for any lost or missing items.

**Passing Time** - The passing period between classes is four minutes throughout the entire day. Your teachers will expect you to be on time to all classes, resource centers, and study halls. Students may have to carry books for more than one class, as there probably will not be enough time to return to lockers after every class.

**Prohibited personal items in School** - PERSONAL STEREOS, WALKMAN, BEEPERS, ELECTRONIC PAGING DEVICES, LASER PENS, SKATEBOARDS, ROLLERBLADES, ROLLER SKATES, SCOOTERS, AND LOOK A LIKE WEAPONS. These items should **NOT** be brought to school and will be confiscated. Any communication device is illegal in schools and will be confiscated and given to the Aurora Police Department. Any item that would be considered a look a like weapon will result in disciplinary consequences and reported to the police department.

**Cell Phones**-We do not encourage students to bring cell phones to school. Students can bring cell phones to use to call for transportation after an extra curricular event. **STUDENTS ARE NOT ALLOWED TO HAVE CELL PHONES IN THEIR POSSESSION DURING SCHOOL HOURS. CELL PHONES NEED TO BE TURNED OFF AND PLACED IN STUDENTS LOCKER AT ALL TIMES. PHONES WILL BE CONFISCATED AND RETURNED ONLY TO A PARENT IF SEEN DURING SCHOOL HOURS. BEDNARCIK STAFF IS NOT RESPONSIBLE FOR LOST OR MISPLACED CELL PHONES.**

**Student Dress** - The dress and grooming of student apparel is the responsibility of the student and parent/guardian. The student's rights of personal freedom to dress and groom themselves according to personal taste will be respected at Bednarcik Junior High as long as the dress and grooming meet reasonable standards of health, cleanliness, safety, and standards of the community. Hats, coats, chains, headbands, bandannas, handkerchiefs, gloves, and sunglasses are not to be worn during the school day and must be left in the student's locker.

Student dress or grooming which disrupts the educational process will not be allowed. Such examples include, but are not limited to:

**Special Notice:**

**Clothing that advertises drugs, tobacco, alcohol; symbolized gangs or Satanism; profanity, sexual innuendoes, violence or obscenity; clothing that is shredded, suggestive, or extremely tight fitting, should not be worn. Halter tops, shirts with spaghetti straps, and shirts that expose midriff are considered inappropriate attire for the learning environment and should not be worn.**

In addition, all students must be covered from shoulder to mid-thigh. Tanks tops with 3 fingers width are permitted, and no garment may expose the torso under any condition. In addition, skirts and shorts must be of reasonable length (no higher than mid-thigh) and pants should be worn at the waistline. Students simply will not be allowed in class if they are not compliant with the dress code. Parents will be requested to provide their student with appropriate attire and the student will remain out of class until the students are properly dressed for the school environment. Students will receive disciplinary consequences, which may include confiscation of inappropriate items, for being in violation of the Student Dress Code.

**Hat/Head coverings** - In order to maintain an academic atmosphere conducive to learning and a social atmosphere of mutual respect, students are not permitted to wear hats or head coverings of any kind in the building from the time they enter the school until they leave at the end of the school day.

**Beverages** - No beverages shall be brought to school except those consumed during the lunch periods. Students who have open beverages in the halls during the school day are subject to disciplinary action.

**Boy - Girl Relationships**- Students are expected to conduct themselves with taste and respect for themselves and others in these relationships. Public demonstrations of kissing, embracing, and intimate contact are embarrassing to others and show little respect for the reputation of the partner involved. Students should keep a “**HANDS OFF APPROACH**” at all times. Students who violate these rules are subject to disciplinary consequences.

**Snowballing**- is prohibited on school property or near the vicinity of the school, including the walk to and from school and at all bus stops.

**Chewing Gum** - is forbidden at Bednarcik Junior High School. The use of gum in the building during the academic day **WILL RESULT IN DISCIPLINARY ACTION**. The purpose is not to be dictatorial, but the greater concern is for cleanliness and politeness.

## **Lunchroom Rules**

1. All students must be in the lunchroom by the tardy bell.
2. Students should select a table to sit at and stay at that table each lunch period unless told otherwise by a supervisor. Seat selections will be made during the first week of school.
3. If general conduct is not appropriate, the supervisors may assign seats.
4. **NOTHING** is to be thrown in the lunchroom at any time.
5. The area on, under, and around the table where you are sitting **must** be picked up before you are excused from the table to dispose of your garbage. **All** students at any particular table are responsible for ensuring the table and area will be clean at the end of the lunch period, which includes wiping the table after use. Failure to do so may result in disciplinary consequences.
6. Only the lunchroom supervisor will dismiss the table.
7. No combing of hair anywhere in the lunchroom.
8. Any students running into the lunch line will be held back from lunch until all students are through the lunch line.
9. Proper decorum will be observed at all times during the lunch period.
10. No one will leave the lunchroom for any reason without the knowledge of the lunchroom supervisor.
11. You **MUST NOT** be in the halls, at your locker, in the gym, or any other place in the school or you will be subject to the same discipline as being late to class.

**Visitors/Deliveries**- The school has the responsibility to maintain a learning environment that is safe and free from outside distractions. Bednarcik Junior High School welcomes the parents of our students as guests. Students may not bring guests to class.

Deliveries to students from outside services (such as flower shops, balloon shops, etc.) will not be made through the school.

All visitors to the school building must report to the main office before proceeding to any areas within the school.

Bringing 'carry out' food to your student is discouraged. If desired the school will provide a location where the lunch can be enjoyed.

**Incoming Telephone Calls** - The school will only accept phone messages for students from the student's **parent or guardian**. The calls should be for **EMERGENCY PURPOSES ONLY**. Please make arrangements for after school rides and activities **BEFORE** your child leaves for school. **WE CANNOT INTERRUPT INSTRUCTION WITH NON-EMERGENCY MESSAGES FOR STUDENTS.**

**Announcements** - Daily announcements notify students of important items, activities, etc. Announcements will be read at the beginning and end of each day.

**I.D. Cards** - It is mandatory that all Bednarcik Junior High School students have in their possession I.D. Cards. I.D. Cards are used as the identification of students who have permission to leave the building early, as your passport to school dances, social activities, and to check out library books and materials. Students may be asked to show their IDs to bus drivers or any other staff members. Failure to do so may result in disciplinary consequences.

**Approved Vacations/Approved Absences** - Parents are discouraged from taking students out of school for vacation or for non-school sponsored events. However, if the absence is unavoidable the following procedure must be followed in order for the absence to be excused:

1. A parent must call to verify the request.
2. A "Pre-Arranged Absence Form" must be picked up in the main office.
3. The form must be signed by all of the student's teachers and the parent.
4. The form must be returned to the main office prior to the absence.
5. Students are responsible to make-up all homework and class assignments.

**Solicitations of Teachers** - Students are not permitted to sell items to teachers or to pass out material to teachers without approval by the Principal.

**Substitute Teacher Respect** - Bednarcik Junior High is fortunate to have capable teachers to supervise classes whenever our regular staff is ill or away attending conferences. A substitute teacher is an important visitor whose impressions of our school will be carried into the community. As responsible students, you should make every effort to see that these impressions are good ones. Any students who are disrespectful of substitute teachers will be disciplined by the substitute, with additional discipline to be administered by the teacher and/or the administration. We consider disrespect to a substitute a serious offense.

**Lost Articles** - The office will make every effort to try to maintain a lost and found for articles misplaced by students. **DO NOT BRING VALUABLES TO SCHOOL.** If for any reason it is necessary to bring an amount of money or any other valuable to school with you, please check it at the office in the morning and pick it up in the afternoon when you leave. We cannot be responsible for lost money, watches, jewelry, electronics and other articles of value. The school secretary in the main office operates the lost and found.

**Free and Reduced Lunch Prices** - The Oswego Schools serve nutritious meals every school day. Children from families whose gross income is at or below the U.S. Government determination levels are eligible for this program. If your income is greater than the government level, but you have unusually high medical bills or special expenses of some type, you may still be eligible. An application is enclosed in this booklet. For more information, please see later pages.

To apply at any time during the school year for free or reduced meals and milk, please call school at (636-2500) for the latest income information and application.

### **TRANSPORTATION**

Any student residing more than 1.5 miles from his/her attendance center or in areas designated as hazardous according to the state of Illinois will be bussed to and from school. Specific routes and times are available prior to the opening of the school each fall. Students must ride the bus to which they are assigned. Students are not permitted to switch buses except in emergency situations and must have the permission of an administrator. Communication regarding bus service may be made directly to the transportation center (636-2999).

While on the bus and at the bus stop, students are considered to be in school. Appropriate conduct is expected and infractions will be reported to the school. The drivers are considered to be part of the school staff and students are expected to treat them with respect. Vandalism of buses will result in financial assessment and disciplinary action.

If your student, who is currently a scheduled bus rider, needs to ride a bus other than the one she/he is scheduled to ride, the following process must be followed.

- (1) A parent note, including signature and date, must be submitted to the office before noon on the day of the desired bus change.
- (2) If there is space available on the bus, and no concerns

about the change, signed approval will be given by administrator on the parent note. (3) The student then picks up a copy of the approval signature on the parent note in the office. (4) The student will then present the authorized note to the bus driver. Keep in mind that a new note must be presented each time the request is made since space availability is not always the same each day.

The district has developed certain rules to be followed and disciplinary actions that must be enforced for the safety of all concerned. We ask that students and parents familiarize themselves with the following information and encourage observance of these rules and regulations:

1. Follow all directions when given.
2. Proper classroom conduct is required.
3. Be seated facing forward. Keep feet, hands, belongings and inappropriate remarks to yourself.
4. Eating and drinking is prohibited on the bus.
5. Obey all safety rules.

Failure to adhere to these rules may result in assigned seating on the bus, suspension of bus privileges, or other appropriate disciplinary actions.

### **HOMEWORK POLICY**

I. **DEFINITION** - Homework is a task which is initiated or prompted in the classroom and is worked on and/or completed during out-of-class time.

II. **BELIEFS** - Homework assignments should be related to the course objectives, appropriate to the ability and grade level of the students, explained properly, and understood by students.

#### **Homework can:**

- A. Extend the academic program and increase the amount of time that students are actively engaged in learning;
- B. Be an effective means for increasing student responsibility, self-discipline, and accountability;
- C. Provide parents with insight into the school's curriculum and expectations for students;
- D. Contribute to higher levels of student achievement.
  - It is the responsibility of the **school** to provide enriching activities that **complement the daily curriculum**.
  - It is the responsibility of the **student** to **complete the assignments as issued** and on time.
  - It is the responsibility of the **parent** to **encourage proper study habits** and **monitor student progress**, which includes communication with the teacher.

III. **LATE/INCOMPLETE HOMEWORK** - Homework assignments are expected to be completed and handed in on time. Students who turn in late or incomplete assignments will be dealt with in a fair and equitable manner. The teacher may give reduced credit for the assignment based upon the stated classroom policy. The teacher will give reduced credit for the assignments based upon the stated classroom policy.

IV. **MAKE-UP WORK** - District students shall be given the opportunity to make up schoolwork missed due to absences that are considered unavoidable. They shall have the same number of days as they were absent plus one to complete their work for credit.

Parents shall notify the school prior to a family trip and may request homework during a student's illness. In all cases, if homework has not been requested and received **students** are responsible for obtaining the assignments upon their return to school.

Student absenteeism considered avoidable is classified as truancy. Student credit will be proportionately reduced for schoolwork missed during the day(s) of unexcused absence or truancy.

V. **HOMEWORK HOTLINE**

Students who are absent from school may call the voice mail homework hotlines to obtain assignments, which may be due upon return to school. Teachers will have the new assignments on the voice mail by 3:30 p.m. each day. The message can be accessed anytime. To access the homework hotlines, follow the process listed:

- A. Dial the school's main number: 636-2500
- B. Dial the extension of the teacher and listen to the message. You can find your teachers extension number in the Bulldog Student Handbook.

**Part IV**  
**STUDENT ACTIVITIES**

**Fees:** Listed below are the fees for the 2006-2007 school year.

<b>Activity / Course</b>	<b>Fee</b>
Physical Education	\$20.00 (uniform fee)
Lost lock fee	\$5.00
Band	\$20.00
Course Fees	\$30.00

**ATTENDANCE: INTERSCHOLASTIC ATHLETICS, CONCERTS, DRAMA EVENTS**

All students are expected to conduct themselves in a manner that reflects credit to themselves, their parents, and Bednarcik Junior High. Failure to cooperate with the adults in charge of the event may result in being barred from future events. All students are expected to be picked up no later than 20 minutes after the conclusion of each event. If this becomes a problem students will lose their right to attend events.

**SCHOOL ASSEMBLIES**

Assemblies are held for the further education and entertainment of the student body. In order to be continued, assemblies are governed by the following rules:

- 1. Students should be seated quietly and wait for the program to begin.
- 2. No student should leave his/her seat without permission.
- 3. Students may not stand during the program. Remember, the person behind you wants to see also.
- 4. Students should be courteous at all times.
- 5. Generous applause at the proper times is encouraged.

- Classes should leave the auditorium in an orderly manner under the direction of the adult in charge.

## **PART V**

### **STUDENT SERVICES**

#### **Guidance**

Students should be encouraged to make the most of the guidance services available in school. While each student is not in need of each possible service, the following information will help you to be aware of how a guidance counselor can help your student.

**Students** may see a counselor about:

- Scheduling Questions
- Peer Mediation Requests
- Career Information
- Relationships with Others
- Decision Making

**Parents** are encouraged to contact the counselor about:

- Academic concerns
- Behavior and social adjustments
- Educational planning
- Career planning
- Health information
- Agency referrals
- Other parental concerns

## **PART VI**

### **HEALTH SERVICES**

The services of a school nurse are available to the students of Bednarcik Junior High on a full time basis. A school nurse is not allowed to diagnose conditions. Visits to the nurse will be documented for each student and parent contact will be made at the nurse's discretion. Our goal is to keep your child in class.

The nurse is not equipped to care for children beyond their immediate needs when they become ill. Students will not be allowed to leave school until permission has been given by a parent, a guardian, or an emergency contact person. A pass must be presented at the main office before leaving school. If an adult is called and asked to come pick up the child because of illness or injury, the school would appreciate cooperation in responding to this request within a reasonable amount of time.

The school will administer immediate first aid to all children in need of such. This does not, however, include giving medication for headaches which develop, toothaches which develop, etc. We are not allowed to dispense medication - **EXCEPT IN FULL COMPLIANCE WITH THE "MEDICATION POLICY" OF DISTRICT #308.** We respectfully request that exceptions to this policy not be asked for, as they cannot be allowed.

All special education students will have vision and hearing screenings during the school year. We will screen any student as requested by parent/guardian or classroom teacher.

#### **STUDENT WELFARE –ADMINISTERING MEDICINES TO STUDENTS**

Medication required by a student generally shall not be administered at school by a District employee. This policy includes even common and widely used preparations such as aspirin. However, students recovering from temporary illness or students on permanent medications who require medication during the school day may bring medication to school following these guidelines:

1. A written statement from the student's physician, indicating the necessity for the medication, proper dosage, time, and duration shall be required. The telephone number of the physician and the name and telephone number of the pharmacy shall be indicated.
2. A written request from a physician and permission from the parent to administer the medication shall be required.
3. Medication shall be brought to school in appropriately labeled containers. The name of the student and the names and phone numbers of the physician and pharmacy shall be indicated on the container.
4. Medication will be administered by the school nurse or Principal's designee.
5. The parent/guardian is responsible for picking up extra medication at the end of the treatment and/or school year. Medicine left behind at the end of the school year will be discarded.

Should a student require a continuing program of medication and it can be demonstrated that the student is of responsible age, arrangements may be made for self-administration of the medicine. This procedure shall be allowed after the following conditions have been met:

1. A written release of liability from the parent/guardian.
2. Written permission from the Superintendent or his designee.
3. Written permission from the doctor.

All medications shall be stored in an appropriate locked cabinet. In all cases, the school retains the discretion to reject a request from administering medicine.

NOTE: LONG TERM MEDICATION AUTHORIZATION FORM is in the back of this booklet and requires a physician and parent signature.  
OVER THE COUNTER MEDICATION AUTHORIZATION FORM (for Acetaminophen / Ibuprofen) is in the back of this booklet and is valid for a few school days with parent signature. Medication must be provided from home in an original container.

### **PHYSICAL EXAMINATIONS**

In accordance with Section 27-8-1 of the Illinois School Code, all children entering kindergarten and **fifth grade** and all children attending an Illinois school for the first time shall present a current physical examination to school authorities. Physical examination forms are available from the school office. During the course of a student's experience during any school year, authorities may request additional physical examinations when the health of a student seems to indicate the need.

### **PHYSICAL EXAMINATIONS AND IMMUNIZATIONS**

In addition to the physical examination, every student shall be immunized in accordance with the rules and regulations promulgated by the Department of Public Health and State Board of Education. Pupils failing to meet the required mandates shall be excluded from the attendance centers in the Oswego Schools. Students transferring into the Oswego Schools will have 30 days to comply.

Students objecting to physical examinations or immunizations on religious grounds shall not be required to submit themselves thereto if they present to the school board a statement of such objection signed by a parent or guardian of that child. If the physical condition of the student is such that any one, or more, of the immunizing agents should not be administered, the examining physician shall endorse such fact upon the physical examination or immunization form.

Exempting a pupil from the physical examination does not exempt him/her from participation in the program of physical education.

### **STUDENT RECORDS**

Based on a series of conferences regarding the collection, maintenance and destruction of student records at Oswego Community Unit School District #308, the Administration has directed that the records be collected, maintained, and destroyed in the following fashion:

#### **1. Student records shall be classified as follows:**

- a. Student permanent records:
  - (i) basic identifying information (name, address, birth date and gender, telephone, parents' name);
  - (ii) academic transcripts;
  - (iii) attendance reports;
  - (iv) accident health reports (to be maintained in the nurse's office as a sub file of the permanent record file);
  - (v) information pertaining to the release of the permanent record.
- b. Temporary Records that include virtually all other information on the student including intelligence/aptitude scores, test results, honors awards, athletics and activities and information pertaining to the release of this record.
- c. Student discipline files
- d. Special education records

#### **2. Request for Records**

- a. Parent Authorization

Parents may request to review, inspect and/or copy student records. Parents may also direct the District to release records to some third party. A sample consent form for parents to use when directing the release of information is available.

*Note:* The district shall send copies of correspondence and reports initiated by the district and relevant to the student upon the request of either parent. If the student's parents are divorced, both will receive the documents, unless a court order exists to the contrary. If such a court order does exist, it is the custodial parent's responsibility to inform the school's administration and file a copy of the order as soon as possible. The materials that will be provided include reports of the student's academic progress, reports of the student's emotional and physical health, notices of school initiated parent-teacher conferences, notices of major school sponsored events, and copies of the school calendar.
- b. Court Orders and Subpoenas

A notice informing parents that an order or subpoena has been received must be sent home. A sample notice is available. If a School district receives a subpoena for any part of either a temporary or permanent student record or all of the student's records, the building administrator will forward the subpoena to the Assistant Superintendent for Administration for review. If necessary, legal counsel will become involved in determining the appropriateness of the release of student records, the materials to be release and whether the subpoena should be challenged.
- c. Physicians or Evaluator Requests.

If initialed by a third party, parents must be notified in the same manner as a court order or subpoena. Sample forms are available. If authorized by a parent, records may be released.

### **Helpful Hints**

1. Please send only the pills or liquid medication the student will be required to take at school in the original container. It would be advisable to obtain an extra bottle from the pharmacy when the prescription is obtained to keep at home with the remainder of the medication.
  2. Please put your child's name on any over-the-counter medication.
  3. The parent/guardian will be responsible at the end of the treatment period or at the end of the year to pick up the student's medication or it will be discarded.
- 

## **STUDENTS**

### **STUDENT WELFARE – Administering Medicines to Students**

The Board of Education recognizes that the administration of medication to students during the school day may be necessary.

The Board of Education further recognizes that there are certain state and federal laws that govern the administration of medication to students in certain circumstances.

Wherefore the school administration is hereby directed to promulgate regulations and guidelines as are necessary to comply with such laws and regulations.

**Oswego Community Unit School District No. 308**  
**School Medication Authorization Form**  
**Over the Counter Medication**

Student's Name \_\_\_\_\_ Birth Date \_\_\_\_\_

Address \_\_\_\_\_ Home Phone \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_ Teacher \_\_\_\_\_

Emergency Phone No. \_\_\_\_\_

To be completed by the student's parent/guardian:

Name of Medication \_\_\_\_\_

(Must be in original container)

Dosage \_\_\_\_\_ Time \_\_\_\_\_

Type of Illness or Disease \_\_\_\_\_

Is it mandatory that this medication be administered during the school day in order to allow the child to attend school? \_\_\_\_\_

Side Effects to be Alerted to: \_\_\_\_\_

Further Instruction Remarks: \_\_\_\_\_

I hereby confirm my primary responsibility to administer medication to my child. However, in the event that I am unable to do so, I hereby authorize Oswego School District and its employees and agents, in my behalf and stead, to administer or attempt to administer to my child (or to allow my child to self-administer, while under the supervision of the employees and agents of the School District), lawfully prescribed medication in the manner described above. I acknowledge that it may be necessary for the administration of medications to my child to be performed by an individual other than a school nurse and specifically consent to such practices. I further acknowledge and agree that, when the lawfully prescribed medication is so administered or attempted to be administered, I waive any claims that I might have against the School District, its employees and agents, arising out of the administration of said medication. In addition, I agree to hold harmless and indemnify the School District, its employees and agents, either jointly or severally, from and against any and all claims, damages, causes of action or injuries incurred or resulting from the administration or attempts at administration of said medication.

\_\_\_\_\_  
(Parent's Signature)

\_\_\_\_\_  
(Date)

**FOR OFFICE USE ONLY**

\_\_\_\_\_  
(Person Obtaining Permission by phone)

\_\_\_\_\_  
(Person Granting Permission by phone)

\_\_\_\_\_  
(Time)

\_\_\_\_\_  
(Date)

**Oswego Community Unit School District No. 308**  
**School Medication Authorization Form**  
**Long-Term Medication**

Student's Name \_\_\_\_\_ Birth Date \_\_\_\_\_

Address \_\_\_\_\_ Home Phone \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_ Teacher \_\_\_\_\_

Emergency Phone No. \_\_\_\_\_

To be completed by the student's parent/guardian:

Name of Medication \_\_\_\_\_

(Must be in original container)

Dosage \_\_\_\_\_ Time \_\_\_\_\_

Type of Illness or Disease \_\_\_\_\_

Is it mandatory that this medication be administered during the school day in order to allow the child to attend school? \_\_\_\_\_

Side Effects to be Alerted to: \_\_\_\_\_

\_\_\_\_\_  
(Doctor's Signature) (Date)

\_\_\_\_\_  
(Address) (Phone)

Further Instruction Remarks: \_\_\_\_\_

I hereby confirm my primary responsibility to administer medication to my child. However, in the event that I am not able to do so, I hereby authorize the Oswego School District and its employees and agents, in my behalf and stead, to administer or attempt to administer to my child (or to allow my child to self-administer, while under the supervision of the employees and agents of the School District), lawfully prescribed medication in the manner described above. I acknowledge that it may be necessary for the administration of medications to my child to be performed by an individual other than a school nurse and specifically consent to such practices. I further acknowledge and agree that, when the lawfully prescribed medication is so administered or attempted to be administered, I waive any claims that I might have against the School District, its employees and agents, arising out of the administration of said medication. In addition, I agree to hold harmless and indemnify the School District, its employees and agents, either jointly or severally, from and against any and all claims, damages, causes of action or injuries incurred or resulting from the administration or attempts at administration of said medication.

\_\_\_\_\_  
(Parent/Guardian Signature) (Date)

**FOR OFFICE USE ONLY**

\_\_\_\_\_  
(Person Obtaining Permission by phone) (Person Granting Permission by phone)

\_\_\_\_\_  
(Time) (Date)