

HOMESTEAD ELEMENTARY

STUDENT AND PARENT HANDBOOK 2011-2012



HOME OF THE HUSKIES!

**2830 HILLSBORO BLVD
AURORA, IL 60503
PH. 630.636.3109**

ATTENDANCE LINE: 630.636.3101

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Welcome Homestead Heroes, 2011-2012!



Dear Huskies,

It is with great enthusiasm I welcome you to a new school year! Our theme this year is Homestead Heroes! It's a perfect opportunity for students, staff, and our family community to explore what it means to be a hero, how we can be a hero to ourselves, and how we can be a hero to others. As always, we will dedicate our efforts to help our students grow as learners and citizens—to reach his or her fullest potential.

This year we welcome many new staff members who will join our exceptional veteran staff to continue Homestead's tradition of excellence.

New for this school year:

First grade: Mrs. Lilia Salazar, ELL; Ms. Julie Johnsen

Second grade: Mrs. Julie Wilson

Fifth: Ms. Tara Phillips (returning to the classroom!), Ms. Sarah Vlakancic

Music: Ms. Renee Hessing

PE: Mr. Mike Bock (1/2 time between Homestead and Wolf's Crossing)

Social Work: Mrs. Claire Pepper (covering Mrs. Hunt's leave through Oct.)

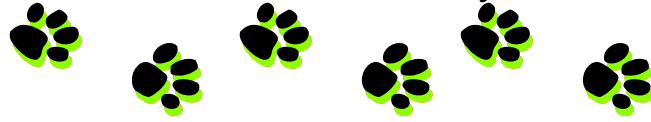
Assistant Principal: Mrs. Mary Weber

This year Homestead celebrates its 10 year anniversary. Be on the look out for opportunities to celebrate all the teachers, students, staff, and families that have played a part in our journey as a school community. Together, a great foundation has been created, and together we will move forward knowing that as good as we are, we can always get better!

Go Huskies!

Mrs. Renier, Principal

Homestead Elementary School



Our Mission

The Homestead community will work together to build student success using district established objectives and appropriate research-based interventions.

Our Vision

Our vision at Homestead is to provide a strong education foundation, motivating all individuals to reach their greatest potential.

Our Beliefs

We believe.....

- In providing a safe, positive environment,
- In embracing diverse needs,
- In promoting Character Counts!
- In helping everyone achieve their personal best,
- And in building a supportive community for a successful future.

Oswego District #308 Administration, Board of Education, & Schools

Administration

Dr. Daniel O'Donnell	Superintendent of Schools
Mr. Todd Colvin	Associate Superintendent
Mr. Tim Neubauer	Executive Director of Finance
Dr. Marsha Hollis Golden	Assistant Superintendent for Teaching and Learning

Board of Education

Mr. Bill Walsh, President	Ms. Allison Swanson, Vice President
Ms. Laurie Pasteris, Secretary	Mr. David Behrens
Ms. Lynn Cullick	Mr. Brent Lightfoot
Mr. Mike Scaramuzzi	

Schools

Boulder Hill Elementary	636-2900
Brokaw Early Learning Center	551-9600
Churchill Elementary	636-3800
East View Elementary	608-5000
Fox Chase Elementary	636-3000
Grande Park Elementary	551-9700
Homestead Elementary	636-3100
Hunt Club Elementary	636-2800
Lakewood Creek Elementary	636-3200
Long Beach Elementary	636-3300
Old Post Elementary	636-3400
Prairie Point Elementary	636-3600
Southbury Elementary	551-9800
The Wheatlands Elementary	636-3500
Wolf's Crossing Elementary	636-3700
Bednarcik Jr. High	636-2500
Plank Jr. High	551-9400
Thompson Jr. High	636-2600
Traugher Jr. High	636-2700
Oswego High School	636-2000
Oswego East High School	636-2200

Administration Office 636-3080

Transportation 636-2999

Oswego Community Unit School District No. 308

2011/12 School Calendar

D308 Calendar-Board Approved 2/28/2011

ROE Revised-Calendar Approved 3/16/2011



August

- 22 Teacher Institute Day – Students not in attendance
- 23 Teacher Institute Day – Students not in attendance
- 24 Full-Day Student Attendance Grades 1 through 12, 1st Day of School
- 25 Kindergarten Roundup – Kindergarten students must be in attendance 2 hour minimum
- 26 Full-Day Student Attendance Kindergarten



September

- 5 No School, Labor Day (District closed)
- 8 5 Hour Student Attendance Day



October

- 7 Early Dismissal Schedule, School Improvement Day
- 10 No School, Columbus Day (District Closed)
- 27 End of 1st Quarter (45 Days)
- 28 Students are not in attendance, Teacher Institute Day



November

- 3 K-8 Parent/Teacher Conferences 4-8 pm. 5 hr attendance day K-8 only.
- 4 K-12 Parent/Teacher Conferences 8-11 am. NO School
- 11 Students are in attendance, Veteran's Day (Waived*)
- 23 No School
- 24 No School, Thanksgiving (District closed)
- 25 No School (District closed)



December

- 7 5- Hour Student Attendance Day
- 19- 1/2/12 No School, Winter Break



January

- 3 Students return from winter break
- 13 Early Dismissal Schedule, School Improvement Day – End of 2nd Quarter (40 Days)
- 16 No School, Martin L. King's Birthday (District closed)



February

1	Early Dismissal Schedule, School Improvement Day
16	K-8 Parent/Teacher Conferences from 5-7 pm. 5-hr attendance day K-8 only
17	K-12 Parent/Teacher Conferences from 8-11 am. NO School
20	No School, Presidents' Day (District Closed)



March

5	Students are in attendance, Casimir Pulaski Day (Waived*)
22	End of 3 rd Quarter (46 days)
23	No School, Teacher Institute Day
26-30	No School, Spring Break



April

2	Students return from Spring Break
5	5-Hour Students Attendance Day
6	No School, District Closed
26	Early Dismissal Schedule, School Improvement Day



May

8	5 Hour Student Attendance Day
28	No School, Memorial Day (District closed)



June

1	Last Day of Kindergarten
4	Last Day of School, Early Dismissal Schedule End of 4 th Quarter (44 Days) (Provided no emergency days are used)

*Veteran's Day and Casimir Pulaski Day Waived

Early Dismissal / No School Days

August 25	AM 9:00 – 11:00 or PM 1:00 – 3:00	Kindergarten Round Up
September 5	No School	Labor Day
September 8	Dismissal at 1:40 AM Kindergarten attends 8:40 – 10:40 PM Kindergarten attends 11:40 – 1:40	
October 7	Dismissal at 11:55 No Kindergarten	School Improvement Day
October 10	No School	Columbus Day
October 28	No School	Teacher Institute Day
November 3	Dismissal at 1:40 AM Kindergarten attends 8:40 – 10:40 PM Kindergarten attends 11:40 – 1:40	Parent Teacher Conferences
November 4	No School	Parent Teacher Conferences
November 23	No School	
November 24	No School	Thanksgiving
November 25	No School	
December 7	Dismissal at 1:40 AM Kindergarten attends 8:40 – 10:40 PM Kindergarten attends 11:40 – 1:40	
December 19	No School	Winter Break
December 22	No School	Winter Break
December 21	No School	Winter Break
December 22	No School	Winter Break
December 23	No School	Winter Break
December 26	No School	Winter Break
December 27	No School	Winter Break
December 28	No School	Winter Break
December 29	No School	Winter Break
January 2	No School	Winter Break
January 13	Dismissal at 11:55 No Kindergarten	School Improvement Day
January 16	No School	Martin L. King's Birthday
February 1	Dismissal at 1:40 AM Kindergarten attends 8:40 – 10:40 PM Kindergarten attends 11:40 – 1:40	

Early Dismissal/No School Days Continued

February 16	Dismissal at 1:40 AM Kindergarten attends 8:40 – 10:40 PM Kindergarten attends 11:40 – 1:40	Parent/Teacher Conferences
February 17	No School	Parent/Teacher Conferences
February 20	No School	Presidents' Day
March 23	No School	Teacher Institute Day
March 26	No School	Spring Break
March 27	No School	Spring Break
March 28	No School	Spring Break
March 29	No School	Spring Break
March 30	No School	Spring Break
April 5	Dismissal at 1:40 AM Kindergarten attends 8:40 – 10:40 PM Kindergarten attends 11:40 – 1:40	
April 6	No School	District Closed
May 8	Dismissal at 1:40 AM Kindergarten attends 8:40 – 10:40 PM Kindergarten attends 11:40 – 1:40	
May 28	No School	Memorial Day
June 1	Regular Dismissal	Last Day of School-Kindergarten **
June 4	Dismissal at 11:55	Last Day of School-Grades 1 – 5 **

** Provided no emergency days are used

**Calendar of Special Events
Homestead Elementary
2011-2012**

August

- 18 Class lists posted, 4:00 pm
- 22 Preview Homestead, 5:00 – 7:00 pm
- 24 Full day student attendance, 1st – 5th grade, 8:40 – 3:30
- 25 Kindergarten Round-up, AM 9:00-11:00; PM 1:00-3:00
- 26 First Day of Kindergarten, AM 8:40-11:15; PM 12:55-3:30

September - Character Counts Kickoff – All Pillars

- 5 No School, Labor Day
- 7 Character Counts Day, Wear any color
- 7 Fall Pictures
- 7 Vision/Hearing Screening Gr K-1
- 8 Early Dismissal, 1:40 pm – **Kdg AM 8:40 -10:40 & Kdg PM 11:40 – 1:40**
- 13 Curriculum Night (**For parents/guardians only**), 6:30 – 8:00 pm
- 12 NWEA Map Testing Begins
- 21 Culver's Night
- 16 PTA Skate Party, 5:00 – 7:00 pm
- 20 PTA Meeting, 7:00 pm
- 22 Market Day Pickup, 6:00 – 7:00 pm

October – Character Counts Pillar: Respect

- 5 Vision/Hearing Screening Gr 2-5
- 5 CC! Wear **YELLOW** for Respect
- 5 Walk to School Day
- 7 School Improvement Day, 11:55 Dismissal Grades 1-5 – **NO Kindergarten**
- 10 No School, Columbus Day
- 19 Culver's Night
- 20 Vision/Hearing Re-Screening
- 20 Market Day Pickup, 6:00 – 7:00 pm
- 21 PTA Skate Party, 5:00 -7:00 pm
- 24-28 Red Ribbon Week
- 27 Picture Retake Day, 10:00 – 1:30
- 27 END OF 1st QUARTER
- 28 No School, Teacher Institute Day
- 31 Halloween Parties, Kdg. AM – 9:55 parade & 10:15 party
Kdg. PM, 1st – 5th grade parade – 2:00 & parties – 2:30

November – Character Counts Pillar: Caring

- 2 CC! Wear **RED** for Caring
- 2 Fundraiser Pickup - TBD
- 3 Parent/Teacher Conferences 4-8 pm, Dismissal 1:40
Kdg AM 8:40-10:40 Kdg PM 11:40-1:40
- 4 Parent/Teacher Conferences 8-11 am, No School
- 10 5th Grade Musical – 7:00 pm

November - Continued

- 15 PTA Meeting – 7:00 pm
- 16 Culver's Night
- 17 Market Day Pickup, 6:00 – 7:00 pm
- 18 PTA Skate Party, 5:00 – 7:00 pm
- 23 No School
- 24 No School, Thanksgiving
- 25 No School

December – Character Counts Pillar: Caring

- 7 CC! Wear **RED** for Caring
- 7 Early Dismissal, 1:40 pm – **Kdg AM 8:40 – 10:40 & Kdg PM 11:40 – 1:40**
- 10 Holiday Shoppe, 10:00 am – 12:00 pm
- 15 Market Day Pickup, 6:00 – 7:00 pm
- 16 Holiday Parties: Kdg AM 10:15 am
Kdg PM & 1st – 5th Grade – 2:30 pm
- 16 PTA Skate Party, 5:00 – 7:00 pm
- 19-1/2/12 Winter Break

January – Character Counts Pillar: Fairness

- 3 Classes Resume
- 4 CC! Wear **ORANGE** for Fairness
- 10 PTA Meeting, 7:00 pm
- 13 School Improvement Day – Dismissal 11:55 am – **No Kindergarten**
- 13 END OF 2ND QUARTER
- 16 No School, Martin Luther King Jr. Birthday
- 18 Culver's Night
- 19 Family Night, TBD
- 20 PTA Skate Party, 5:00 – 7:00 pm
- 26 Market Day Pickup, 6:00 – 7:00 pm

February – Character Counts Pillar: Trustworthiness

- 1 School Improvement Day, Dismissal 11:55 am – **NO Kindergarten**
- 1 CC! Wear **BLUE** for Trustworthiness
- 14 Valentine Parties: Kdg AM – 10:15 am
Kdg PM & 1st – 5th Grade - 2:30 pm
- 15 Culver's Night
- 16 Parent/Teacher Conferences 5-7 pm, Dismissal 1:40 pm
Kdg AM 8:40-10:40 Kdg PM 11:40-1:40
- 17 Parent/Teacher Conferences 8-11 am, **NO School**
- 17 PTA Skate Party, 5:00 – 7:00 pm
- 20 No School, President's Day
- 23 Market Day Pickup, 6:00 – 7:00 pm

March – Character Counts Pillar: Citizenship

- 3 Fun Fair, 11:00 am – 3:00 pm
- 5-16 ISAT Testing – 3rd, 4th & 5th Grades
- 7 CC! Wear **PURPLE** for Citizenship

March - continued

- 8 PTA Meeting, 7:00 pm
- 16 PTA Skate Party, 5:00 – 7:00 pm
- 21 Culver's Night
- 22 END OF 3RD QUARTER
- 22 Market Day Pickup, 6:00 – 7:00 pm
- 23 No School, Teacher Institute Day
- 26-30 Spring Break

April – Character Counts Pillar: Responsibility

- 2 Classes Resume
- 2 NWEA MAP Testing Begins – Grades 2 – 5
- 3 Spring Pictures
- 4 CC! Wear **GREEN** for Responsibility
- 5 Early Dismissal 1:40 pm, **Kdg AM 8:40 – 10:40 & Kdg PM 11:40-1:40**
- 6 No School
- 13 PTA Skate Party, 5:00 – 7:00 pm
- 17 3rd Gr Musical, 7:00 pm
- 18 Culver's Night
- 26 School Improvement Day, Dismissal 11:55 am- **No Kindergarten**
- 26 Market Day Pickup, 6:00 – 7:00 pm

May – Character Counts: All Pillars

- 2 CC! Wear any color
- 8 Early Dismissal, 1:40 pm - **Kdg AM 8:40 – 10:40 & Kdg PM 11:40 – 1:40**
- 8 PTA Meeting, 7:00 pm
- 16 Culver's Night
- 18 PTA Skate Party, 5:00 – 7:00 pm
- 24 Market Day Pickup, 6:00 – 7:00 pm
- 25 Field Day
- 28 No School, Memorial Day

June

- 1 Last day of Kindergarten
- 4 Last day of school, Dismissal 11:55 am
- 4 END OF 4TH QUARTER – Report Cards Go Home
- 21 Market Day Pickup, 11:00 am – 12:00 pm



Homestead Elementary Staff

2011-2012

<u>Name, Title or Grade</u>	<u>Extension</u>	<u>E-Mail</u>
Mrs. Mindy Renier, Principal	3110	mrenier@oswego308.org
Mrs. Mary Weber, Assistant Principal	3111	mweber0726@oswego308.org
Mrs. Donna Mason, Principal Secretary	3109	dmason1213@oswego308.org
Mrs. Char Thoreson, Secretary	3108	cthoreson1021@oswego308.org
Mrs. Debi Rabick, Nurse	3102	drabick0903@oswego308.org
Mrs. Mary Walker, Kindergarten	3162	mwalker1127@oswego308.org
Ms. Julie Johnsen, First Grade	3165	jjohnsen@oswego308.org
Mrs. Lindsey Lowe, First Grade	3126	lfriedrich0704@oswego308.org
Ms. Lilia Salazar, Bi-Lingual First Grade	3128	lsalazar0211@oswego308.org
Mrs. Valerie Sette, First Grade	3132	vhillman1031@oswego308.org
Mrs. Karen Vitanovec, First Grade	3123	kvitanovec0809@oswego308.org
Mrs. Gretchen Zuckerman, First Grade	3131	gzuckerman@oswego308.org
Ms. Judy Beirne, Second Grade	3127	jbeirne0103@oswego308.org
Mrs. Karen Jordan, Second Grade	3161	kjordan1226@oswego308.org
Ms. Cadi Pool, Second Grade	3140	cpool0704@oswego308.org
Mrs. Jen Rusin, Second Grade	3148	jrusin0426@oswego308.org
Mrs. Julie Wilson, Second Grade	3158	jwilson0817@oswego308.org
Mrs. Krista Egeland, Third Grade	3133	kegeland0322@oswego308.org
Ms. Tasha Matta, Third Grade	3139	nmatta0628@oswego3085.org
Mrs. Dana Moore, Third Grade	3137	dmoore0530@oswego308.org
Ms. Allison Ramm, Third Grade	3163	aramm1128@oswego308.org
Mrs. Sara Curran, Fourth Grade	3149	scurran0430@oswego308.org
Mr. Ed Perry, Fourth Grade	3159	eperry0821@oswego308.org
Ms. Kim Wyss, Fourth Grade	3157	kwyss0907@oswego308.org
Mr. Luke Baughman, Fourth/Fifth	3144	lbaughman1114@oswego308.org
Mrs. Tiffany Francis, Fifth Grade	3120	tfrancis0624@oswego308.org
Ms. Tara Phillips, Fifth Grade	3155	tphillips1126@oswego308.org
Ms. Sarah Vlakancic, Fifth Grade	3152	svlakancic@oswego308.org
Mrs. Sara Weber, Fifth Grade	3138	sweber1019@oswego308.org
Mrs. Anne Archer, LRC	3103	aarcher0327@oswego308.org
Mr. Mike Bock, PE	3121	mbock@oswego308.org
Mrs. Sue Carmody, ISP	3147	scarmody0430@oswego308.org
Mrs. Carol Confiliano, Reading	3156	cconfiliano1125@oswego308.org
Mr. Bruce Conrad, PE	3160	bconrad0203@oswego308.org
Ms. Judith Frazier, ISP Speech		
Ms. Luann Gerth, Reading	3153	lgerth1024@oswego308.org
Mrs. Dawn Getz, Café	3106	
Mrs. Becky Hebert, Speech	3114	bhebert1028@oswego308.org
Ms. Renee Hessing, Music	3150	mhessing@oswego308.org
Mrs. Nicole Hunt, Social Worker	3105	nhunt0405@oswego308.org

Mr. Ganzolo Infante, Café	3106	
Mr. Nic Iovino, Custodian	3107	niovino0606@oswego308.org
Mrs. Mary Johnston, ISP	3134	mjohnston0914@oswego308.org
Mr. Brett Kueker, Art	3125	bkueker1027@oswego308.org
Mrs. Kim Lambrecht, Café Manager	3106	lambrecht-kim@aramark.com
Mrs. Margarita Landeros, Custodian	3107	mlanderos0101@oswego308.org
Mrs. Maria Lee, ELL	3151	mlee1209@oswego308.org
Mrs. Amy Maaske, AT	3113	amaaske0616@oswego308.org
Mrs. Erin Maso, Psychologist	3104	emaso0806@oswego308.org
Mrs. Jessica Mueller, LD	3166	jmueller0707@oswego308.org
Mrs. Claire Pepper, Social Worker	3105	cpepper@kcsec.org
Ms. Michelle Peterson, Café	3106	
Ms. Donna Putney, Café	3106	
Mr. Nick Sassenalli, Custodian	3107	nsassenalli0715@oswego308.org
Ms. Brenda Sibon, ISP Speech	3100	bsibon1023@oswego308.org
Mrs. Tina Smith, Speech	3164	tsmith1109@oswego308.org
Mrs. Leslie Springer, LD	3142	lspringer0612@oswego308.org
Mr. Darrin Tackitt, Building Engineer	3107	dtackitt0312@oswego308.org
Mrs. Christine Adams, TA	3100	cadams0826@oswego308.org
Mrs. Karla Dannheim, TA	3100	kdannheim0302@oswego308.org
Mrs. Beatriz Dillman, TA	3100	bdillman0503@oswego308.org
Mrs. Kelly Halder, TA	3100	khalder@oswego308.org
Mrs. Dawn Kaprez, TA	3100	dkaprez@oswego308.org
Mrs. Melissa Ubelhor, TA	3100	mubelhor0906@oswego308.org
<u><i>Kendall County Paraprofessionals</i></u>		
Ms. Kelli Catalano	3100	kcatalano@kcsec.org
Mrs. Margaret Filicicchia	3100	mfilicicchia@kcsec.org
Ms. Maria Schroeder	3100	mschroeder@kcsec.org
Mrs. Kerry Sewruk	3100	ksweruk@kcsec.org
Computer Lab	3122	
Conference Room	15101	
LRC Desk	15112	
Read 180	15125	
Smart Room 178	15141	
Staff Lounge	15108	
TA Work Room 214	15133	
Work Room	15102	

ATTENDANCE

ATTENDANCE POLICY

Daily attendance and punctuality are important to stress with students from the very first day of school. **Daily** attendance is extremely important to student's academic growth and development. The hands-on activities and interactions between teacher and student often cannot be duplicated.

If a student is going to be absent, Parents/Guardians are requested to call the school. If no call has been received by 10:00 a.m. the school will call the Parents/Guardians at home or at work.

Families are strongly encouraged to plan vacations/trips during school holidays and over the summer months. If your child is going to be absent, other than illness related, for more than two (2) consecutive school days, you need to complete the **REQUEST FOR SPECIAL ABSENCE** located at the back of the handbook. Any request for an absence of 4 or more consecutive days will result in a letter from the Principal stressing the importance of regular attendance.

The parent/guardian of any child with 10 or more absences will automatically receive a letter from the Assistant Principal indicating the number of absences the child has accumulated. Any child who accumulates 18 or more absences (illness and/or vacation) will be referred to the county truant Officer. The role of the truant officer will be to work with the family to help support the child's regular attendance at school.

When a student is going to be absent, Parents/Guardians should call the Homestead attendance line at 630-636-3101. Please leave the name of your child or children, their teacher's name(s), and reason for the absence. The attendance line is accessible 24 hours a day for your convenience.

EMERGENCY SCHOOL CLOSING

If school will be closed due to inclement weather, parents will be notified through the district Connect-Ed system. Parents may also access the information via the district web site, www.oswego308.org.

WKKD 95.9 FM
WSPY 107.1 FM
WJTW 93.5 FM

WGN 720 AM
WBBM 780 AM
WBIG 1280 AM

PLEASE DO NOT CALL THE SCHOOL

STUDENT ARRIVALS

Students may arrive at Homestead Elementary between 8:25am and 8:40am. Students may not be on school property prior to 8:25 am due to the lack of adult supervision.

WALKING STUDENTS: Students walking to school must enter the school through the main doors (door # 2). They proceed to their appropriate indoor line-up area.

BUS RIDERS: Buses will unload students in the front of the building. Upon entering the building, the students will proceed to their appropriate indoor line-up area.

PARENT/GUARDIAN DROP OFF: Students transported by car are to be dropped off at the east side of the building. Students are to be dropped off on the curb in the student drop off area. Students are to enter through the east doors (door #3) and then proceed to the appropriate line-up area.

Students may not be dropped off in the bus area located in front of the school building between 8:20 and 8:40 am.

ANY student arriving after 8:40 am is to use the main entrance doors and report to the office before going to the classroom.

STUDENT DEPARTURES

WALKING STUDENTS: Students walking home after school will exit the kindergarten doors (door #1). Bike riders will exit Door #11 to pick up their bikes.

BUS RIDERS: Students who ride the bus will be dismissed by their teachers and depart through the main doors (door #2). Students are expected to ride the bus they have been assigned by the Transportation Dept.

In order to prevent confusion as to whether your child(ren) is to ride the bus or you will pick them up after school, please send a note with your child or call the Homestead office prior to 2:30 pm that day indicating that your student will be picked up and by whom. When we have your note/call prior to 2:30, we are able to get the message to your student and his/her teacher. If we do not have a note/call, your student will be instructed to take their usual method home. Morning kindergarten Parents/Guardians should have a note in the office prior to 10:15 am.

PARENT/GUARDIAN PICK UP: Students being picked up by parents/guardians will exit the east door (door #3). Parents/Guardians drive through the student-loading zone and have the student board the vehicle from the sidewalk. Cars are to enter the parking lot from the Middlebury Drive entrance and proceed to the pick up area forming one line. **You may not leave your vehicle parked in the Parent/Guardian pick up line to go meet your child.** All students must remain on the sidewalk under the direction of the adult supervisors until the vehicle has come to a stop alongside the curb before boarding. These vehicles are then to exit the pick up line onto Hillsboro Blvd. Staff members will help monitor the loading process.

For safety reasons, Parents/Guardians who choose to meet their student(s) at the door need to cross only at the crosswalk under the direction of the staff supervisor. Vehicles may NOT park along the curb next to the pick-up line.

HOMESTEAD SCHOOL PROCEDURES

BIRTHDAYS

Homestead would like our students to be able to celebrate their birthday with their classmates. For many reasons, none of the elementary schools in the district will allow birthday treats consisting of food products. Your child's birthday will still be acknowledged in the classroom, but not with food. However, you are welcome to send in non-food items such as pencils, stickers etc., or donate a book to the school library or your child's classroom in honor of your child's birthday.

- Increased class sizes mean more interruptions in learning to celebrate birthdays.
- Offering so many treats so often can contribute to unhealthy eating habits.
- Federal, state and district wellness initiatives are opposed to celebrating with food in the classroom due to a dramatic increase in childhood obesity.
- Food allergies are on the increase, and not having birthday treats in the classroom is one more way to provide a safe environment for students.

Balloons, flowers, and other gifts are not allowed. 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 of disruption as possible.

INVITATIONS

Only invitations going to every classmate (or, all boys/girls) may be distributed at school. **School staff cannot give out addresses or home phone numbers of our students.**

CONTACTING YOUR CHILD'S TEACHER

As a matter of policy, school personnel will not give anyone the private telephone number of any teacher or other school staff member. Each staff member has a direct telephone number and email address. Your child's teacher will provide his or her number and email to you early on in the school year. Calls made during the school day will go directly into the staff member's voicemail.

ENROLLMENT AND REGISTRATION

Parents are asked to complete a review of the registration enrollment information for each of their children every year. This is our only source of information 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 the parents cannot be reached, the school must be notified.

FIELD TRIPS

In order for students to participate in field trips, each student must have parent/guardian permission to accompany the class. Only one permission slip is required at the beginning of the 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.

Parent chaperones who accompany classrooms may not bring siblings of students on field trips. Chaperones are essential to the safe supervision of students on field trips and siblings can distract their attention from the assigned group. Chaperones are also asked not to make cell phone calls during the field trip.

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 am **on the second day** of absence so that the books can be gathered and assignments written down in time for pick-up at 3:30 pm. 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.

LOST AND FOUND

The lost and found box is kept in the multipurpose room. If something (clothing, book bag, lunch box, etc.) is lost, students and parents should check this area. Items will be removed on a quarterly basis and donated.

LUNCH AND CAFETERIA SERVICES

Homestead has breakfast and hot lunch available for children to purchase. Parents/Guardians may go to www.mealpayplus.com, call 1-866-339-2453, or make checks payable to Oswego School District in order to purchase student meals in advance.

Free or reduced price lunches will be available for families who qualify. Application forms will be distributed on the first day of school. Please call the school for further information.

Students who forget their lunch money may borrow from the cafeteria. The money should be repaid the next day. Students may only borrow for three (3) consecutive days.

We ask that parents do NOT bring in restaurant food for any reason, including birthdays or forgotten lunches. Homestead 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.

Children may be signed out at lunchtime for the full forty minutes. Children will not be allowed to leave the school grounds at lunch 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 allow the school to fulfill its responsibility of supervising the children properly.

OUTSIDE RECESS

We will have recess outside during the school year as weather permits. Since students do need fresh air and exercise, **please have your child dress appropriately for outside recess every day.** Students will be allowed to play in the snow at recess if they are wearing the proper clothing as indicated below:

- Kindergarten, First and Second grade students must have snow pants and snow boots to play in the snow off of the blacktop area.
- Third, Fourth, and Fifth grade students must have snow boots to play in the snow. They must have another pair of shoes to change into after recess. These students may also bring snow pants. If they do not and then choose to play in the snow, they must be aware they may have wet shoes and/or pants for the rest of the school day.

Recess will be held inside only on bad weather days and when the temperature or wind chill is below 10 degrees Fahrenheit, or when the playground is icy or has puddles of water.

If your child needs to stay inside for recess in the winter due to a chronic health condition, please have your doctor write a note to the nurse indicating a specific temperature limit. As always, parents are welcome to write a note to have their child stay in for recess, but not for longer than 3 days without a doctor's order.

REQUEST TO REMAIN INDOORS

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. In these cases Parents/Guardians are asked to send a note with their child requesting that the student be kept indoors for a limit of three (3) consecutive days.

Students who need to be excused from 1) physical education or 2) 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 injuries involving stitches, a 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 other programs involving physical activities until released to return to physical education class by the doctor.

SNACKS

A morning snack break is provided for students in order that they may keep their brains functioning at an optimum level until lunch time. Snacks brought from home should be healthy in nature, and should not consist of "junk food" or "empty calories" (i.e. potato chips, candy, cookies). Snacks should be nutritious and consist of fruits, vegetables, dairy or whole grains. However, please keep in mind any food allergies that may be present in your child's classroom when sending a snack with your child. Examples of "healthy" snacks that are easy to eat in the classroom are: grapes, apples, applesauce, fruit cups, sliced and prepared melon, bananas, oranges, berries, raisins, carrots, celery, yogurt, yogurt drinks, cheese, whole grain crackers such as Triscuits or Wheat Thins. For more information on healthy snacks, an extensive list of examples of healthy snacks, as well as a cost analysis, please see the Center for Science in the Public Interest web page at http://www.cspinet.org/new/pdf/school_snacks.pdf

HOLIDAY PARTIES

Every school year the students will have the opportunity to take part in room parties. These parties will be held during the regular school day and will be in observance of special times of the year. Room Parents/Guardians, with input from the classroom teacher, plan, prepare, and help at the parties. ***Siblings may not accompany Parents/Guardians to the room parties.***

Up to four (4) room Parents/Guardians may attend each party. These volunteers will be organized through the Head Room Parent/Guardian who will then let the office know which Parents/Guardians will be chaperoning the class party. These designated volunteers will be able to begin signing in with the office 20 minutes prior to the start of the party.

Parties for the 2011-2012 school year will be held on the following dates:

October 31st - Halloween Parade (in costume) @ 2:00pm
Room parties @ 2:30pm
AM Kindergarten parade @ 9:55am
AM Kindergarten parties @ 10:15am

December 16th - Winter Party @ 2:30
AM Kindergarten parties @ 10:15am

February 14th - Valentine's Day Party @ 2:30
AM Kindergarten parties @ 10:15am

REPORT CARD POLICY

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 the second and fourth quarters, a written report will be sent to each child's home. Parents are encouraged to request additional conferences whenever circumstances indicate the need. Non-custodial parents who wish to receive report cards must provide self-addressed, stamped envelopes for this process.

VISITOR'S POLICY

In order to provide a secure environment for students these policies have been developed:

- All doors except the doors at the main entrance are locked.
- All visitors must go to the office to sign in upon arrival and sign out when leaving.
- Visitors are asked to wear a visitor badge during their visit.

All parents are encouraged to visit the school. However, visitations **must be prearranged** with the teacher(s) in order to minimize interruptions to learning time. Visitations are discouraged during the beginning and final weeks of the year and during testing sessions. It is suggested that visits be limited to a 30-45 minute period. Younger children may not accompany visitors. A visitation does not necessarily infer a 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 room parties, field trips, or Field Day with their parent.

VOLUNTEERS

Volunteers are an essential component of Homestead School. Teachers actively seek adults to help in the classroom. Through the Homestead PTA there are many programs and activities for parents/guardians who wish to contribute to the school. Anyone volunteering at school on a regular basis may be asked to be fingerprinted. If you are not available during the school day there may be several opportunities for "at home" projects or evening activities needing parent involvement.

Volunteers can be used to assist in classroom activities. **Non-school age siblings or other students cannot be brought into the classroom while volunteering.**



SCHOOL RULES

Classroom rules and consequences are developed collaboratively each fall by students and their teachers. The students of Homestead are expected to follow the rules posted in each classroom.

BICYCLES

Students' bicycles must be locked up at the bike rack since supervision is not available. The bicycle rack is located behind the school gym near the playground. These rules must be followed:

1. Students riding bicycles must dismount at the beginning of school property and walk their bicycles.
2. Bicycle riding is only allowed **off** of school property.
3. General safety rules must be obeyed.
4. Wearing a helmet is highly recommended.

DRESS CODE

As defined in *Oswego #308 Student Rights and Responsibilities Code* publication the following dress code applies to all District #308 students:

Not To Be Worn During the School Day

- Hats
- Headwear
- Lined coats
- Headbands
- Bandanas
- Handkerchiefs
- Gloves
- Sunglasses
- Tight-fitting clothing
- Halter, midriff, spaghetti strap tops
- Shredded clothing
- Inappropriate footwear

Clothing May Not Contain

- Pictures or slogans that are obscene, profane, lewd, or vulgar
- Advertisements for drugs, tobacco, or alcoholic products
- Symbols of gang or gang activity

Students must wear clothing that covers their complete shoulder to mid-thigh area.

Elementary Consequences

- 1st Offense – Conference with administrator, change to proper attire, and parent contact.
- Repeated Offenses – Left to discretion of administrator and may include, but is not limited to, in-school intervention or suspension.

LEAVING THE SCHOOL GROUNDS

Students are not permitted to leave the school grounds during the day **for any reason** without first receiving permission from the office.

PETS AT SCHOOL

For the safety and health of the students, children **may not** bring their pets to school. Animals may 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 react in the only way they know how which can result in a painful nip or bite. Please do not bring pets on school grounds when walking your child to school or meeting them after school. Allergies are also a consideration in this policy.

PLAYGROUND GUIDELINES

Safety of the children is the prime consideration when they are playing on the playground. We ask parents to remind their children of the following playground guidelines:

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 off the school 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, sitting position only.
 - b. Students may not walk up the slide from the bottom.
 - c. Students may not run between or under swings. Swing in forward/backward motion only; no winding or swinging sideways; stop swinging before getting off.
 - d. Pulling or pushing another student on any playground equipment is not allowed.
 - e. High and low bars-hanging by legs and dropping is not allowed.
 - f. Students may not sit on top of the monkey bars/cat walk.
3. Ball-type games are to be played in the 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.
9. No throwing of sand, snow, stones, or mulch.
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

Students are asked not to bring candy, greeting cards or any other item to school to sell. We do not want to discourage you from fundraising, but we ask that you do not sell things at school.

SCHOOL BUS RULES

Students who ride school buses have an additional set of rules they must obey for the safety of all boys and girls who also ride. Your bus driver will outline for you what you can and cannot do while a passenger on a school bus. All students will, of course, remain seated while riding and be considerate of others.

SNOWBALLS

Students are not permitted to throw snow and ice while on school grounds and/or at school bus stops.

STUDENT DISCIPLINE/BEHAVIOR

Please refer to *Oswego District #308 Student Rights and Responsibilities Code* publication for information regarding specific discipline problems.

STUDENT PROPERTY

Students will show respect for other students' property, school property, and our neighbor's property. All students' property should be labeled with their names.

Students may not bring valuable items to school, including, but not limited to, radios, recorders, I-pods, jewelry, hand-held video games (Gameboys), sports or other collector cards, skateboards, roller blades, scooters, sneakers with retractable roller skates and hard balls or bats, etc. If a student requires a cell phone at school, a Parent/Guardian must send written permission to the school office. Cell phones must remain in student's backpacks and in the silenced mode. Homestead **IS NOT** responsible for them. Any items creating a distraction or interruption to the learning process will be confiscated.



SPECIAL PROGRAMS

ACADEMICALLY TALENTED PROGRAM (A.T.)

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. Academically talented students in 2nd through 5th grades are provided with opportunities for differentiated extensions of the general classroom curriculum in their identified academic areas of reading and/or math through enrichment, acceleration, or differentiation of the curriculum. A.T. students are cluster grouped in their general classrooms, which are heterogeneous curriculum settings.

The Academically Talented Program identification process screens and identifies students based on standardized achievement, cognitive ability testing, and teacher observation. A program identification matrix determines final participation. Parents/Guardians and students are notified of program participation. For further information regarding minimum requirements and identification time lines, please visit the District 308 AT program website.



ART

Homestead'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 formal art elements and principles in connection with art history, criticism, aesthetics, and production. In the spring, Fine Arts Night is celebrated by displaying students' achievements.

CHARACTER COUNTS

Homestead 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. See the calendar of special events in this handbook for the pillars assigned to each month.

LEARNING CENTER

Our Learning Center functions as a library with a research area and as a classroom. Most of the books and magazines may be checked out of the Learning Center to be enjoyed at home and at reading times during school days. Books and magazines are checked out for 1 week but 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/Guardians are allowed to check out books with the approval of the Learning Center Director. First through fifth grade teachers send their students as individuals and groups throughout the school year. Kindergarten students are brought to the Learning Center to check out books by their classroom teacher. Activities are planned by the teachers and Learning Center Director to follow the grade level curriculum. The Learning Center also helps with coordinating equipment and meeting the needs of the staff.

LEARNING DISABILITIES PROGRAM (L.D.)

The Learning Disabilities staff at Homestead provides individualized instruction in reading, language arts, and mathematics for students with specific learning disabilities. Students 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.



The District music teachers strive to 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 students attend music class for 30 minutes, 2 times a week. They have active musical experiences of both an individual and a shared nature throughout the year.



PHYSICAL EDUCATION PROGRAM (P.E.)

The primary goal of the physical education program is to provide a variety of lifetime activities and fitness related activities that will affect all students at Homestead. Our core curriculum of activities includes soccer, tumbling, volleyball, basketball, rollerblading, softball and hockey. 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 and 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 white non-marking soles. Students will have a 30 minute P.E. class three (3) times a week or a 45 minute P.E. class two (2) times a week.

RAINBOWS

School social workers coordinate the Rainbows program. It is available free to all students, K-5th grades. Rainbows, a peer support program offered at Homestead, serves families who have suffered a loss due to death, separation, or divorce. Rainbows is also helpful for students who are adjusting to a family change such as remarriage. All students receive a letter describing the program prior to the beginning of the program.

READING SERVICES

Reading and Reading Recovery are programs which attempt to identify those students who are not achieving the reading skill level of their class as designated by state performance standards and the School Improvement Plan.

All kindergarten students will be screened to assess their reading readiness skills. The reading specialists screen all first grade students, some students new to the district, students who have previously received reading services, and students in need of screening as requested by the classroom teacher.

Students in need of reading support meet individually or in small groups with trained teachers and assistants. Parents/Guardians will be informed if their student is placed in a specialized reading program. If students are placed on a waiting list, Parents/Guardians will be notified upon intake into the program.

SOCIAL WORK SERVICES

We at Homestead are interested in all aspects of your student's development. In that light, the Social Work program attempts to meet the needs of the students whose social or emotional problems 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 student's needs through the Pupil Personnel Services Team, classroom groups, Parent/Guardian and teacher consultation, and crisis intervention services. Please feel free to contact your child's teacher, the social worker, or the principal if you have concerns about your child's social or emotional adjustment to school.

SPEECH AND LANGUAGE SCREENING

The speech/language staff of District # 308 attempts to identify those students who are not developing communication skills adequately. Screenings will take place on a referral basis. Each school year, the District #308 speech-language pathologists will in-service 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 student to the school's speech-language pathologist for a speech/language screening.

During a speech-language screening, the speech-language pathologists pay 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 of Appropriate Language Skills
5. Ability to Use The Speech Mechanisms (tongue, teeth, lips, etc.)

Good speaking, listening, and thinking skills are important for academic success. 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 be individual, small group, or within the regular classroom.
- COLLABORATES with Parents/Guardians, caregivers, teachers, and other professionals in understanding and meeting a student's speech, language, and academic needs.

HEALTH INFORMATION

SCHOOL NURSE

A full-time nurse is assigned to each school for the safety of the students. The nurse will administer first aid to all children as needed. This does not, however, include giving medication for symptoms which develop during the day.

The school will provide immediate care for children as they become ill or injured at school. Parents will be notified and asked to take students home if the nurse is unable to meet the needs of the student at school. Should this occur, we appreciate your cooperation by picking up your student within a reasonable time. We do not want sick children to stay at school or healthy children to be exposed to students who are contagious.

MEDICATIONS

(Approved by the Oswego Board of Education)

A School District 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 either a long term or short-term, please call the school nurse.)* An authorization form is necessary for both prescription and nonprescription (over-the-counter) medications. This includes Tylenol, Advil, cough medicine, cold medicine, cough drops, throat lozenges, etc. Forms can be downloaded from the districts website at www.oswego308.org.

Prescription medications are to 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.

All medications shall be stored in an appropriate locked cabinet.

All medication is to be transported to or from school by a parent or adult. No student is to transport or have medication in his/her possession.

Short-Term antibiotics are often prescribed to be given 3 times a day. Please check with your physician, as often, he/she wants these doses to be spread out over the longest time period possible while the student is awake. These medications can be given in the morning before school, after school, and at nighttime. Often giving an antibiotic at noon makes the doses too close together.

The school nurse is not allowed to diagnose conditions or to dispense medication-**except In Full Compliance With The Medication Policy Of District #308**. There will be no exceptions to this policy.

Parents/Guardians are responsible for picking up extra medications at the end of the treatment and/or the school year. Medicine left behind at the end of the school year will be discarded.

PHYSICAL EXAMINATION AND IMMUNIZATIONS

Physical examinations as prescribed by the 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 the first grade, and upon entrance into the sixth and ninth grades and, irrespective of grade, immediately prior to or upon entrance into any public school if that pupil has not previously been examined in accordance with Section 27-8 of the School Code. Additional health examinations of pupils may be required 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 Department of Public Health and the State Board of Education. Pupils failing to meet the required mandate shall be excluded from the attendance centers in the Oswego schools. Pupils transferring into the Oswego Schools will have 30 calendar days from their entrance date to comply with physical examination and immunization requirements.

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

Dental Examination:

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.

Vision Examination:

Public Act 95-671, effective January 1, 2008, requires that all children in kindergarten in a public, private or parochial school and any student enrolling for the first time in a public, private or parochial school shall have an eye examination. Each such child is to present proof of having been examined by a physician licensed to practice medicine in all its branches or a licensed optometrist within the previous year before October 15th of the school year.

PROCEDURE FOR INJURED STUDENT

If a child has a cast, brace, crutches, walker, or stitches (even one stitch), he/she will be out of PE/recess until the school receives a physician's release for the child to resume normal activities. This student CANNOT be in the gym or on the playground. This is to protect the student from accidental re-injury while in the gym or on the playground. They are to go to the LRC at these times. A doctor must write a note for a student to use crutches or a walker in school. The doctor must also state when the student can return to PE/recess or write "until further notice" on the excuse. A Parent/Guardian request for a student to be excused from PE for health reasons is valid for only 3 days. After that time limit the Parent/Guardian will need to bring in a signed, written request from a doctor.

SCREENINGS

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. Screening 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's 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(ren) is 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.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

HOMWORK POLICY

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/Guardians 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 are 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 that 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.

RESPONSIBILITIES (K-12)

- A. Administrator will:
 - 1. Provide support and clarification for concerns of teachers, Parents/Guardians 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 will:
 - 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 will:
 - 1. Know exactly the homework assignment, its due date, and penalties for late/incomplete work.
 - 2. Have the necessary materials to complete the homework assignments.
 - 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/Guardian will:
 - 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.

IV. 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/Guardians 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/Guardians to use with their students at home.
2. First Grade – Homework is not assigned on a regular basis. A list of activities will be available for Parents/Guardians to use with their students at home.
3. Second Grade – When homework is assigned, students should spend 20-30 minutes per week. (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 minutes to one and one-half hours per week. This represents a progressive increase of time during school year.
5. Fourth Grade – Students should spend two to two and one-half hours per week on homework.
6. Fifth Grade – Students should spend three to four hours per week on homework.

A. Junior High:

Sixth Grade through Eighth Grade – Homework is both necessary and expected on a near regular basis. Students should spend approximately five hours per week on homework.

A. High School:

Ninth Grade through Twelfth Grade – Homework may be regularly expected in all classes. More specific information for each class will be provided in the Course Description Book and in each course syllabus.

V. LATE/INCOMPLETE HOMEWORK (K-12)

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.

Students who chronically turn in late or incomplete assignments will be dealt with as a discipline problem. The teacher will give reduced credit for the assignments based upon the stated classroom policy.

VI. MAKE-UP ASSIGNMENT (K-12)

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 their absence plus one to complete their work for credit.

Parents/Guardians shall notify the school prior to a family trip and may request homework assignments. Parents/Guardians may call the school and request homework assignments during a student illness – homework requests will be honored only after a student has missed two consecutive days of school. Requests may be left on the attendance line when the student is called in absent for the third day.

In all cases, if homework has not been requested and received, students in grades 6-12 are responsible for obtaining the assignments upon their return to school. In the elementary grades, teachers will provide students with the assignments upon their return to school.

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 student 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).*

