

# Prairie Point Elementary School

Oswego Community School District #308

Established 2005



## Parent/Student Handbook 2009-2010

3650 Grove Road  
Oswego, IL 60543

Phone: 630-636-3600 Fax: 630-636-3612

Heidi Podjasek  
Principal

Kathryn Schafermeyer  
Assistant Principal

**OSWEGO COMMUNITY UNIT SCHOOL DISTRICT #308**

**District Administrative Center**

4175 Route 71

Oswego, IL 60543

Telephone: (630) 636-3080

Fax: 630-553-2168

**Dr. Daniel O'Donnell**

Superintendent of Schools

**Mr. Todd Colvin**

Associate Superintendent

**Dr. Marsha Hollis-Golden**

Assistant Superintendent for Curriculum

Please see our District web-site for a complete list of  
District Administrative Center Personnel

[www.oswego308.org](http://www.oswego308.org)

**PRAIRIE POINT ELEMENTARY SCHOOL**

3650 Grove Road

Oswego, IL 60543

Telephone: (630) 636-3600

Prairie Point Attendance Line: 636-3601

Prairie Point Nurse's Office: 636-3602

Fax: (630) 554-6945

**Dr. Heidi Podjasek**

Principal

**Mrs. Kathryn Schafermeyer**

Assistant Principal

Website:

<http://www.oswego308.org/schools/prairiepoint/>

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**Prairie Point Elementary**  
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Oswego, IL 60543

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Fax: 630.636.3612  
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**Heidi Podjasek**  
*Principal*

**Kathryn Schafermeyer**  
*Assistant Principal*

## Educational Excellence. *Caring Community.*

Dear Parents:

Welcome to an exciting new year at Prairie Point Elementary!

As parents, you are our partners in creating positive learning experiences for your child. Communication is the key to that success, and there are several ways for you to stay updated throughout the year. This handbook is designed for you to refer to throughout the school year. It is an excellent resource for important building information for the 2008-2009 school year, including a calendar of events, staff directory, and explanations of our policies and procedures.

Our Student-Parent Handbook is a companion to the Student Rights and Responsibilities Handbook, which is a document outlining the behavior expectations and disciplinary procedures for Oswego CUSD #308. I encourage you to take some time now to review both of these documents. Changes are made to both of these handbooks annually in order to update changes in policy and procedures.

Our Student-Parent Handbook is always accessible on our website through <http://www.oswego308.org>. The staff and I are eagerly anticipating the new school year, and are ready to work together with you in order to help our students learn, grow, and succeed. Please feel free to contact me at 630/636-3610 or at [hpodjasek@oswego308.org](mailto:hpodjasek@oswego308.org) with any questions, comments, or concerns that you have throughout the school year.

Sincerely,

Heidi Podjasek  
Principal

# Prairie Point Elementary School Calendar 2009-2010

## AUGUST

- 20 Class Lists Posted 4:00 pm
- 24 Preview Night /5:00 – 7:00 pm
- 26 First Day of School, Grades 1-5
- 27 Kindergarten Round-Up
  - AM Kindergarten 9:30 am
  - PM Kindergarten 1:00 pm
- 28 First Day of School, Kindergarten

## SEPTEMBER

- 7 Labor Day – No School
- 10 5 hour attendance day – 1:40 pm dismissal
  - AM Kindergarten 8:40-10:40 am
  - PM Kindergarten 11:40 am – 1:40 pm
- 11 Fall Pictures
- 14 Home & School Meeting 6:45 pm
- 15 Market Day Pickup / 6:00 – 7:00 pm
- 17 Curriculum Night / 6:30 – 8:00 pm
- 29 Volunteer/Room Parent/Great Art Meeting / 6:30 pm

## OCTOBER

- 6 School Improvement Day – 11:55 AM Dismissal
  - No Kindergarten
- 12 Columbus Day – No School
- 13 Market Day Pickup / 6:00 – 7:00 pm
- 19 Home & School Meeting 6:45 pm
- 22 Family Reading Night
- 29 End of 1st Quarter
- 29 Holiday Parties
  - AM Kindergarten - 10:15 am (10:00 am parade)
  - PM – all grades 2:20 (2:00 pm parade)
- 30 Teacher's Institute – No School

## NOVEMBER

- 9 Home & School Meeting 6:45 pm
- 10 Market Day Pickup / 6:00 – 7:00 pm
- 23 Parent Teacher Conferences – 1:40 pm dismissal
  - AM Kindergarten 8:40-10:40 am
  - PM Kindergarten 11:40 am – 1:40 pm
- 24 Parent Teacher Conferences – 1:40 pm dismissal
  - AM Kindergarten 8:40-10:40 am
  - PM Kindergarten 11:40 am – 1:40 pm
- 25 Parent Teacher Conferences – No School
- 26 Thanksgiving – No School
- 27 No School

## DECEMBER

- 8 Market Day Pickup / 6:00 – 7:00 pm
- 10 5 hour attendance day – 1:40 pm dismissal
  - AM Kindergarten 8:40 – 10:40 am
  - PM Kindergarten 11:40 am – 1:40 pm
- 11 Holiday Shop / 4:00 – 7:30 pm
- 12 Holiday Shop / 10:00 am – 12:00 pm
- 19 Holiday Room Parties
  - AM Kindergarten - 10:00 am
  - PM all grades - 2:20 pm
- 21 – Jan 4 Holiday Break – No School

## JANUARY

- 7 Variety Show Auditions 3:45 – 5:30 pm
- 11 Home & School Meeting 6:45 pm
- 15 End of 2<sup>nd</sup> Quarter
- 15 School Improvement Day – 11:55 am Dismissal
  - No Kindergarten
- 18 Martin Luther King Day – No School
- 19 Teacher Institute Day – No School
- 29 Market Day Pickup / 6:00 – 7:00 pm

## FEBRUARY

- 6 Fun Fair 11:00 am – 3:00 pm
- 8 Home & School Meeting 6:45 pm
- 11 School Improvement Day – 11:55 a.m. Dismissal
- 12 Holiday Room Parties
  - AM Kindergarten – 10:15 am
  - PM all grades – 2:20 pm
- 15 President's Day – No School
- 16 Market Day Pickup / 6:00 – 7:00 pm
- 26 Variety Show 6:30 pm

## MARCH

- 8 Home & School Meeting @ 6:45 pm
- 11 5 hour attendance day – 1:40 pm dismissal
  - AM Kindergarten 8:40 – 10:40 am
  - PM Kindergarten 11:40 am – 1:40 pm
- 16 Market Day / 6:00 – 7:00 pm
- 19 End of 3<sup>rd</sup> Quarter
- 22-26 Spring Break
- 31 Parent Teacher Conferences – 1:40 pm dismissal
  - AM Kindergarten 8:40-10:40 am
  - PM Kindergarten 11:40 am – 1:40 pm

## APRIL

- 1 Parent Teacher Conferences – 1:40 pm dismissal
  - AM Kindergarten 8:40-10:40 am
  - PM Kindergarten 11:40 am – 1:40 pm
- 2 Parent Teacher Conferences – No School
- 8 Spring Pictures
- 12 Home & School Meeting 6:45 pm
- 20 Market Day Pickup / 6:00 - 7:00 pm
- 27 School Improvement Day – 11:55 am dismissal
  - No Kindergarten

## MAY

- 10 Home & School Meeting 6:45 pm
- 13 5 hour attendance day – 1:40 pm dismissal
  - AM Kindergarten 8:40-10:40 am
  - PM Kindergarten 11:40 am – 1:40 pm
- 18 Market Day Pickup / 6:00 – 7:00 pm
- 31 Memorial Day – No School

## JUNE

- 1 Last Day of School - Kindergarten
- 2 Last Day of School 11:55 am dismissal
- 15 Market Day Pickup / 6:00 – 7:00 pm

Prairie Point Elementary School – Staff List  
 Main Number (630) 636-3000 Fax Number (630) 636-3612

	Voice Mail	Room #		Voice Mail	Room #
<b><u>Principal</u></b>			<b><u>Reading Specialist</u></b>		
Heidi Podjasek	3610	Office	Cheri Davis	3646	A118
<b><u>Assistant Principal</u></b>			Tina Johnson	3655	A223
Kathryn Scafermeyer	3611	Office	<b><u>SPED Resource</u></b>		
<b><u>Secretaries</u></b>			Dawn Nauert	3650	A202
Kim Manna - Principal	3609	Office	Angela Sperlakis	3618	A145
Pam Weber – Attendance	3608	Office	<b><u>Physical Education</u></b>		
			Sue Warren	3648	C103
<b><u>Kindergarten</u></b>			Bruce Conrad	2955	C103
Molly Grauer	3622	A119	<b><u>Art</u></b>		
Mary Murphy	3630	A125	Bev Collins	3651	C112
<b><u>1<sup>st</sup> Grade</u></b>			<b><u>Music</u></b>		
Lindsay Hejtmanek	3628	A109	Clint Hafenrichter	3656	C104
Lisa Paluch	3625	A106			
Kerry Rothman	3627	A110	<b><u>Social Worker</u></b>		
Olga Saxe	3626	A116	Angie Ross	3605	A142
<b><u>2<sup>nd</sup> Grade</u></b>			<b><u>Psychologist</u></b>		
Cathy Anderson	3629	A237	Jade Hougueisson	3604	A241
Kelly Hoke	3631	A230			
			<b><u>KCSEC Teachers</u></b>		
Dayna Montrose	3644	A236	Elizabeth Kramer	3658	A128
Tania Ricken	3621	A239	Andrea Praught	3657	A144
Katy Sommerfeld	3632	A228	Shelley Strnad	3652	A145
<b><u>3<sup>rd</sup> Grade</u></b>			Elizabeth D’Orazio	3624	A115
Sherri Dhuse	3635	A206			
Jennifer Kern	3637	A210	<b><u>KCSEC Aides</u></b>		
Linda Kulovitz	3633	A215	Kourtnei Weaver	N/A	A237
Sara Studer	3634	A209	Gala Janis	N/A	A230/A219
<b><u>4<sup>th</sup> Grade</u></b>			Jessica Baker	N/A	A144
Sarah Caffarello	3639	A130	Jennifer Kok	N/A	A128
Kristen Hanson	3640	A136	<b><u>KCSEC Interpreters</u></b>		
Michelle Moore	3641	A139	Mena Whitlock	N/A	A144/A125
Cindy Niles	3638	A137	Rhonda Olson	N/A	A144/A106
<b><u>5<sup>th</sup> Grade</u></b>			Olivia Shroyer	N/A	A144/A228
Sarah Cryder	3642	A216	Mindy Cain	N/A	A115/A215
Tara Fox	3643	A220	<b><u>KCSEC Speech</u></b>		
John Quan	3636	A225	Amy Simon	3649	A143
Mary Struve	3645	A219	<b><u>KCSEC SW</u></b>		
			Shelley Benson	3649	A143
<b><u>LRC Director</u></b>			<b><u>Building Engineer</u></b>		
Carol Patterson	3603	LRC	Steve Whitlock	6307	A147
<b><u>ELL</u></b>			<b><u>Custodians</u></b>		
Jenine Mills	N/A	N/A	Charles Dickey	N/A	N/A
<b><u>A.T.</u></b>			Gordon Gramme	N/A	N/A
Deb Mogle	3647	A221	Yolanda Cuautle	N/A	N/A
<b><u>Speech Pathologist</u></b>					
Kathy Diggle	3613	A126			

# THE MISSION AND VISION OF PRAIRIE POINT ELEMENTARY SCHOOL

## **Our Mission**

“Learning, Growing, Succeeding...Together!”

## **Our Vision**

Prairie Point is an exemplary school that thrives when students, staff parents, and community leaders collaborate for the continued success of all learners.

## Students

Prairie Point is a student centered learning community where students:

- take responsibility in their learning while serving as leaders for peers and develop into community contributors.
- understand and demonstrate the importance of strong character and are intrinsically motivated to acquire specific skills.
- respect, appreciate and thirst for more knowledge of differences in individuals.
- care for others.
- are eager to come to school everyday.
- think positively.
- feel supported and encouraged.
- students are fluent in goal establishment and achievement.

## Climate and environment

We envision a strong, unified learning community that is motivated to contribute to life-long learning in a friendly, supportive, safe and respectful atmosphere.

## Community

Prairie Point Elementary will establish and maintain a positive and open relationship with community and parents where all members support and work together for the sake of the continued growth and development of the children.

## Teaching and Learning

Prairie Point Elementary:

- Is a school that provides a curriculum that reaches all individual learning styles and actively pursues acquisition of essential skills for every student throughout all grade levels.
- teachers and support staff work together with parents and the community to achieve student success.
- teachers work with the district to implement timely and effective interventions and consistently use best practices for learning.
- embraces the unique needs and strengths of each student to help them succeed by reaching their highest potential.

## **Our Shared Values**

In order to advance our shared vision and ensure student success, the staff of Prairie Point Elementary will:

- Collaborate with our grade level team, specialists, teaching assistants, and colleagues at other grade levels to help all students achieve the intended outcomes of the curriculum;
- Use ongoing assessments in all subject areas to set goals with individual students and our grade levels. These assessments will be used to drive instruction and may be modified to meet all learning needs;
- Implement the District approved curriculum and best practices in instruction, and provide support in a timely manner, to meet the needs and learning styles of all students.
- Involve parents and community members in the education of students, and communicate with them in a variety of ways, regarding goal achievement and opportunities to help students succeed.

# ATTENDANCE

Prairie Point's school day begins at 8:40 a.m. and ends at 3:30 p.m. Kindergarten classes meet from 8:40 a.m. to 11:15 a.m. and from 12:55 p.m. to 3:30 p.m.

## ATTENDANCE POLICY

Regularity of attendance and punctuality are important to stress to children from the very first day of school. Parents are required to call the school to inform them of their child's absence and the reason for that absence. If no call has been received by 9:45 a.m., the school will call parents at home or work to verify the absence. If we do not reach someone, we will leave a message. **Prairie Point's attendance line is 630/636-3601. This line is available for leaving recorded messages 24 hours a day.**

A student may not participate in after school activities on a day he/she is absent. This includes musical programs and Home and School Events, such as Variety Show or Family Fun Nights.

To comply with state guidelines, elementary students must be in attendance in class a certain number of minutes to be considered present for a 1/2 day or the whole day, excluding lunch periods, as follows:

- Kindergarten 120 minutes (no 1/2 day for kindergartners)
- First-Fifth Grades 150 minutes (1/2 day) or 300 minutes (whole day)

Students must arrive at school before the following times to avoid being marked absent:

- Kindergarten 9:15 a.m. and 1:30 p.m.
- First-Fifth Grades 9:50 a.m.

Prairie Point adheres strictly to the Student Absence Policy as stated in District 308's "Student Rights and Responsibilities Code" publication.

Extended Absence: If an extended absence is anticipated for reasons other than illness, the parent or guardian is to complete a *Request for Special Absence* form stating the reasons for the absence. This form is available from the school office, and is **due two (2) days prior to the beginning of the absence**. Submission of the form does not necessarily mean the absence will be excused.

## STUDENT ARRIVALS

Student arrival at Prairie Point begins at **8:25 a.m.** **Please plan for your student to arrive after the designated time of 8:25 a.m. so that appropriate supervision, including a nurse, is available.** Students proceed to their classroom area once they have entered the building.

At 8:37 a.m., a bell signaling the beginning of the school day will ring. Students are expected to be in their classrooms and ready to begin learning at 8:40 a.m., the official beginning of the school day. **Any student arriving to the classroom after 8:40 a.m. will need a pass from the main office and will be marked tardy before going to the classroom.**

Once student arrival has concluded, all entrances to the school are secured and only the front entrance to the building is open.

If your child misses the bus because the bus did not stop or your child was late to the bus stop, please do the following:

- First, call the Transportation Office at (630/636-2999) to see if the bus has already come by or is simply running late.
- Second, call Prairie Point Elementary School (630/636-3600) to let the office know of the situation. If the bus has already passed your stop, it will be necessary for the parent/guardian to provide

transportation for the child to school. It is also necessary for the adult to accompany the child into the school office and sign them in.

### P.M. Kindergarten Arrival Only

Several staff members supervise the arrival of afternoon Kindergarten students beginning at 12:40 p.m.

- **Bus Riders:** District school busses will use the bus circle along the south side of the building. District school busses will unload students under the supervision of Prairie Point staff who will direct the students to class. Day-care busses follow these procedures.
- **Student Drop-off:** Parents drive in the main entrance, park, and walk their students up to Door #3.
- **Walkers:** If you would like to walk please bring your child to Door 3 (Kindergarten Door)

### Student Drop-off

Several staff members supervise the arrival of students at 8:25 a.m. in the drop-off area along the north side of the school, in the main parking lot. To ensure everyone's safety, please pull forward to the next available numbered spot and unload your student along the curb, under the direction of the staff. Students transported by car will enter through the main doors along the north side of the building (Doors 1, 2 and 10). We ask that that the following doors are used at arrival:

- Parking Spots 1-5, enter through Door #10
- Parking Spots 6-10, enter through Door #1
- Parking Spots 11-15, enter through Door #2.

Day-care busses also follow these procedures for student drop-off.

### Bus Drop-off

Several staff members supervise the arrival of District 308 busses. Busses will unload students in the bus-circle along the south side of the building. Automobile traffic is not permitted in the bus circle during arrival (with the exception afternoon Kindergarten arrival).

### Walkers/Bicyclists

Walking to Prairie Point Elementary with your child is a great way to spend a few extra minutes of your busy days together! Several staff members supervise the arrival of walkers to school each day. A trained crossing guard is stationed at the south cross-walk, on Grove Road, beginning at **8:25 a.m.** Please plan for your student to arrive after the designated time of 8:25 a.m. so that appropriate supervision is available. Students should never cross Grove Road during school hours without a crossing guard present. Please communicate with your children the importance of all traffic laws, and use designated sidewalks and pathways.

A Student who rides their bicycle to school should be familiar with all safety laws regarding bicycle riding. The use of helmets is strongly encouraged. Please walk bicycles once on school grounds. Bicycle racks are provided for safety and security.

## STUDENT DEPARTURES

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### Change in Usual Transportation

Please notify the Prairie Point Elementary School office of any change in your child's normal dismissal routine. Notice should be given to the office prior to 2:45 p.m. so that we can notify our staff and ensure your child's safe dismissal. Along with the change in transportation information, please include your child's full name, the name of your child's teacher, the date, and your signature. We prefer that a written notice be placed in student backpacks so that the office receives notification of the change early in the day. If a change occurs after your child is already at school, please call the school office *prior to 2:45 p.m.* If the office does not have notice of a change in transportation, we will send the student in their usual manner.

### Bus Riders

Several staff members supervise the loading and dismissal of the busses along the south side of the building, in the bus circle of Prairie Point Elementary. Students who ride buses will exit door #4 and proceed directly to the bus. District 308 busses cannot accommodate students on busses other than their own.

#### A.M. Kindergarten Dismissal Only

Staff members supervise the dismissal of morning Kindergarten students at 11:15 a.m.

- **Bus Riders:** District school busses use the bus circle along the south side of the building. District school busses will load students under the supervision of Prairie Point staff. Day-care busses follow these procedures.
- **Student pick-up:** Parents who are picking-up students should drive in the main entrance to Prairie Point and park in the main parking lot, then walk and meet their student at door #3.
- **Walkers:** Parents who walk their child home from school meet their student at door #3.

If you would like to walk your child to Door 3 (Kindergarten Door), please drive in the north entrance, park in the main parking lot, and walk with your student to Door 3.

#### Student (Parent) Pick-up

Several staff members supervise the student pick-up area at the end of the school day.

- **Car Line Pick-up:** Parents using the car line to pick-up students should pull forward to the next available numbered spot. Students will exit door #2. Students will be directed toward your car and will be waiting for you at that parking spot. The staff may direct your vehicle to pull forward to load, if necessary, to keep the line of traffic moving. To ensure everyone's safety, do not exit your vehicle.
- **Park to Pick-up:** Parents who are parking to pick-up students should use the outer circle parking lot (see map) and walk to meet their student by door #9. Students meeting an adult from park to pick-up will exit door #9.

#### Walkers/Bicyclists

Students who walk or bicycle home exit under the supervision of Prairie Point staff.

- **Walkers crossing Grove Road:** Students crossing Grove Road will exit door #3 and proceed to the crosswalk. A trained crossing guard is stationed at the crosswalk during dismissal. Students should never cross Grove Road during school hours without a crossing guard present. Please communicate with your children the importance of all traffic laws, and use designated sidewalks and pathways.
- **Ashcroft walkers:** Students walking in the direction of Ashcroft subdivision will exit door #7 and proceed to the blacktop path leading from the school. Be sure to use designated sidewalks and pathways.

A Student who rides their bicycle home from school should be familiar with all safety laws regarding bicycle riding. The use of helmets is strongly encouraged. Please walk bicycles on school grounds and use designated sidewalks and pathways.

All students must depart from school grounds following dismissal, unless they are involved in a supervised after school program such as Kid's Connection or intramural sports.

#### Signing Students Out During the School Day

In the event that your son/daughter needs to leave school before the end of the school day, please send a note to the teacher and plan to come into the office to sign him/her out. Your child will be called to the office when you arrive, and you may sign him/her out there.

#### EMERGENCY SCHOOL CLOSING

During inclement weather, if there is any question whether school will or will not open, please tune into local radio stations. Stations WBIG (AM 1280), WSPY (FM 107), WGN (AM 720), or WKKD (FM 96, AM 1580) list Oswego closings. **Please do not call the school.** You should receive a phone call from our automated

emergency calling system. If you do not receive this phone call, please call the Prairie Point office to verify your contact information. You may also access the information via the district website at [www.oswego308.org](http://www.oswego308.org).

# PRAIRIE POINT SCHOOL PROCEDURES

## FOOD ITEMS IN THE CLASSROOM

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While we discourage the presence of food in the classroom at all times, there are times when it may be appropriate for classroom events. **Due to the wellness policy in Oswego CUSD #308, the following guidelines must be followed:**

- **All food items must be *store bought and individually portioned*. The original label must accompany the food.**
- **The teacher must be aware of all food items that are being brought into the classroom.**
- **All food items must arrive through the school office. Do not send them directly to the classroom.**

## ALLERGIES-SEVERE FOOD AND OTHER ALLERGIES

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We will provide the safest possible learning environment for all students at Prairie Point Elementary. Several students in our school have life threatening allergies to various food items. Accidentally eating or coming into contact with any of these items can cause a severe allergic reaction and even death for those who have this condition.

We require that a concerted effort be made in those classrooms designated as safe-food classrooms to send snacks and treats to school that do not contain any of these ingredients. These foods may be concealed in processed and baked foods such as candy, cereals, crackers, cookies, ice cream etc. This will also help ensure that students are making healthy choices for snack time, having a positive effect on their learning.

Safe-food classrooms will be provided with a list of safe and approved foods. This list will be developed at the discretion of the school and the classroom teacher, and is based upon the nutritional and safety needs of the students in that classroom. Please, do not make any substitutions as the food allergens may be hidden in non-approved items.

Please send all snacks in the original container to ensure safe ingredients.

## STUDENT BIRTHDAY CELEBRATIONS AT SCHOOL

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In an effort to preserve instructional time, ensure safety and support the district wellness policy, we will discourage students from sharing birthday treats during the school day or on school property.

It is not our intent to prevent students from enjoying their birthdays; however, every child's instructional time is valuable, and needs to be as free from disruptions as possible. Ideas for celebrating your student's special day within the classroom are listed below. Individual classroom teachers may provide additional guidelines for birthdays at their discretion, and often have very creative ways of celebrating birthdays for children to feel special for more than just one day. During our daily announcements we will wish them a happy birthday for all of the building to hear.

Please note that we cannot take deliveries of flowers, balloons, or other gifts and therefore these should not be delivered to the school.

- A book or set of books for the classroom
- A visitor (parent or grandparent) to read a story to your child's class
- Pencils
- Stickers
- A magazine subscription for the classroom
- Special recognition by the classroom teacher (crown, bulletin board, etc.)

Children are not to distribute birthday invitations to home parties at school. No home addresses or phone numbers will be furnished to the parents by the school.

## CONTACTING YOUR CHILD'S TEACHER

Clear, consistent communications between parents and teacher are a key component of a student's success in school. Regular e-mails and phone calls provide efficient communication to help guarantee your student's success. A staff voice mail directory is provided in the front of this handbook, and a staff e-mail directory is available on our District website ([www.oswego308.org](http://www.oswego308.org)). As a matter of policy, school personnel will not give anyone the private telephone number of any teacher or other staff member. Please understand that calls made during the school day may go directly into the staff member's voicemail, but the teacher will return your call within one business day, when possible, unless they are out of the building.

## EMERGENCY CONTACT INFORMATION FOR PARENTS

Parents are asked to complete and review the registration enrollment information for each of their children and update the information when necessary. This is the source of information for us when contacting parents of sick or injured children. **Whenever there is a change in telephone numbers, place of employment, or person to contact in case of emergency, the school office must be notified.**

## FIELD TRIPS

In order for students to participate in field trips, each student must have parent permission to accompany the class. Only one permission slip is required at the beginning of each school year and is kept on file in the school office. No field trips will be taken, however, without the parents being given advanced information about proposed activities.

To ensure a quality field trip experience, field trips are for students of District 308 only. Please refrain from bringing siblings of students on a field trip.

## FIRE, TORNADO, AND SECURITY DRILLS

Fire drills will be held regularly. When the alarm is sounded, students await instructions from the teacher before leaving the building. All occupants, including visitors, must leave the building.

Severe Weather/Tornado drills are also held throughout the fall and spring. We ask all occupants of the building, including visitors, to participate in these drills.

Security or Lockdown drills will be held to provide practice in procedures related to a complete lock-down of the building. If one of these drills is in effect, no one will be able to enter or exit the building until the drill is complete.

## HOMEWORK REQUESTS

If a student is absent for **two or more days**, the school suggests that parents call and make arrangements for homework. Please call before 10:00 a.m. **on the second day** of absence so that the books can be gathered and assignments written down in time for pickup at 3:30 p.m. If another student is to bring the work home, please give this information to the secretary when making your request for homework. Please refer to the district homework policy in this handbook for further information. You may leave the homework request on the attendance line when calling in your child.

## LOST AND FOUND

A Lost and Found area is kept in the hallway near the gymnasium. If an item is lost, students and parents should check this area. Please label your children's apparel, lunchboxes, backpacks, etc. Unclaimed items will be removed and donated to charitable organizations on a quarterly basis.

## LUNCH AND CAFETERIA SERVICES

Prairie Point has a hot lunch available for children to purchase. Students may purchase lunches daily. Checks for lunches should be made payable to Oswego Community Unit School District #308. Oswego School District

308 has also implemented an online and telephone based MealpayPlus system. MealpayPlus is a prepayment system that allows you to make deposits into your children's accounts via the web at [www.mealpayplus.com](http://www.mealpayplus.com) or by phone at **1.866.339.2453**.

Free or reduced price lunches will be available for families who qualify. Please call the school for further information.

Students who forget their lunch money may purchase a lunch from the cafeteria on credit. The money should be repaid the next school day.

#### Student Lunch Hour

Students have a 40-minute lunch/recess break. The students either order a hot lunch at the beginning of the day or bring their lunch. Milk is available daily. The cost of a lunch is \$1.80 and milk is \$.50.

Lunch times for the school year are as follows:

Grade 1	11:20-12:00
Grade 2	11:40-12:20
Grade 3	12:00-12:40
Grade 4	12:20-1:00
Grade 5	12:40-1:20

**The practice of bringing in restaurant food for any reason, including student birthdays or forgotten lunches, is strongly discouraged.** Prairie Point does not have the staff available to deliver outside lunches to students on a daily basis, and the practice can be disruptive for other students.

Parents, guardians, and other relatives **are not permitted to have lunch with their children in the cafeteria**, unless it is necessary for the student's health or safety. However, children may be signed-out at lunchtime for the full forty minutes. Children will not be allowed to leave the school grounds at lunch/recess with anyone other than their parents or guardians and must be signed out in the office. Students and parents are asked to adhere to this policy without exception. This will help the school to fulfill its responsibility of supervising the children properly.

#### OUTDOOR RECESS

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Recess is scheduled every day after the students eat lunch. As weather permits, recess will be out of doors. Since students need fresh air and exercise on a regular basis, please have your child dress appropriately for outdoor recess every day. Recess will be inside only on extreme bad weather days with significant precipitation and on days when the temperature (including windchill) is **below 10° F**. Students will be allowed to play in the snow at recess only if they are wearing snow pants and snow boots.

Students who have colds or who are recuperating from an illness will be allowed to stay inside for 3 consecutive days only with a parent's written permission. Permission to stay inside for longer periods will require a doctor's note.

#### REPORT CARDS

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The progress of each student will be reported four times a year. At the end of the first quarter parent conferences will be scheduled. Third quarter conferences are optional, and may be requested by the teacher or parent. At the end of second and fourth quarters, a written record or performance will be sent home with each child. **Parents are encouraged to request additional conferences whenever the circumstances indicate the need.** Non-custodial parents who wish to receive report cards must provide self-addressed, stamped envelopes for this purpose. **Fourth quarter report cards will be held in the office for pick up if school fees have not been paid.**

## REQUESTS TO REMAIN INDOORS

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When children return to school from an illness, it is assumed that they are in good health and capable of participating in full activities. On occasion, it may be necessary for students to follow a restricted routine. In these cases, parents are asked to send a note with their child requesting that the student be kept indoors for a **limit of three consecutive (3) recesses and play periods.**

**Students who need to be excused from physical education and recess for more than three (3) days due to injury or illness will require a doctor's written excuse.** This includes, but is not limited to, any injury involving stitches, fracture, or use of a cast, brace, splint, walker, or crutches.

**A student with a doctor's note to excuse him or her from physical education will not be allowed to participate in outdoor lunch recess or Field Day unless released to return to physical education class by the doctor.**

## ROOM PARTIES

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Each school year, the students will have the opportunity to take part in room parties. These parties will be held during the school day and will be in celebration of special times of the year.

Three holiday celebrations will take place during the school year:

October 30	Halloween Parade (in costume) followed by the room party	2:00 pm parade 2:20 pm party (10:00 AM Kdg)
December 19	Winter Holiday Party	2:20 p.m. (10:00 AM Kdg)
February 12	Valentine Party and card exchange	2:20 p.m. (10:00 AM Kdg)

A limited number of room parents are designated to coordinate the room parties. Room parents are organized through the Home & School Organization. **Only those room parents designated for that party will be permitted into the classrooms for parties. Younger and older siblings of students may not attend room parties. Room parents may sign in no sooner than 20 minutes prior to the party.**

**In all cases, party treats should be individually portioned and cannot be homemade. They must arrive in the original packaging. Individual classrooms may require additional guidelines for treats based upon the nutritional needs of the students in that class, and we require that all parents supervising the parties strictly adhere to these guidelines. Upon arrival at school, all treats for parties will be checked by our school nurse and/or a Home and School Representative prior to being taken to the classroom in order to ensure safety. If a treat is sent that with ingredients that do not meet our guidelines, you will receive a phone call from the nurse to let you know that the items will be kept in the office for you to pick up.**

### Halloween Notes:

All parents, guardians, and relatives are welcome to come and watch the parade. Morning Kindergarten will parade throughout the building. Afternoon kindergarten will parade outside with grades 1-5.

### Costume Guidelines:

- Children need to be able to see out of their masks. Otherwise, they will be asked to carry them or wear them backwards.
- Hair color is strongly discouraged, and no coloring of hair will be allowed in the building. It is recommended that this be done after school hours in preparation for the evening holiday activities.

- Make-up is not to be work to school in the morning. Any make-up applied before the parade as a part of a costume must be something that the student can apply by themselves without assistance.
- Weapons (swords, knives, guns, pikes, light sabers, etc.) are prohibited. They will be set aside by the staff and returned to the student at the end of the school day.
- Designated room parents will be assisting students with their costumes. Only these parents will be allowed to go to the classrooms to help them prepare.

## SAFETY PATROL

Prairie Point School has a teacher supervised safety patrol program. Fifth grade students have the opportunity to be selected to serve on the patrol. The safety patrol will be on duty at dismissal time to help students dismiss safely. However, all patrol members are reminded to dress according to weather conditions.

## USE OF TELEPHONES

Students who wish to make arrangements to go home with another student need to make those arrangements from home. If a student has left something at home, the teacher will decide whether or not a phone call to parents is necessary.

We ask that parents avoid calling to speak to individual students. However, we will be happy to relay messages to them.

## VISITORS POLICY

Parents and other community members are invited to participate in the educational process at Prairie Point Elementary School.

In order to ensure a safe learning environment for our students,

- All doors except the doors at the main entrance are locked.
- Visitors must report immediately to the office.
- Visitors must sign-in upon arrival and sign-out when leaving, indicating the location and reason for their visit. Guests are asked not to leave that location without notifying the office. In case of emergency, we need to know the whereabouts of our guests at all times.
- Visitors are asked to wear a visitor badge during their visit.

Please identify yourself to any school staff member if asked. Asking for identification is not intended to insult, but is a safety measure we use to make sure our students stay safe at school.

You must make an appointment with the classroom teacher if you wish to visit the classroom. All staff members have their own phone and direct number and email address. Visits are discouraged during the first and final three weeks of school and during all testing sessions.

It is suggested that visits be limited to a 35-40 minute period. **Younger children may not accompany visitors.** A visitation does not necessarily infer a parent conference. Parent conferences should be scheduled with the teacher before or after school. **Children from other schools or younger siblings are not permitted to visit school with your child during school hours and are not permitted to attend classroom events, room parties, or Field Day with their parent.**

## VOLUNTEERS

Prairie Point values the involvement of parents. Teachers actively seek adults to help in the classroom. Prairie Point Home and School also has many programs and activities for parents who wish to contribute to the school. If a parent is not available to volunteer during the school day, please consider volunteering for the many opportunities for "at home" projects or evening activities with parent involvement.

Because volunteers are used to assist in activities that are important to the instruction occurring in the classroom, please do not bring siblings or other children to the classroom while volunteering. **In order to limit interruptions to instruction and classroom routines, we also ask that volunteers do not use their time in the building to visit teachers and classrooms that are not expecting them.**

If you would like to become a regular volunteer at the school, please stop by the office for more information. All Oswego CUSD #308 volunteers are required by law to submit a fingerprint/background check, if they plan to volunteer frequently. If you are interesting in volunteering, please complete and submit the Volunteer Fingerprint Request form found in the Appendix of this handbook. All volunteers must sign in at the office before entering the building.

# PRAIRIE POINT SCHOOL RULES

## DRESS CODE

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Prairie Point Elementary adheres to the student dress code that is defined in the *Oswego District #308 Student Rights and Responsibilities Code* publication. Please assist your child in choosing clothing that will allow them to be active and involved without disrupting the educational environment.

## LEAVING THE SCHOOL GROUNDS

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To ensure each student's individual safety, students are not permitted to leave the school grounds during the day for any reason unless they have been signed out through the office by a parent/guardian.

## PETS AT SCHOOL

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For everyone's safety and health, students and parents **may not bring their pets to school**. Animals tend to become excited when in strange surroundings and with a large group of people. Generally speaking they do not intend to be mean, but they can react in the only way they know, which can result in a painful nip or bite. Allergies are also a consideration in this policy. Past experiences have dictated that pets of any kind will not be permitted on school grounds at any time. **Please do not bring pets on school grounds when bringing your child to or from school, unless they stay in the car.**

## PLAYGROUND GUIDELINES

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Safety of the children is of prime consideration when they are playing on the playground.

1. Children are to play away from the front of the building, away from the windows, and are to stay on the playground side of the school. For safety reasons, children must stay back from the parking lot. Only the playground supervisor may retrieve balls.
2. Playground equipment is to be used in a safe and proper manner:
  - a. One person at a time may go down the slide, in the sitting position only.
  - b. Children may not walk up the slide from the bottom.
  - c. Children may not run between or under swings. Swing in forward/backward motion only; no winding or swinging sideways; stop swing before getting off.
  - d. Pulling or pushing another student on any playground equipment is not allowed.
  - e. It is not allowed to hang from the high or low bars by the knees and drop to the ground.
  - f. Students may not sit on top of the monkey bars/cat walk.
3. Ball-type games are to be played in open field/grassy areas.
4. The following games are not allowed:
  - a. Tackle football
  - b. Baseball, using hard balls and bats (except under the supervision of the teacher).
  - c. Tag
5. Children should never play or be near any delivery truck or machinery.
6. Children must stay off the bike racks and out of the parking lot.
7. Children may not climb, hang on, or destroy trees and bushes.
8. Physical contact/fighting is not allowed and will be immediately brought to the attention of the principal or assistant principal.
9. No throwing of sand, snow, mulch, or stones.
10. Recess ends when the whistle is blown; children are to line up immediately and quietly.
11. Students are to respect the directions of the playground supervisors.

## SALE OF ITEMS AT SCHOOL

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Students are asked not to bring candy, greeting cards or any other items to school to sell.

## SCHOOL BUS RULES

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The *Oswego District #308 Student Rights and Responsibilities Code* applies for all student conduct on District school busses.

The passengers on the bus have a major role to play in ensuring a safe ride for everyone. While the bus driver is trying to concentrate on maneuvering the bus safely in traffic, they are also responsible for observing student's behavior, and maintaining order on the bus. If the driver becomes distracted by unruly behavior, that lessens their ability to drive safely.

A set of Bus Rules is posted in every Oswego District 308 bus to remind the students of the behavior expected while they are riding. These rules are:

1. Be courteous and follow the directions of the driver at all times.
2. Stay seated facing the front with your feet on the floor.
3. Keep hands, feet and objects to yourself and inside the bus.
4. Do not use foul language at any time.
5. Do not display physical behavior that disrupts the ride.
6. No gum chewing, eating, drinking, or tobacco use on the bus.
7. Show good behavior at the bus stop. All of the above rules apply to the bus stop as well.

### SNOW

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Students are not permitted to throw snow and ice. This can result in serious injury.

### STUDENT DISCIPLINE/BEHAVIOR CODE

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Please refer to *Oswego District #308 Student Rights and Responsibilities Code* publication for information regarding specific discipline policies. Please sign and return the sheet from that book indicating that you have received and reviewed the contents.

### STUDENT PROPERTY

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Students are expected to show respect for their own property, other students' property, school property, and our neighbors' property. Please label your students' property, shoes, and exterior clothing with their name. This will facilitate the return of lost items.

Students may not bring valuable items to school, such as radios, recorders, cameras, jewelry, hand-held video games (Gameboys), MP3 players (iPods), sports or other collector cards, skateboards, roller blades, scooters, and hard balls or bats, etc. Prairie Point is not responsible for them. These items may be confiscated. For further items not allowed at school, please refer to the *Oswego District #308 Student Rights and Responsibilities Code*.

It is the students' responsibility to help keep our building, our books, and all of our school property in good shape. Fines will be issued to students who destroy, damage, or lose school property.

## **SPECIAL PROGRAMS**

### ACADEMICALLY TALENTED PROGRAM

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The Oswego School District recognizes that academically talented students have academic needs that may require differentiated educational practices to challenge them to their full learning potential. Grade levels 3-5 academically talented students are provided with opportunities for differentiated extensions of the regular classroom curriculum in their identified academic areas of reading, language arts, or math through enrichment, acceleration, or differential of the curriculum. AT students are cluster grouped in their regular classrooms which are heterogeneous curriculum settings.

The Academically Talented Program identification process screens and selects students based upon standardized achievement and ability testing given in second and fifth grade, teacher observation checklists, and student's grades. A program identification matrix determines final participation. Parents and students are notified of this recommended program participation.

### AFTER SCHOOL INTRAMURAL SPORTS

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Prairie Point Elementary School will conduct an After-School Sports program for students in grades 4 and 5. This program will have different athletic activities for both boys and girls. Prairie Point staff members will supervise the program.

Please be aware that the school doors are locked at 4:00 p.m. daily. Parents arriving to pick up their children for after-school sports are asked to wait outside until their child is finished and dismissed by the supervising teacher. Students will be dismissed out of the gym doors.

Because there is no supervision for children who are not participating in after-school Sports, younger siblings cannot wait at the school for their brothers or sisters.

Also, messages are often very difficult to give to children participating in after-school programs. The office closes at 4:00 p.m and the end of the school day is very busy. If you would like to get a message to your child, please call prior to 3:00 p.m. to ensure that the message will be delivered.

### ART

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Prairie Point's Art Program is offered to first through fifth graders for 60 minutes a week. Students are provided a chance to express themselves by using their creativity and imagination to produce two-dimensional and three-dimensional artwork in a variety of medium. The elementary art curriculum emphasizes the formal art elements and principles in connection with art history, criticism, aesthetics, and production. In the Spring, Fine Arts Night is celebrated displaying students' achievements in the visual arts.

### CHARACTER COUNTS!

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Prairie Point is a *Character Counts!* school. Character education is an important part of our school and of every student's school experience. All District 308 schools promote character education through the *Character Counts!* program. There will be regular activities that instruct and guide students in the character traits, and discipline actions will include evaluation and discussion of the appropriate pillars.

Each month a different *Character Counts!* Pillar will be emphasized. The schedule of *CC!* pillars is:

September	All pillars reviewed and discussed
October	Respect
November/December	Caring
January	Fairness
February	Trustworthiness
March	Citizenship
April	Responsibility

## LEARNING CENTER

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Our Learning Center functions both as a library with research area and as a classroom. Most of the books and magazines can be taken out of the Learning Center to be enjoyed at home and at reading times during the school days. Books and magazines are checked out for one week and can be renewed for additional weeks. Lost or damaged books must be paid for. If lost books are found, the cost of the book is returned. Students with overdue books are not allowed to check out more books until the overdue books are returned. Parents are allowed to check out books with the approval of the Learning Center director. Kindergarten through fifth sends students as individuals and in groups throughout the school year. Activities are planned by the teachers and the Learning Center director to follow the grade level curriculum. The Learning Center also helps with coordinating equipment and meeting the needs of the staff.

## MUSIC

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The music specialists help the students realize their potential by providing opportunities for creativity and expression of feelings and ideas through music. Students play, sing, move, compose and listen to music through participation in the program. The children attend music class for thirty minutes, two times a week. They have active musical experiences of both an individual and a shared nature throughout the year.

## PHYSICAL EDUCATION PROGRAM

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The primary goal of the physical education program is to provide a variety of lifetime activities and fitness related activities that will benefit all students at Prairie Point. Our core curriculum of activities includes soccer, tumbling, volleyball, basketball, roller-skating, softball, hockey, and health education (Grade 5). Students will also perform the Oswego Fitness Challenge twice per year. These evaluations include sit-ups, pull-ups, standing long jump, shuttle run, 50-yard dash, and endurance run (440 yards - Grade 1-3; 600 yards - Grade 4-5).

The physical education staff requests that all students have an extra pair of shoes they can use for gym class only and are to be left at school. We ask that the shoes have laces or velcro fasteners and that they have non-marking soles. Please label your child's shoes with their name.

## RAINBOWS

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School social workers coordinate the Rainbows program, available free to all children, K-5th grade. Rainbows, a peer support program offered at Prairie Point, serves families who have suffered a loss due to death, separation or divorce. Rainbows is also helpful for children who are adjusting to a family change such as remarriage. New students are welcome to join Rainbows every semester. All students receive a letter describing the program prior to the beginning of each new semester.

## READING SERVICES

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Reading and Reading Recovery are federally funded programs, which attempt to identify those students who are not achieving the reading skills level of their class as designated by the School Improvement Plan of Prairie Point Elementary School.

The reading specialists of District #308 will screen all kindergarten children. A reading screening is also given to some new students to District #308, to children in need of re-screening, and upon the request of a classroom teacher.

Students who require additional reading support work with specifically trained teachers and assistants in small groups or individually to help students improve their reading skills and strategies. Parents will be informed if

their child is placed in a specialized reading program. Some children may be placed on a waiting list. Parents will be notified upon intake into the program.

## SOCIAL WORK SERVICES

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We at Prairie Point School are interested in all aspects of your child's development. In that light, the social work program attempts to meet the needs of students whose social or emotional problems seriously impact their learning. Students are referred by their classroom teachers or building administrators and assessed for direct services as schedules permit. In addition, social workers meet students' needs through the Pupil Personnel Services Team, classroom groups, parent and teacher consultation and crisis intervention services. Please feel free to contact your child's teacher or the principal if you have concerns about your child's social or emotional adjustment to school.

School Social Workers help STUDENTS:

- achieve maximum benefit from their educational opportunities
- understand themselves and others
- improve interpersonal relationships
- cope with stress
- develop decision making skills

School Social Workers help PARENTS:

- participate effectively in their children's education
- understand and meet their children's social and emotional needs
- understand programs available to students with special needs
- utilize school and community resources effectively

School Social Workers help SCHOOLS:

- understand factors (cultural, societal, economic, familial, health, etc.) That
- affect students' abilities to make maximum use of their school experience
- utilize their resources in meeting the educational, social, and emotional needs of
- students
- promote a safe school environment

School Social Workers help COMMUNITIES:

- understand school policies, programs, and practices
- minimize those environmental factors which inhibit learning
- develop resources to adequately meet the needs of student and parents

## SPECIAL EDUCATION SERVICES

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The special education staff at Prairie Point provides individualized instruction in reading, language, and mathematics for students who qualify for special education services. Students may work in a small group setting, as well as receiving support from Special Education teachers during instruction within the regular classroom. Students also learn study skills, organizational skills and learning strategies which they need in order to develop independence in the regular classroom setting.

## SPEECH AND LANGUAGE SCREENING

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The Speech/Language staff of District #308 attempts to identify those students who are not developing communications skills adequately. Due to a change in state law, whole class speech and language kindergarten screenings will no longer take place. Screenings will take place on a referral basis. Each school year, the District #308 Speech-Language Pathologists will inservice all new K-5 teachers in the area of speech and language delays/disorders. Teachers, parents/guardians, and/or other outside agencies may refer a child to the school's speech-language pathologist for a speech/language screening.

During a speech-language screening, the speech-language pathologist pays particular attention to the following areas of communication:

1. Voice Quality
2. Fluency of Speech
3. Ability to Produce Speech Sounds
4. Ability to Understand and Use Appropriate Language Skills
5. Ability to Use the Speech Mechanisms (tongue, teeth, lips, etc.)

Good speaking, listening, and thinking skills are important to doing well in school. A speech/language pathologist can help students who have problems with these skills.

#### What a Speech/Language Pathologist Does

- IDENTIFIES and EVALUATES students with speech, language, and related problems such as voice quality and fluency of speech.
- PLANS and CONDUCTS activities to improve a student's speaking, listening, and other language and communication skills. This may take place in individual or small groups, or within the regular education classroom.
- COLLABORATES with parents, caregivers, teachers, and other professionals in understanding and meeting a student's speech, language, and related academic performance.

## HEALTH SERVICES

### SCHOOL NURSE

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A full time nurse is assigned to each school for the safety of the students. The school nurse will administer first-aid to all children in need. The school nurse will provide immediate care for students if they become ill or are injured at school.

The school nurse is not equipped to care for children beyond their immediate needs when they become ill. Parents will be notified and asked to take students home if the nurse is unable to meet the needs of the student at school. We appreciate your cooperation by coming to get your child within a reasonable time. We do not want sick children to stay at school or healthy children to be exposed to children who are contagious.

Parents are asked not to send their child to the nurse for evaluation of injuries or conditions that occurred away from school or at home as these are not under school jurisdiction.

The school nurse is not allowed to diagnose conditions or dispense medications - EXCEPT IN FULL COMPLIANCE WITH THE MEDICATION POLICY OF DISTRICT #308. This does not, however, include giving medication for toothaches, headaches, etc. which develop during the day. We respectfully request that exceptions to this policy not be asked for, as they cannot be allowed.

### WHEN TO KEEP YOUR CHILD HOME FROM SCHOOL

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Parents often have difficulty deciding whether their child is too ill to attend school. There are definitive symptoms that warrant staying home from school.

Your child is too ill to go to school if he or she has any of the following symptoms:

- 1. Vomiting and/or diarrhea within the past 24 hours**
- 2. Shortness of breath or wheezing (not controlled with an inhaler if he/she has asthma)**
- 3. A cough that interrupts his/her normal activity, sleep, or wakes other family members at night**
- 4. Rash**
- 5. Drainage from the eye**
- 6. Severe sore throat**
- 7. Fever-if your child has a temperature of 100° (or higher) now or in the past 24 hours he/she may not attend school. Children are to be fever-free for 24 hours, without the use of fever reducing medication, before returning to school.**

When children return to school from an illness, it will be assumed that they are in good health and capable of participating in full activities. On occasion, it may be necessary for students to follow a restricted routine without recess or physical education. In such cases, please provide our office with a written note from a Physician stating the nature of the illness or injury, the restrictions and the date they may return to regular activities.

### PROCEDURE FOR INJURED CHILD

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If a child requires stitches, a brace, cast, or sling, the doctor must write a PE/recess excuse. A doctor must write a note for a student to use crutches, cane, or walker in school. If a student cannot participate in physical education, he/she cannot participate in recess. The student will be assigned to an alternate location during these activities. When it is necessary for students to follow a restricted routine without recess or physical education, please provide our office with a written note from a Physician stating the nature of the injury, the restrictions and the date they may return to regular activities.

### SCREENINGS

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The school nurse will conduct various screening programs, including vision and hearing to detect any gross areas of difficulty students may be experiencing. The school is not equipped to go beyond the initial screening

process. The screening information will be given to the parent/guardians for use in further evaluations if desired. Screenings may be done at the request of teachers, and/or by Public Health requirements.

**Special Notice** to parents of students in kindergarten, second grade, special education and of new students: the district is required by Illinois law (Public Act 93-504) to inform parents that the vision screenings done in the school setting are not a substitute for a complete eye and vision evaluation by a physician. Our screening does not evaluate the health of the eye nor the necessary visual skills essential for successful academic achievement. Your child/children are not required to undergo this vision screening if an optometrist or ophthalmologist has signed a report form indicating that an examination has been given within the previous twelve months. The report forms are in your nurse's office. Students wearing glasses or contact lenses are already under a doctor's care and are not screened. You will be notified **only if** your child fails the screening.

#### ADMINISTRATION OF MEDICATIONS

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All medication is to be transported to and from school by an adult. The only exception is for properly labeled asthma inhalers and Epi-Pens with parent and doctor permission on file in the nurse's office. Both doctor and parent permission must be on file in the nurse's office for all medications. Students are not to carry other medications, including over-the-counter medication with them.

A medication authorization form is to be filled out and signed by the prescribing physician and parent/guardian before medication can be given at school. *(If you need a medication form, please call the school nurse.)* **An authorization form is necessary for both prescription and nonprescription (over-the counter) medications. This includes, but is not limited to, Tylenol, Advil, cough medicine, cold medicine, cough drops, and throat lozenges.**

Prescription medications must be in the original container with the student's name, medication name, the dosage, physician name and pharmacy name.

Non-prescription medications must be in the original container with the student's name written on the container, as well as dosages and any other instructions.

#### Non-prescription Medications

All non-prescription medications must be provided from home in the original container with the child's name written on it.

#### Antibiotics

Short-term antibiotics are often prescribed to be given three times per day. Please check with your child's physician, as often they want the doses spread out over the longest period possible while the child is awake. These medications can be given upon awakening, after school, and at bedtime.

#### Medication Storage

All medications will be stored in an appropriate locked cabinet. In all cases the school retains the discretion to reject a request for administering medication at school.

#### Extra Medications

The parent/guardian is responsible for picking up extra medication at the end of the treatment time and/or the end of the school year. Any medications not claimed on the last day of student attendance will be discarded.

#### PHYSICAL EXAMINATION AND IMMUNIZATIONS

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Physical examinations as prescribed by the Illinois Department of Public Health and the Illinois State Board of Education shall be required of all pupils in the public schools

- prior to their entrance into kindergarten or first grade,

- prior to entrance into fifth and ninth grades,
- irrespective of grade, immediately prior to or upon entrance into any public school if that pupil has not previously been examined in accordance
- when deemed necessary by school authorities

In addition to the physical examination, every pupil shall be immunized in accordance with the rules and regulations promulgated by the Illinois Department of Public Health and the Illinois State Board of Education. Pupils failing to meet the required mandates shall be excluded from the attendance centers in Oswego School District #308.

Students transferring into the Oswego schools from out of state will have thirty (30) calendar days from their entrance date to comply with the physical and immunization requirements.

Pupils whose parents object to physical examination or immunizations on religious grounds will not be required to submit themselves thereto if they present a statement of such objection to the local school authority a statement of such objection signed by the parent or guardian of that child. The objections must set forth the specific religious belief which conflicts with the examination, immunization or other medical intervention.

If the physical condition of the student is such that any one or more of the required immunizations should not be administered, the examining physician is to document such fact on the physical examination or immunization form.

Exempting a student from the physical examination does not exempt him/her from participating in the physical education program.

#### DENTAL EXAMINATIONS

Beginning with the 2005-2006 school year, the Illinois Department of Public Health and the Illinois State Board of Education require all incoming Kindergarten and Second grade students to submit a current dental examination.

#### EYE EXAMINATIONS

Beginning with the 2008-09 school year, the Illinois Department of Public Health and Illinois State Board of Education requires all incoming kindergarten students to submit an eye exam by an eye doctor.

# HOMWORK GUIDELINES

## I. DEFINITION (K-12)

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 (K-12)

Homework assignments should be related to the course objectives, appropriate to the ability and grade level of students, well explained, and the directions clearly understood by students.

Homework CAN:

- A. extend the academic program and increase the amount of time that students actively engage in learning,
- B. be an effective means for increasing student responsibility, self-discipline and accountability,
- C. provide parents with insights into the school's curriculum and expectations for students,
- D. contribute to higher levels of student achievement.

## III. TYPES/PURPOSES (K-12)

- A. Preparation: Assignments given prior to the classroom lesson. Its purpose is to get students to think and formulate ideas before the lesson. Example: reading, considering a question, gathering information, questioning others, observing the environment, studying for a test, etc.
- B. Practice: Assignments given following a classroom lesson. Its purpose is to practice, reinforce and master material and/or skills. Examples: answering questions, doing computation, handwriting exercises, using a musical instrument, typing, writing spelling words, etc.
- C. Extension: Assignments that cause the student to transfer a skill and/or concept to a new situation. Students are called upon to use higher level thinking skills. Examples: making a diorama, doing word problems (math), writing an essay, etc.
- D. Creative: Assignments which may be long-term in nature and require students to integrate many skills and concepts in the process of completing a product. Examples: research paper, science fair project/invention, multi-media presentation, writing a story (Young Authors), etc.

## IV. RESPONSIBILITIES (K-12)

### A. Administrator:

1. Provide support and clarification for concerns of teachers, parents and students within the homework policy guidelines.
2. Assure proper coordination of homework, where students receive assignments from more than one teacher.

3. Keep professional expectations for teachers consistent with the demands of the homework policy.

B. Teacher:

1. Assign homework consistent with the "Belief" Statement (II) and with the "Types/Purposes" (III).
2. State clearly and explain the homework assignment, due date, and penalty for late/incomplete work.
3. Prepare students to complete the homework assignment.
4. Verify the completion of an assignment, review/assess/evaluate it, and provide feedback to the student in a timely fashion.
5. Provide assistance to students as needed.
6. Encourage proper study habits.

C. Student:

1. Know exactly the homework assignment, its due date, and penalties for late/incomplete work.
2. Have the necessary materials to complete the homework assignment.
3. Complete and hand in the assignment on time. Return all teacher and school-owned materials.
4. Seek assistance from the teacher as needed.
5. Use proper study habits. This includes finding a good place and adequate time for completing homework assignments.

D. Parent:

1. Encourage proper study habits. This includes providing a good place and adequate time for completing homework assignments.
2. Offer assistance and support to students while developing their independence.
3. Monitor student progress and communicate with teachers.

V. FREQUENCY AMOUNTS (K-12)

The following guidelines represent the average amount of time an individual student spends on homework. The actual amount may vary among individual students and classes. Nothing stated below precludes parents and/or students from expending more time on their own initiative.

A. Elementary:

1. Kindergarten - Homework is not assigned on a regular basis. A list of activities will be available for parents to use with their children at home. (Reading and/or being read to, reviewing weekly spelling words, and practicing math facts are typical activities.)
2. First Grade - Homework may be assigned on a regular basis. A list of activities will be available for parents to use with their children at home.
3. Second Grade - When homework is assigned, students should average 20-30 minutes weekly. (Reading and/or being read to, reviewing weekly spelling words, and practicing math facts are typical activities.)
4. Third Grade - When homework is assigned, students should spend an average of thirty to ninety minutes weekly. This represents a progressive increase of time during school year.
5. Fourth Grade - Students should spend an average of two to two and one half hours weekly on homework.
6. Fifth Grade - Students should spend an average of three to four hours weekly on homework.

#### VI. LATE/INCOMPLETE HOMEWORK (K-12)

- A. Homework assignments are expected to be completed and handed in on time. Students who turn in a late or incomplete assignment 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.
- B. Situations in which students chronically turn in late or incomplete assignments will be addressed as disciplinary issues. The teacher will give reduced credit for the assignments based upon the stated classroom policy.

#### VII. MAKE-UP ASSIGNMENT (K-12)

- A. District students shall be given the opportunity to make up school work missed due to absences that are considered unavoidable. They shall have the same number of days as their absence plus one to complete their work for credit.
- B. Parents shall notify the school prior to a family trip and may request homework assignments. Parents may call the school and request homework assignments during a student illness. In the elementary grades, teachers will provide students with the assignments upon their return to school.
- C. Student absenteeism considered avoidable is classified as truancy. The student will be given the opportunity to make up work missed due to an unexcused absence.

*\*\*If your child will be absent for more than one day for a reason other than personal illness, serious illness in the home, death in the family, or legal quarantine, please complete the proper District #308 form and return it to the classroom teacher (see forms section of handbook).*

## **SCHOOL COMMUNITY RELATIONS**

### **Public Comments**

Although no one shall be denied the right to present a comment/complaint about school personnel to the School Board, resolution of such comments/complaints will first be referred to the District Administration for study and solution.

The District places trust in its employees and desires to support employees' actions in such a manner that employees are freed from unnecessary, spiteful, or unjustified criticism or complaints. If feasible, the complainant shall be encouraged to first bring a complaint to the individual concerned. If the problem cannot be resolved with the individual concerned, it should be brought to the attention of the immediate supervisor or administrator. The individual employee involved shall be given every opportunity for explanation, comment, and presentation of the facts as he sees them.

If the issue is not resolved by involvement of the immediate supervisor, the complaint can be referred to the Superintendent for his review and decision.

If the above steps do not resolve the concern of the complainant, he may request a closed meeting of the School Board for the purpose of review of the Superintendent's decision. Generally all parties involved, including the District's administration, shall be asked to attend such a meeting for the purpose of presenting additional facts, making further explanations, and clarifying the issues. The School Board shall conduct such a meeting in a fair and just manner.

The Oswego Board of Education

**REGULAR PROGRAM AND EARLY DISMISSAL TIMES  
2009-2010 SCHOOL YEAR**

<u>Program Name</u>	<u>Start Time</u>	<u>End Time</u>
<b><u>Regular Schedule:</u></b>		
District High Schools	7:30	2:30
District Jr. High Schools	8:00	3:00
District Elementary Schools	8:40	3:30
AM Kindergarten*	8:40	11:15
PM Kindergarten*	12:55	3:30

*\*Kindergarten attendance begins with Kindergarten round-up on Thursday, August 27, 2009. Bus Transportation for Kindergarten begins Friday, August 28, 2009.*

**Kendall County Special Education Cooperative Programs**

Hearing Impaired:		
Preschool	8:40	1:45
Kindergarten	8:40	3:30
<i>(These programs follow the OCUSD 308 Kindergarten school calendar)</i>		
First Grade through Third Grade	8:40	3:30
<i>(This program follows the OCUSD 308 Grades 1-5 Calendar)</i>		

**Early Dismissal Times – Five Hour Days**

District High Schools	7:30	12:30
District Jr. High Schools	8:00	1:00
District Elementary Schools	8:40	1:40
AM Kindergarten	8:40	10:40
PM Kindergarten	11:40	1:40

**Early Dismissal Times – School Improvement Days**

District High Schools	7:30	11:00
District Jr. High Schools	8:00	11:30
District Elementary Schools	8:40	11:55
<i>*No Kindergarten Attendance</i>		

