

# Churchill Elementary School

## Parent Handbook

### 2009-2010



630-636-3800—Main Phone Number

630-636-3801—Attendance Line

630-636-2999—Transportation

630-636-3891—Fax

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

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August, 2009

Dear Parents and Guardians,

Welcome to Churchill Elementary School for the 2009-2010 school year. We are very excited to continue to build on the foundation of successful learning that we have established thus far. We look forward to another fantastic year as we work together to provide the finest educational opportunities for our children.

This handbook explains our policies and procedures and will answer many of your questions. Please take a few moments to read and review it. If you have any questions regarding any information in the Student/Parent Handbook, please contact us.

The Churchill staff is very excited to offer many new learning experiences for our children this school year. It is our hope that by working together with families and the community we will help our students and ourselves grow academically, emotionally, and socially.

Sincerely,

*Christine Nelson*

Principal

*Tammie Harmon*

Assistant Principal

**Oswego Community School District #308  
Oswego, Illinois**

**Administration**

Dr. Dan O'Donnell                      Superintendent of Schools  
Mr. Todd Colvin                      Associate Superintendent for Administrative Services  
Dr. Marsha Hollis-Golden      Assistant Superintendent for Teaching and Learning

**School Board**

Ms. Lynn Cullick, President  
Mr. Michael Scaramuzzi, Vice President  
Ms. Andrea Schweda, Secretary  
Mr. David Behrens  
Mr. Steve Wolf  
Mr. John Graff  
Ms. Laurie Pasteris

<b>Churchill Elementary School</b>	<b>630-636-3800</b>
<b>Churchill Fax</b>	<b>630-636-3891</b>
<b>Administration Office</b>	<b>630-636-3080</b>
<b>Transportation</b>	<b>636-636-2999</b>
<b>District Web Site</b>	<b><a href="http://www.oswego308.org">www.oswego308.org</a></b>

**Oswego School District #308 Schools**

## **District Administration Center**

4175 Route 71  
Oswego, IL 60543  
630.636.3080

Superintendent: Dr. Dan O'Donnell

## **High Schools**

### **Oswego High School**

4250 Route 71  
Oswego, IL 60543  
630.636.2000

Principal : Mike Wayne

### **Oswego East High School**

1525 Harvey Road  
Oswego, IL 60543  
630.636.2200

Principal: Jeff Craig

## **Junior High Schools**

### **Bednarcik Jr. High School**

3025 Heggs Road  
Aurora, IL 60503  
630.636.2500

Principal: Pam Jensen

### **Traughber Jr. High School**

570 Colchester  
Oswego, IL 60543  
630.636.2700

Principal: Ralph Kober

### **Plank Jr. High School**

510 Secretariat Lane  
Oswego, IL 60543  
630.551.9400

Principal: Bryan Buck

### **Thompson Jr. High School**

440 Boulder Hill Pass  
Oswego, IL 60543  
630.636.2600

Principal: Tracy Murphy

## **Elementary Schools**

### **Boulder Hill Elementary**

163 Boulder Hill Pass  
Montgomery, IL 60538  
630.636.2900

Principal : Jeff Schafermeyer

### **Churchill Elementary**

520 Secretariat Lane  
Oswego, IL 60543  
630.636.3800

Principal : Christine Nelson

### **Hunt Club Elementary**

4001 Hunt Club Dr.  
Oswego, IL 60543  
630.636.2800

Principal Jeremy Ricken

### **Fox Chase Elementary**

260 Fox Chase Dr.  
N. Oswego, IL 60543  
630.636.3000

Principal Susan Tiedt

### **Homestead Elementary**

2830 Hillsboro Blvd.  
Aurora, IL 60503  
630.636.3100

Principal: Patti Decker

### **Grande Park Elementary**

26933 Grande Park Blvd  
Plainfield, IL 60585  
630.551.9700

Principal: Beth Wulff

**Long Beach Elementary**

67 Long Beach Road  
Montgomery, IL 60538  
630.636.3300

Principal : Kevin Lipke

**Prairie Point Elementary**

3650 Grove Road  
Oswego, IL 60543  
630.636.3600

Principal: Heidi Podjasek

**The Wheatlands Elementary**

2290 Barrington Drive West  
Aurora, IL 60503  
630.636.3500

Principal : Janet DeMont

**Lakewood Creek Elementary**

2301 Lakewood Creek Dr.  
Montgomery, IL 60538  
630.636.3200

Principal: David Brusak

**Old Post Elementary**

100 Old Post Road  
Oswego, IL 60543  
630.636.3400

Principal: Jodi Ancel

**Southbury Elementary**

820 Preston Ln  
Oswego, IL 60543  
630.551.9800

Principal: Philip Chapman

**Open August 2008**

**Wolf's Crossing Elementary**

3015 Heggs Road  
Aurora, IL 60503  
630.636.3700

Principal: Allison Sulkson

**Early Learning Center**

**Brokaw Early Learning Center**

1000 Fifth Street  
Oswego, IL 60543  
630.551.9600

Principal: Joanne Hedemann

# CHURCHILL ELEMENTARY SCHOOL

## Calendar of Events

### 2009-2010

#### AUGUST

- |    |  |                             |
|----|--|-----------------------------|
| 20 | Class Lists Posted after                               | 4:00 pm                     |
| 24 | Preview Night  | 5:00 - 7:00 pm              |
| 26 | First Day of Student Attendance for Grades 1 through 5 | Full day: 8:40 am – 3:30 pm |
|    | Culver's Night   |                             |
| 27 | Kindergarten Roundup                                   |                             |
|    | AM Kindergarten 9:30 am – 11:30 am                     |                             |
|    | PM Kindergarten 1:00 pm – 3:00 pm                      |                             |
| 28 | First Day of Kindergarten                              |                             |
|    | AM 8:40 am – 11:15am                                   |                             |
|    | PM 12:55 pm – 3:30 pm                                  |                             |
| 31 | Home & School Meeting                                  | 7:00 pm                     |

#### SEPTEMBER

- |    |  |   |
|----|--|---|
| 7  | <b>No School - Labor Day</b>                             |   |
| 10 | <b>Early Dismissal @ 1:40 pm - 5 Hour Attendance Day</b> |   |
|    | AM Kindergarten 8:40 am -10:40 am                        |   |
|    | PM Kindergarten 11:40 am - 1:40 pm                       |   |
| 14 | MAP Testing begins, Grades 2, 3, 4, 5                    |   |
| 18 | Fall Fundraiser Kick-Off Assembly                        | 2:30 pm   |
| 21 | Market Day Pick Up                                       | 6:30 – 7:30 pm                                  |
| 22 | Fall Pictures  |   |
| 23 | Culver's Night   |   |
| 24 | Curriculum Night   | 6:30 - 8:30 pm                                  |
| 29 | Character Counts Assembly                                | 2:30 pm (1 <sup>st</sup> grade parents invited) |

#### OCTOBER

- |    |   |   |
|----|---|---|
| 6  | School Improvement Day  | <b>11:55 am Dismissal - No Kindergarten</b> |
| 12 | <b>No School - Columbus Day</b>   |   |
| 19 | Market Day Pick-Up  | 6:30 – 7:30 pm                              |
| 27 | Picture Re-takes  |   |
| 28 | Culver's Night  |   |
| 29 | End of 1 <sup>st</sup> Quarter  |   |
|    | Character Counts Assembly   | 9:00 am (K-PM parents invited)              |
|    | Halloween Parties   |   |
|    | AM Kindergarten: Parade 9:55 am - Party 10:15 am                              |   |
|    | PM Kindergarten through 5 <sup>th</sup> Grade: Parade 2:00 pm - Party 2:30 pm |   |
| 30 | <b>Institute Day - No Student Attendance</b>                                  |   |
|    | Family Fun Night  | 6:30 pm                                     |

## NOVEMBER

- 1 Daylight Savings ends - Turn clocks back one hour!  
2 Home & School Meeting 7:00 pm  
6 Report Cards Go Home  
11 5th Grade Musical 7:00 pm  
16-30 Book Fair  
16 Market Day Pick-Up 6:30 - 7:30 pm  
23 & 24 Parent/Teacher Conferences  
**Early Dismissal @ 1:40 pm - 5 Hour Attendance Day**  
AM Kindergarten 8:40 am -10:40 am  
PM Kindergarten 11:40 am - 1:40 pm  
25 Parent /Teacher Conferences - **No Student Attendance**  
26 **No School** - Happy Thanksgiving!  
27 **No School**

## DECEMBER

- 10 **Early Dismissal @ 1:40 pm - 5 Hour Attendance Day**  
AM Kindergarten 8:40 am -10:40 am  
PM Kindergarten 11:40 am - 1:40 pm  
11 Holiday Shoppe 6:00 – 8:00 pm  
12 Holiday Shoppe 9:00 am – 1:00 pm  
14 Market Day Pick-up 6:30 - 7:30 pm  
18 Character Counts Assembly 9:00 am  
(1<sup>st</sup> grade parents invited)  
Holiday Parties  
AM Kindergarten - 10:15 am  
PM Kindergarten through 5<sup>th</sup> Grade - 2:30 pm  
**Dec. 21 - Jan. 1 No School - Winter Break**

## JANUARY

- 4 Classes Resume  
Home & School Meeting 7:00 pm  
8 Family Fun Night 6:30 pm  
15 School Improvement Day **11:55 am Dismissal -  
No Kindergarten**  
End of 2<sup>nd</sup> Quarter  
18 No School - Martin Luther King's Birthday  
19 Institute Day - **No Student Attendance**  
22 Report Cards Go Home  
25 Market Day Pick-up 6:30 pm - 7:30 pm  
27 Culver's Night  
29 Character Counts Assembly 2:30 pm (2<sup>nd</sup> Grade Parents  
invited)

## FEBRUARY

3	Blizzard Bowl	6:00 pm
11	<b>School Improvement Day</b>	<b>11:55 am Dismissal- No Kindergarten</b>
12	Valentine Parties AM Kindergarten - 10:15 am PM Kindergarten through 5 <sup>th</sup> Grade 2:30 pm	
15	<b>No School</b> - President's Day	
22	Market Day Pick-up	6:30 pm - 7:30 pm
24	Culver's Night Character Counts Assembly	9:00 am (3 <sup>rd</sup> Grade Parents invited)

## MARCH

1-12	ISAT Testing (3rd - 5th Grade)	
1	Home and School Meeting	7:00 pm
6	Fun Fair	11:00 am - 3:00 pm
11	<b>Early Dismissal @ 1:40 pm - 5 Hour Attendance Day</b> AM Kindergarten PM Kindergarten	8:40 am -10:40 am 11:40 am - 1:40 pm
16	Spring Book Fair begins	
19	Character Counts Assembly	9:00 am (4 <sup>th</sup> grade Parents invited)
	End of 3 <sup>rd</sup> Quarter	
22-26	<b>No School - Spring Break</b>	
29	Classes Resume	
31	Parent/Teacher Conferences <b>Early Dismissal @ 1:40 pm - 5 Hour Attendance Day</b> AM Kindergarten PM Kindergarten	8:40 am -10:40 am 11:40 am - 1:40 pm

## APRIL

1	Parent/Teacher Conferences <b>Early Dismissal @ 1:40 pm - 5 Hour Attendance Day</b> AM Kindergarten PM Kindergarten	8:40 am -10:40 am 11:40 am - 1:40 pm
2	<b>No School</b>	
5	Grandparents Day MAP testing begins for Grades 2,3,4,5	
6	Spring Pictures	
21	Culver's Night	
23	Family Fun Night	6:30 pm
26	Market Day Pick-up	6:30 - 7:30 pm
27	Character Counts Assembly	9:00 am (5 <sup>th</sup> grade parents invited)
	<b>School Improvement Day</b>	<b>11:55 am Dismissal - No Kindergarten</b>

## MAY

- 3 - 9 Teacher Appreciation Week  
3 Home and School Meeting 7:00 pm  
5 Cultural Arts Night/3<sup>rd</sup> Grade Musical 6:30 pm  
13 **Early Dismissal @ 1:40 pm - 5 Hour Attendance Day**  
AM Kindergarten 8:40 am - 10:40 am  
PM Kindergarten 11:40 am - 1:40 pm  
26 **Character Counts Assembly 2:30 pm**  
Culver's Night  
27 5<sup>th</sup> Grade BBQ 1:30 pm  
28 Field Day  
31 Memorial Day - **No School**

## JUNE

- 1 Kindergarten Tea - Last Day of Kindergarten  
AM 10:30 - 11:15 am  
PM 2:30 - 3:15 pm  
2 **Last Day of School - 11:55 am Dismissal**  
Awards Assembly

## CHURCHILL STAFF & ROOM ASSIGNMENTS

**Principal:** Mrs. Christine Nelson  
**Assistant Principal:** Mrs. Tammie Harmon  
**Main Office:** Mrs. Cindy Effron  
Mrs. Maureen Bergan

<u>Grade</u>	<u>Name</u>	<u>Room</u>	<u>Phone Extension</u>
Kindergarten	Mrs. Kerry Anne Engdahl	119	3822
	Mrs. Tina Williams	125	3821
	Mrs. Mary Murphy	145	3820
First	Mrs. Carrie Foster	143	3875
	Mrs. Jillian Huddlestun	128	3823
	Mrs. Pam Klick	136	3840
	Ms. Jen Provost	137	3838
	Mr. Jarod Struck	139	3863
	Mrs. Amanda Wielert	130	3839
Second	Mrs. Mary Aylward	110	3827
	Ms. Christine Gamlin	115	3864
	Mrs. Kara Gates	116	3826
	Ms. Anne Krumwiede	109	3828
	Mrs. Kerra McCoskey	106	3844
Third	Mr. Brett Baresel	216	3865
	Mrs. Julie Devine	209	3834
	Mrs. Kristin Clark	206	3825
	Mrs. Amy Kelly	215	3836
	Ms. Megan Seifrid	210	3837
Fourth	Mrs. Dana Barnett	219	3845
	Mrs. Donna Bornemann	228	3854
	Mrs. Claire Parlier	225	3847
	Mrs. Kim Von Kaenel	220	3843
Fifth	Mrs. Kelly Fleagle	236	3855
	Ms. Janice Lander	237	3832
	Mr. Ken McCafferty	230	3831
	Mrs. Joy Varney	239	3856
ISP	Mrs. Marquita Popidinski	200	3829
	Mrs. Lisa Frederick		
	Ms. Laurie Chally		
	Ms. Nicole LaPorta		
	Ms. Laurie Middendorf		
	Mrs. Kelly Henrichs	144	3841
	Ms. Carolyn Kellogg		
	Ms. Chandra Godinez		
	Ms. Marie Paul		
	Ms. Valerie Smick		
	Ms. Gayle Faber		
	Ms. Tisha Sonne		
Ms. Catherine Tonyan			

<u>Grade</u>	<u>Name</u>	<u>Room</u>	<u>Phone Extension</u>
Aramark	Ms. Kate Paul, Manager Ms. Angie Castillo Teresa Butkus Denise Poull	Cafe	3806
Art	Ms. Tricia Mucklow	112	3866
AT	Mrs. Leslie Anderson	200	3833
Building Engineer	Mr. Jim Luttrell Mr. Fred Brown Ms. Cristina Juarez Ms. Emma Ramirez	147	3807
Diagnostic	Mrs. Amy McIlvaine Ms. Sharon Humbert Ms. Katie Gryder Ms. Barb Miller	146	3870
Intervention Manager	Ms. Susan Leef		3872
Kids Connection		Gym	551-0770
LD	Mrs. Alison Fischer Mrs. Sharon Pagoria	223 221	3846 3824
LRC	Mrs. Patricia Lofthouse	243	3803
Music	Mrs. Julie Van Camp	104	3851
Nurse	Mrs. Kim James	101	3802
PE	Mr. Brian Rider Mr. Tim Carstensen	102 102	3848 3857
Social Worker	Mrs. Melissa Larson Ms. Diane Gardner	118	3805
Psychologist	Ms. Katie Rytkenon	126	3804
Reading	Mrs. Kelly Schultz Mrs. Kristen Walsh	202 241	3850 3873
Speech	Ms. Angela Adams Ms. Molly Larson	142	3813
Teacher Assistants	Mrs. Heather Niessner Mrs. Brenda Hillesland Mrs. Pam Werling Mrs. Sonja Staelgrave Mrs. Zeljka Rajcevic Mrs. Laura Huddleston Mrs. Susan Roche Mrs. Amy Tomney Mrs. Jeanne Frantik		

## **2009-2010 Churchill Home and School Executive Board**

### **President**

Mary Fern  
630-551-2426  
mary.fern@comcast.net

### **First Vice President**

Lisa Crispi  
630-551-7771  
stampinlane1@sbcglobal.net

### **Second Vice President**

Kaytie Behnke  
630-554-3144  
kaytiebehnke@sbcglobal.net

### **Recording Secretary**

Christine Pietrowiak  
630-554-5483  
cepietrowiak@sbcglobal.net

### **Corresponding Secretary**

Michele Layman  
630-768-3419  
mlayman5@sbcglobal.net

### **Treasurer**

Cathy Clarke  
630-636-9120  
caccm@att.net

## **Attendance Policy**

**If a student will be absent from school, Parents/Guardians must report the absence on the Churchill Attendance Line: 630-636-3801.** Please leave the name of your child(ren), the teacher's name(s), and reason for the absence. The attendance line is accessible 24 hours a day for your convenience. If no call has been received by 10:00 a.m., the school will call the Parents/Guardians at home or at work.

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

**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 this handbook, or available from the office. Any request for an absence of four (4) or more consecutive days will result in a letter from the school stressing the importance of regular attendance.

The Parent/Guardian of any child with ten (10) or more absences, illness and/or vacation, will automatically receive a letter from the school indicating the number of absences the child has accumulated. Any child who accumulates 18 or more absences 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.

## **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](http://www.oswego308.org). **PLEASE DO NOT CALL THE SCHOOL.**

## **Homework Requests**

Homework requests will be honored at the beginning of the **second** day of a student's absence. Requests may be left on the attendance line (630-636-3801) on the **second** day of a student's absence, or a Parent/Guardian may call the office prior to 10:00 a.m. to request homework for that day. It is not necessary to send a note with your child for the office when he/she returns. If there are special circumstances regarding your child's absence, such as a death in the family, then it may be helpful to send a note to the classroom teacher regarding your child's absence.

## **Student Arrivals**

Students may arrive at Churchill between 8:25 am and 8:35 am. School begins promptly at 8:40 am. **Students may not be on school property prior to 8:25 am due to the lack of adult supervision.**

### **Parent/Guardian Drop Off**

Students transported by car are to be dropped off at the front of the building, at the curb in the student drop off area. **DO NOT DROP CHILDREN OFF IN THE CROSSWALKS OR PARKING LOT.** Students are to enter the school through Door #2. Students may not be dropped off or picked up by car at any time in the bus area located in the back of the building.

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

**Please see page 37 for more detailed information.**

### **Bus Drop Off**

Buses will unload students on the east side of the building. Upon entering the building, students will be directed to the appropriate indoor line-up area.

If your child misses the bus, please do the following:

- First, call Transportation at 636-2999 to see if the bus has already passed your stop or is running late.
- Second, call Churchill Elementary at 636-3800 and let the office know the status of your child's arrival. If the bus has already passed your stop, it will be necessary for the Parent/Guardian to provide transportation for the student to school. It is also necessary for the adult to accompany the student into the office and sign him/her in if it is after 8:40 am.

### **Student Departures**

#### **Parent/Guardian Pick Up**

During dismissal time, cars will line up at the curb in single file. Adults will be directing traffic. Please do not get out of your car or have your child enter your vehicle on the driver's side. Follow the directions of the staff assigned to Parent Pick Up. If you park in the lot and wish to wait for your child, please do so at Door # 12. This will limit congestion at the main entrance. Parents and guardians who park in the lot **must** escort their child/ren back to their car.

### **Bus Riders**

Students who ride the bus will be dismissed by their teachers and depart through Door #4. Students are expected to ride the bus they have been assigned to by Transportation.

### **Change in Transportation**

Please notify the office no later than 2:30 pm each time there will be a change in your child's means of transportation. If you are sending a note, please include your child's first and last name, the child's teacher, and the name of who will be picking up your child. Change of Transportation forms are available in the office. If we do not have a note, your child will be instructed to take his/her usual method of transportation home.

Morning kindergarten Parents/Guardians should have a note in the office prior to 10:15 am. Afternoon kindergarten Parents/Guardians should have a note in the office prior to 2:30 pm.

## **School Rules**

### **Student Dress Code**

Hats, headwear, heavy or lined coats (winter coats), headbands, bandanas, handkerchiefs, gloves, and sunglasses are not to be worn indoors during the school day. Coloring or streaking hair with hair color gels or sprays is strongly discouraged. Any clothing or hair color that is disruptive to the educational setting is prohibited. The child will be sent to the principal's office and parents will be notified. **Please do not send your child to school wearing flip flops.** They are not safe to wear in school. In addition, all students must wear clothing covering their complete **shoulder to mid-thigh area**. Short shorts or skirts are not appropriate. Clothing that is suggestive or extremely tight fitting, such as halter tops, midriff tops, spaghetti straps, shredded clothing, etc. is not allowed. If a student is found wearing inappropriate clothing, he/she will be sent to the office and, if necessary, will call home for a change of clothes. For further clarification, please see the 2009-2010 Student Rights and Responsibilities booklet, page 26.

### **Leaving the School Grounds**

Students are not permitted to leave the school grounds during the day for any reason.

### **Pets at School**

For the safety and health of all students, students **may not** bring their pets to school. **Please do not bring pets on school grounds when bringing your child to school or meeting them after school.**

### **Sale of Non-School Related Items at School**

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

### **Student Discipline/Behavior Code**

Please refer to the Oswego District #308 Student Behavior Code K-12 for information regarding specific district discipline policies.

### **Playground Guidelines**

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

1. Students 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, students must stay off of the school parking lot. Only the playground supervisor(s) 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 the swings. Swing in a forward/backward motion only; no winding or swinging sideways; stop swinging before getting off of the swing.
  - 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 or on the black top with soft (NERF) or rubber balls only.
4. The following games are not allowed:
  - a. Tackle football.
  - b. Baseball, using hard balls and bats (except under the direction and supervision of a teacher).
  - c. Tag.
5. Students should never play or be near any delivery truck or machinery.
6. Students may not climb, hang on, or destroy trees and bushes.
7. Physical contact/fighting is not allowed and will be immediately brought to the attention of the principal.
8. No throwing of sand, snow, stones, or mulch.
9. Recess ends when the whistle is blown and students are to line up immediately and quietly for entrance into the building.
10. Students are to respect the directions of the playground supervisors.

### **Lunch Time**

Churchill Elementary has hot lunch available for students to purchase through Aramark, our food service company. Aramark will send monthly menus home with the students. Meal tickets are available for purchase in advance. Checks for meal tickets should be made payable to Aramark.

- Hot lunch including milk \$1.80
- Milk only \$0.50

Free or reduced price lunches will be available for families who qualify. Application forms are available in the office. Please call the school or stop in for further information. You may also pay for and monitor your child's lunch account on **MealPayPlus** which can be accessed on the district website.

Students who forget their lunch money may borrow from the cafeteria. The money should be repaid the next school day. Students may only borrow for three (3) consecutive days. **The food service policy is that after three unpaid charges, the student will only receive a sandwich and water until the charges are paid in full.**

Due to limited space in the lunchroom during lunchtime, only students may stay for lunch. If a Parent/Guardian would like to have lunch with his/her child, it will be necessary for the Parent/Guardian to sign his/her child out in the office, take them off of school property during his/her designated lunch time and return at the end of his/her

lunch time. Please pick up and drop off your child promptly at his/her designated lunch time.

### **Outdoor Recess**

We will have outdoor recess 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:

- All students must have snow boots and snow pants to play in the snow. It is recommended that students have another pair of shoes to change into after recess.

Recess will be held inside only on extreme bad weather days. Students will remain inside when the temperature is below 10 degrees Fahrenheit. Students who have colds or who are recuperating from an illness will be allowed to stay inside for three (3) consecutive days with only a Parent/Guardian's written permission. Permission for longer periods of time requires a doctor's written request.

### **Student Property**

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

**Students may not bring valuable items to school** such as radios, recorders, cameras, jewelry, hand-held video games (Game Boy), sports or other collector cards, skateboards, roller blades, scooters, sneakers with retractable roller skates, and hard balls or bats, etc. Churchill is not responsible for these items. These items may be confiscated. For further items not allowed at school, please see the 2009-2010 Student Rights and Responsibilities booklet, page 27.

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

Students are to stay on school/public grounds and not enter our neighbor's yards.

### **School Procedures**

#### **Grading Scales and Practices**

The following is the approved grading scale for District #308:

97-100 A+  
93-96 A  
90-92 A-  
87-89 B+  
83-86 B  
80-82 B-  
77-79 C+  
73-76 C  
70-72 C-  
67-69 D+

63-66 D  
60-62 D-  
Below 60 F

Teachers have the option to use a variety of grading practices in the evaluation process. These include (but are not limited to):

- Allow for extra credit
- Allow corrections on tests and/or on homework for all or partial credit
- Allow retakes on tests for all or partial credit
- Reduction of credit for late work
- Weighting of grades
- Allow students to drop a low grade
- Use group grades
- Use grades based strictly on letters (A, B, C, etc.) as opposed to percentages
- Use of other assessment methods such as check marks, O.K., Pass/Fail, etc.

### **Fire/Tornado/Lock Down Drills**

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

Tornado drills will also be held regularly throughout the fall and spring. We require all occupants of the building to participate in these drills.

Churchill also has an Emergency Response Plan to address other emergency situations. Lock down Drills are held throughout the school year so if an emergency should occur, staff and students will know how to respond.

### **Visitors**

We encourage Parents/Guardians to visit Churchill Elementary School. However, all persons, Parents/Guardians, and visitors entering the building must stop in the office and identify themselves prior to the visit. Visitors will be asked to sign in and display a visitor's badge while visiting the school. Please return the badge to the office when you leave the building. This is for the safety of students as well as to provide a minimal number of classroom interruptions. Uninterrupted learning time is important to students and staff.

Please make an appointment with the classroom teacher if you wish to visit the classroom. All staff members have voicemail. You can access it by calling the main school number 636-3800 or dialing their direct extension number.

### **Other students or siblings may not accompany the adult while visiting a classroom.**

A visitation does not necessarily infer a Parent/Guardian conference. Should one be desired, an appointment should be made with the teacher before or after school.

Students from other schools or younger siblings are **not** allowed to visit school with your child during school hours.

### **Field Trips**

In order for students to participate in field trips, each student must have the Parent's/Guardian's permission to accompany his/her 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/Guardians being given advance information about proposed activities. Adults accompanying field trips are required to sign in at the office before proceeding to the classroom. **Siblings and/or other students not in the class taking the trip are not allowed to accompany the adult and students on the field trip.**

### **Holiday Parties**

Every school year the students will have the opportunity to participate 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 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 2009-2010 school year will be held on the following dates:

October 29<sup>th</sup> – Halloween Parade (in costume) @ 2:00 p.m.

Room Parties @ 2:30 p.m.

AM Kindergarten Parade @ 9:55 a.m.

AM Kindergarten Parties @ 10:15 a.m.

December 18<sup>th</sup> – Holiday Parties @ 2:30 p.m.

AM Kindergarten Parties @ 10:15 a.m.

February 12<sup>th</sup> – Valentine's Day Parties @ 2:30 p.m.

AM Kindergarten Parties @ 10:15 a.m.

### **Request to Remain Indoors**

When students 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 requested to send a note with their child requesting that the student be kept indoors for a maximum of three (3) days.

Students who need to be excused from physical education or 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 excluded from physical education will not be allowed to participate in outdoor lunch recess, class recess, or other physical activities such as Field Day until released to return to physical education class by a doctor's note.**

### **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. Grade levels 2-5 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 differentiation of the curriculum. Identified second grade students will participate during second semester of this year. A.T. students are cluster grouped in their regular classrooms.

The Academically Talented Program identification process screens and selects students **based on standardized achievement and ability testing, teacher observation checklists, and student grade point average.** A program identification matrix determines final participation. Parents/Guardians and students are notified of this recommended program participation.

#### **Art**

Churchill's Art Program is offered to first through fifth grade students for 60 minutes per 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, Cultural Arts Night is celebrated by displaying students' artwork.

#### **After School Sports**

Churchill 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. Churchill staff members will supervise the program.

Please be aware that the school doors are locked at 4:00 p.m. daily. Parents/Guardians arriving to pick up their child for after-school sports are asked to please wait outside until their child is finished and dismissed by the After School Sports Director.

Please be prompt in picking up your child. Any child picked up late more than two times will be dismissed from the After School Sports Program.

Because there is no supervision for students who are not participating in After School Sports, younger siblings **cannot** wait for their brothers or sisters.

Also, messages are often very difficult to give to students participating in after school programs. If you would like to get a message to your child, you need to call **before 2:30 p.m.** in order to get all messages delivered.

### **Learning Resource Center**

Our Learning Resource Center functions as a library with a research area and a computer area, and as a classroom. Most of the books and magazines may be checked out of the Learning Resource Center to be enjoyed at home and at reading times during the school day. Books and magazines are checked out for one 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 will be refunded. 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. Kindergarten students are brought to the Learning Center by their classroom teacher to hear a story and to check out books. Activities are planned by the teachers and Learning Center Director to augment the grade level curriculum as well as to teach research and reference skills. The Learning Resource Center also helps with coordinating equipment and meeting the needs of the staff.

### **Learning Disabilities Program (L.D.)**

The Learning Disabilities staff at Churchill provides individualized instruction in reading, language, and mathematics for students with specific learning disabilities. Students work in small group settings, as well as receive support from the Special Education teacher and teacher assistant during instruction within the regular education classroom. Students also learn study skills, organizational skills, and learning strategies, which they need in order to develop independence in the regular classroom setting.

### **Music**

The music specialist strives 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, two 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 Churchill. Our core curriculum of activities includes soccer, tumbling, volleyball, basketball, 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-Grades 1-3; 600 yards-Grade 4 and 5).

The physical education staff requests that all students have an extra pair of gym shoes that 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 have white non-marking soles. Students will have a 30 minute P.E. class three times a week.

### **Social Work Services**

We are interested in all aspects of your child'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 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. Due to a change in state law, whole class speech and language screenings will no longer take place. Screenings will take place on a referral basis. 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:

- Voice Quality
- Fluency of Speech
- Ability to Pronounce Speech Sounds
- Ability to Understand and Use of Appropriate Language Skills
- 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.

A Speech/Language Pathologist:

- Identifies and evaluates students with speech, language, and other 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 education classroom.
- Collaborates with Parents/Guardians, caregivers, teachers, and other professionals in understanding and meeting a student's speech, language, and academic needs.

### **Title I Reading Services**

Title I Reading and Reading Recovery are federally funded 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.

The reading assistants of District #308 screen all kindergarten students. The Title I reading specialists screen all first grade students, all second grade students, some students

new to the district, students who have previously received Title I 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 child 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.

### **Other**

#### **Birthday Treats/Invitations**

Churchill would like our students to be able to celebrate their birthdays with their classmates. In order to protect our students who have various food allergies, students must bring only prepackaged treats that have all ingredients listed on the packaging.

Students may wish to bring non-food items, such as pencils, bookmarks, stickers, etc. for treats. Parents/Guardians who would like to donate a book or an inside recess game to the classroom in their child's name instead of sending in food treats may contact their child's teacher.

Please be considerate of all students in a class. Party invitations can only be distributed if the invitations will be given to each classmate; otherwise, they should be mailed to the individual students. For safety and confidentiality reasons, the staff cannot give out home addresses or phone numbers of students.

#### **Enrollment and Registration**

Parents/Guardians 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/Guardians of sick or injured students. **Whenever there is a change in telephone numbers, place of employment, or person to contact in case of emergency, the school must be notified.**

#### **Fees and Costs**

Required materials fees:

Textbook Rental

Kindergarten \$31 per student

Grades 1-5 \$58 per student

#### **Lost and Found**

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

#### **School Pictures**

School pictures will be taken in the fall and spring. Please see the Churchill calendar of events for the specific dates. In the fall, purchase information will be sent home prior to picture day. All students will have their pictures taken so that each student may have a class picture. Additional pictures may be purchased.

In the spring, all students will have their pictures taken. Pictures will be sent home to determine if you want to purchase or return to school.

### **Volunteers**

Volunteers are an essential component of Churchill School. Teachers actively seek adults to help in the classroom. Through the Churchill Home and School there are many programs and activities for Parents/Guardians who wish to contribute to the school. Anyone volunteering at school on a regular basis will 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/Guardian 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.**

### **Health Information**

#### **School Nurse**

A full-time nurse is assigned to each school for the safety of the students. The nurse will oversee 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 Parents/Guardians for use in further evaluations outside of school.

The nurse will administer first aid to all students in need of such assistance. This does not, however, include giving medication for symptoms that develop during the school day.

The school will provide immediate care for students as they become ill or injured at school. Parents/Guardians 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 child within a reasonable time.

### **When to Keep a Child Home from School**

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

- Vomiting and/or diarrhea in the **past 24 hours**
- Shortness of breath or wheezing (not controlled with an inhaler if he/she has asthma)
- A cough that interrupts his/her normal activity or wakes him/her, or other family members, up at night
- Rash
- Drainage from the eye
- Severe sore throat

- Fever-If your child has a temperature of 100 degrees (or higher) now or in the past 24 hours, he/she cannot attend school. **Children are to be fever-free for 24 hours, without the use of fever-reducing medication** before returning to school.

Please reinforce these health tips with your children:

- Wash hands after using the bathroom, before eating, after coughing or sneezing
- Do not share food and drink with other people
- Use tissue to blow their noses, then place in garbage; do not wipe with hand or sleeve
- Sneeze and cough into the crook of the elbow

### **Medications**

(As approved by the Oswego Board of Education)

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 form, please call the school nurse.) An authorization form is necessary for prescription medication.

**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. **Non-prescription medications may only be given by the nurse with a written doctor's approval. If non-prescription is needed, a Parent/Guardian will need to come to the nurse's office to administer the medication.**

All medications shall be stored in a locked cabinet.

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

Short-Term antibiotics are often prescribed to be given three (3) times a day. Please check with your physician. Often, he/she wants these doses to be spread out over the longest time period possible while the child 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 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. The State of Illinois now requires a dental exam for all students entering kindergarten, second, and sixth grades. These exams **must be given after May 15, 2009**. 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/Guardians 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 student. The objections must set forth the specific religious belief which conflicts with the examination, immunization, or other medical intervention.

### **School Dental Examinations**

All Illinois children in Kindergarten, second, and sixth grades will be required to have an oral health examination, and provide proof of examination by a licensed dentist prior to May 15<sup>th</sup> of the school year.

### **Vision Examinations**

Public Act 95-671, effective January 1, 2008, requires that all children enrolling 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 15<sup>th</sup> of the school year.

### **Procedure for Injured Student**

If a student 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 student 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 office at these times. A doctor must write a note for the 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 three (3) days. After that time limit, the Parent/Guardian will need to bring in a signed, written request from a doctor.

### **Homework 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.  
Examples: 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 students 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, etc.

IV. Responsibilities (K-12)

A. Administrators 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. Teachers will:

1. Assign homework consistent with the “Belief” Statement (II) and with the “Types/Purposes” (III).
2. State clearly and explain the homework assignments, 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 students in a timely fashion.
5. Provide assistance to students as needed.
6. Encourage proper study habits.

C. Students 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. Parents/Guardians 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.

V. Frequency Amounts (K-12)

The following guidelines represent the average amount of time an individual 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 twenty-thirty 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 each 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.

B. 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.

C. 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.

VI. Late/Incomplete Work (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 assignments based upon the stated classroom policy.

VII. Make-Up Assignments (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 child will be absent for more than one day for a reason other than personal 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).*

## **Student Records**

Following is a summary of Board of Education policies 735, 735.01, 735.02, and 735.03 as they relate to student records:

Oswego District #308 maintains two sets of student records in compliance with state and federal law. These are:

1. **Permanent Records** shall include basic identifying information, academic transcripts, attendance records, accident/health reports, and information pertaining to release of this record. The permanent record may also include honors/awards and activities/athletics. The permanent record shall be maintained for at least sixty years after the student has graduated, withdrawn, or transferred from the district.

2. **Temporary Records** which may include family background information, intelligence/aptitude scores, achievement test results, physiological reports, honors/awards, athletics/activities, disciplinary information, teacher anecdotal records, special education files, information pertaining to release of this record, and other relevant information not required to be in the permanent record. Temporary records shall be reviewed at least every four years, or upon a student's change in attendance center, whichever occurs first, to verify entries and correct inaccurate information. These records are maintained by the district during the period of usefulness to the school and the student, but in no case longer than five years after the student has transferred, graduated, or permanently withdrawn from the district. Notwithstanding the above, within one calendar year of a student's change in attendance center, all disciplinary information regarding that student shall be destroyed. A Parent/Guardian may review and copy such information prior to its destruction.

The building principal shall be responsible for the maintenance, retention, or destruction of a student's permanent or temporary record in accordance with the law and the district's established procedures. No student record shall be destroyed unless the written approval of the appropriate Local Records Commission is first obtained. In the case of the handicapped student who graduates or permanently withdraws from the district, temporary records which may be of continued assistance to the student may, after five years, be transferred to the Parents/Guardians or to the student, if the student has succeeded to the rights of the Parent/Guardian.

The Parents/Guardians of a student under eighteen or a designee of such Parents/Guardians shall be entitled to inspect, challenge, and copy information in the student's school records. A student shall have the right to inspect and copy his or her school student permanent record. When the student reaches eighteen years of age, or graduates from high school, or marries, or enters the military service, all rights and privileges accorded to a Parent/Guardian under the Illinois Student Records Act shall become exclusively those of the student. At the option of the Parents/Guardians, a designee of the Parents/Guardians, an eligible student or the district, a qualified professional may be present to assist in the interpretation of the temporary records. A request for access to the records shall be made in writing and directed to the

Superintendent, Building Principal, or his designee. Access to the records shall be granted within fifteen days of the district's receipt of such a request. Access shall not be granted to the Parents/Guardians of the student to confidential letters and statements of recommendations concerning the admission to a post secondary educational institution, applications for employment, or the receipt of an honor or award which have been placed in the records prior to January 1, 1975, provided such letters and statements are not used for purposes other than those for which they were specifically intended. Access shall not be granted to such letters and statements entered into the record at any time of the student has waived his right of access after being advised of his rights to obtain the names of all persons making such confidential letters and statements.

The district shall continue to preserve the confidentiality of communications, which are protected under law as privileged or confidential, and communications by the student or Parents/Guardians made in confidence to school personnel. The Parent/Guardian or student shall be entitled to challenge the accuracy and/or relevancy of any information in the records except grades, and references to expulsion or out of school suspension, if the challenge is made at the time the records are forwarded to another school to which the student is transferring. The Parents/Guardians are also entitled to request a hearing to challenge the contents of a student's record and to request a hearing pursuant thereto.

The District shall grant access to information included in student records under the following guidelines:

1. The district or any employee of the district shall not release, disclose, or grant access to information found in any student record except under the conditions set forth in the Illinois School Student Records Act of 1975 and the Illinois State Board of Education Regulations.
2. The release of records to Parents/Guardians and students for inspection and copying shall be in accordance with the district policy and the ISSRA and ISBE regulations.
3. The district shall grant access to, or release information from, student records without Parents/Guardians consent or notification to employees of officials of the district or the Illinois State Board of Education provided a current, demonstrable, educational, or administrative need is shown.
4. The district shall grant access to, or release information from, student records without Parents/Guardians consent or notification to any person for the purpose of research and statistical reporting or planning provided that no student or Parents/Guardians can be identified from the information released.
5. The district shall grant access to or release information from a student's records pursuant to a valid court order.
6. The district shall grant access to or release information from any student record to persons authorized or required to gain access to such records under Federal State statute.

7. The district shall grant access to or release information from student records to any person possessing a written, dated consent, signed by the Parents/Guardians or eligible student with particularity to whom the records may be released, the information or record to be released, and the reason for the release.
8. The district may release student records to the Superintendent or his/her designee of other schools in which the student has enrolled or intends to enroll upon written request from such officials after prompt notice to the Parents/Guardians of the nature and substance of the transfer unless the Parents/Guardians have made or joined in the request for transfer.
9. Prior to the release of any records or information under items 5, 6, 7, and 8 above, the district shall provide prompt written notice to the Parents/Guardians or eligible student of its intended action.
10. The district may release student records or information under certain emergency situations without Parent/Guardian consent if the knowledge of such information is necessary to protect the health or safety of the student or other persons.
11. The district shall release “directory information” regarding any student unless the Parents/Guardians or eligible student requests in writing within 10 days of this notice that any or all of such information not be released. Prior to the release of directory information, the district must notify affected Parents/Guardians or eligible student in writing. The student directory information will be limited to: name, address, gender, grade level, birth date and place, Parents’/Guardians’ names and addresses, academic awards/degrees/honors, information in relation to school-sponsored activities, organizations and athletics, major field of study, and period of attendance in school.
12. A record of all releases of information from student records shall be kept and maintained by the Superintendent as part of such records.
13. The district shall provide a written statement of the confidentiality requirements of Illinois and Federal statutes and regulations concerning student records to any person to whom such records are released or made accessible (except Parents/Guardians or students).

The district shall send copies of correspondence and reports initiated by the district and relevant to the student upon the request of either Parent/Guardian and to both Parents/Guardians when the Parents/Guardians are divorced, unless a court order exists to the contrary. The materials which shall be provided include: reports of the student’s academic progress, reports of the student’s emotional and physical health, notices of school initiated Parent/Guardian-teacher conferences, notices of major school sponsored events, and copies of the school calendar.

## **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



# **CHURCHILL ELEMENTARY SCHOOL**

## **Student Drop-Off/Pick-up Procedures**

To ensure the safety of all our children, please follow these pick-up and drop-off procedures.

**All of our students will enter the building through Door # 2, located on the west side of the building.**

Enter the school parking area on Jessamine Drive, stopping at the crosswalk to allow parents and children to cross. Follow Jessamine around in front of Plank Jr. High and pull up behind the car in front of you. We will allow 15-20 cars at the curb at a time to assist students in exiting out onto the sidewalk.

Please wait until we direct the next 15-20 cars to pull up along side the curb. We understand this may take a longer time to get children out of cars, however, we wish to have our students safe at all times. Please time your morning arrival to accommodate our safety rules, and to have your child in school on time.

Parents who wish to park in the lot and walk their children to the entrance may do so. Please use the cross walk only and never allow your child to walk across the lot unescorted.

**Children may begin entering the building at 8:25am.**

All students will proceed to the designated areas outside of their classrooms.

Students who ride the bus will be dropped off on the east side of the building and proceed to their designated grade level area.

**Students may not be dropped off or picked up by car in the bus area located at the back of the building.**

At dismissal time, we will line up cars at the curb as in the morning. If you park in the lot, please walk across the lot and wait at Door # 12 to limit congestion.

**Please do not park your car in the lot and have your child walk him or herself to the car.**

If you choose to wait in the parent pick-up line, please follow all safety rules:

- Have your child enter on the passenger side of your vehicle.
- Only pull out of line when the person directing traffic signals you to do so.

## Cell Phone Policy/Permission Slip

This form must be signed and returned to the office if a student is going to bring a cell phone to school.

I understand that I must keep my cell phone in my backpack at all times. It must be turned **off** at all times as well. If I do not follow these rules, I understand that a staff member at Churchill Elementary School will take the phone. It will be my parent's/guardian's responsibility to pick up the phone from the Churchill Office.

Student's Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_