



2009-2010

**STUDENT - PARENT
HANDBOOK**

OSWEGO COMMUNITY UNIT SCHOOL DISTRICT #308
4175 Route 71
Oswego, IL 60543
Telephone: (630) 636-3080

Dr. Daniel O'Donnell	Superintendent of Schools
Mr. Todd Colvin	Associate Superintendent
Dr. Marsha Hollis-Golden	Assistant Superintendent for Curriculum

HUNT CLUB ELEMENTARY SCHOOL
4001 HUNT CLUB DRIVE
OSWEGO, IL 60543
Telephone: (630) 636-2800
Fax: (630) 636-2893

Mr. Jeremy Ricken	Principal
Mrs. Kathleen Dineen-Hendricks	Assistant Principal

Hunt Club Attendance Line: 630-636-2801
Hunt Club Nurse's Line: 630-636-2802

www.oswego308.org

TABLE OF CONTENTS

HUNT CLUB VISION/MISSION STATEMENT	5
HUNT CLUB CALENDAR OF SPECIAL EVENTS.....	6-7
ATTENDANCE.....	8-9
Attendance Policy	
Emergency School Closing	
Student Arrivals	
Student Departures – Bus Riders	
Student Departures – Parent Pickup	
HUNT CLUB SCHOOL PROCEDURES.....	10-13
Allergy Alert	
Birthdays	
Contacting Your Child’s Teacher	
Enrollment/Registration	
Field Trips	
Homeroom Assignments	
Homework Requests	
Invitations	
Lost and Found	
Lunch and Cafeteria Services	
Outside Recess	
Parties	
Report Card Policy	
Request to Remain Indoors	
Room Parties	
Safety Patrol	
Use of Telephones	
Visitors Policy	
Volunteers	
SCHOOL RULES.....	14-15
Dress Code	
Leaving the School Grounds	
Pets at School	
Sale of Items at School	
School Bus Rules	
Snowballs	
Student Discipline/Behavior Code	
Student Property	

SPECIAL PROGRAMS.....	16-18
Academically Talented Program	
Art	
Character Counts!	
Learning Center	
Learning Disabilities Resource	
Music	
Physical Education Program	
Rainbows	
Social Work Services	
Speech and Language Screening	
Title I Reading Services	
HEALTH INFORMATION.....	19-21
School Nurse	
When to Keep a Child Home	
Procedure for Injured Child	
Screenings	
Administration of Medications	
Physical Examination and Immunizations	
Dental & Eye Examinations	
HOMEWORK POLICY.....	22-25
Regular Program and Early Dismissal Times.....	26
FORM – Request for Special Absence.....	27

HUNT CLUB ELEMENTARY SCHOOL

Our Mission

To ensure learning and individual achievement for every student.

Our Vision

Hunt Club School is dedicated to preparing individuals to become lifelong learners and productive citizens through innovation and excellence in teaching and learning.

Commitment Statements

The Faculty and Staff of Hunt Club Elementary School will:

- Provide a safe and positive learning environment
- Utilize a framework of assessments to determine the learning strengths and needs of individual students
- Differentiate our instruction to meet the needs and talents of individual learners
- Provide a system of targeted interventions for students who have not achieved essential learning skills
- Continually pursue professional development to improve instruction
- Actively involve parents and community members in our school environment
- Model and instill values and ethics related to character including trustworthiness, respect, responsibility, fairness, caring, and citizenship

HUNT CLUB ELEMENTARY

CALENDAR OF EVENTS

2009-2010

August

20 Class Lists Posted – 4:00pm
 24 Hunt Club “Preview Night” – 5pm-7pm
 26 First Full Day of School – Gr. 1-5
 27 Kindergarten “Round-Up” – 9:00am & 1:00pm
 28 Kindergarten Regular Classes Begin
 26-31 Gr. 1 Orientation Volunteers for Buses and Lunches

September

Character Counts Kick Off: All Pillars
 1-4 Gr. 1 Orientation Volunteers for Buses and Lunches
 1 Home & School Meeting – 6:30pm
 7 LABOR DAY – No School
 9-26 NWEA-MAP Testing – Gr. 2-5
 10 CURRICULUM NIGHT – 6:30pm – Gr. K-5
 10 Professional Development -Early Dismissal – 1:40pm* *Kindergarten Classes Shortened
 22 Great Art “Show & Tell” Meeting – 6:30pm
 22 Room Parent Meeting – 7:00pm
 24 FALL SCHOOL PICTURES – Pre-Pay
 24 Market Day Pickup – 6:15pm
 28-Oct. 2 Health Week

October

Character Counts Pillar: Respect (Yellow)
 3 FAMILY FALL “WALK-A-THON” FESTIVAL
 6 School Improvement Day – Early Dismissal at 11:55am NO KINDERGARTEN
 6 Home & School Meeting – 6:30pm
 12 COLUMBUS DAY – No School
 19-23 Character Counts Week
 22 Market Day Pickup – 6:15pm
 27 PICTURE RETAKE DAY – 10:00am-1:30pm
 29 Halloween Parade & Parties – 1:45pm parade/2:20 parties
 29 FAMILY FUN NIGHT – 6:30PM
 29 First Quarter Ends
 30 TEACHER INSTITUTE DAY – No School

November

Character Counts Pillar: Caring (Red)
 3 Home & School Meeting – 6:30pm
 6 Report Cards Home
 16-20 American Education Week
 17 Market Day Pickup – 6:15pm
 19 Gr. 5 Musical – 6:30pm
 18-24 Fall Book Fair
 21 Holiday Shoppe – 9:00am-1:00pm
 23 Parent/Teacher Conferences – Dismissal at 1:40pm* *Kindergarten Classes Shortened
 24 Parent/Teacher Conferences – Dismissal at 1:40pm* *Kindergarten Classes Shortened
 25 Parent/Teacher Conferences – No School
 26-27 THANKSGIVING VACATION – No School

December

Character Counts Pillar: Caring (Red)
 10 Professional Development - Early Dismissal – 1:40pm* *Kindergarten Classes Shortened
 15 Honor Choir Concert – 6:30pm
 17 Market Day Pickup – 6:15pm
 18 Holiday Room Parties – 2:20pm
 21-Jan. 1 WINTER BREAK – No School

<u>January</u>	<i>Character Counts Pillar: Fairness (Orange)</i>
4	Classes Resume
5	Home & School Meeting – 6:30pm
8	Donuts with Dad – 7:30am-8:20am
15	Second Quarter Ends
15	Professional Development - Early Dismissal at 1:40pm* *Kindergarten Classes Shortened
18	MARTIN LUTHER KING DAY – No School
19	TEACHER INSTITUTE – No School
11--22	NWEA MAP Testing – Makeup and At-Risk – Gr. 2-5
22	Report Cards Home
28	Market Day Pickup – 6:15pm
29	FAMILY FUN FAIR – 5:00pm-8:00pm
<u>February</u>	<i>Character Counts Pillar: Trustworthiness (Blue)</i>
2	Home & School Meeting – 6:30pm
11	School Improvement Day – Dismissal at 11:55am NO KINDERGARTEN
11	Variety Show – 6:00pm-8:00pm
12	Valentine Day Parties – 2:20pm
15	PRESIDENTS’ DAY - No School
16-26	Winter Book Fair
19	“Breakfast With Books” – 7:30am-8:20am
22-26	“Read Across America” Week
23	Read Night – 6:00pm-7:30pm
25	Market Day Pickup – 6:15pm
<u>March</u>	<i>Character Counts Pillar: Citizenship (Purple)</i>
1-12	ISAT TESTING – Gr. 3-5
2	Home & School Meeting – 6:30pm
11	Professional Development - Early Dismissal at 1:40pm* *Kindergarten Classes Shortened
18	Gr. 3 Musical – 6:30pm
TBA	Market Day Pickup – 6:15pm
19	3 rd Quarter Ends
22-26	SPRING BREAK – No School
29	Classes Resume
29	Report Cards Home
29-31	NEWA MAP TESTING – Gr. 2-5
31	Parent/Teacher Conferences – Dismissal at 1:40pm* *Kindergarten Classes Shortened
<u>April</u>	<i>Character Counts Pillar: Responsibility (Green)</i>
1	Parent/Teacher Conferences – Dismissal at 1:40pm* *Kindergarten Classes Shortened
2	Parent/Teacher Conferences – Dismissal at 1:40pm* *Kindergarten Classes Shortened
1-23	NEWA MAP TESTING – Gr. 2-5
6	Home & School Meeting – 6:30pm
13	Spring Pictures – Pay After
19-23	Earth Week
27	School Improvement Day – Dismissal at 11:55am NO KINDERGARTEN
29	Market Day Pickup – 6:15pm
<u>May</u>	<i>Character Counts Pillar: All Pillars</i>
4	Home & School Meeting/Potluck – 6:30pm
6	FINE ARTS NIGHT – 6:30pm
7	“Muffins with Mom” – 7:30am-8:20am
11	District FESTIVAL CHORUS NIGHT – 7:00pm at High School
13	Professional Development - Early Dismissal at 1:40pm* *Kindergarten Classes Shortened
20	Volunteer Tea – 2:30pm
27	Market Day Pickup – 6:15pm
28	FIELD DAY
28	H&S End of Year “Family Social” 5:00-8:00pm
31	MEMORIAL DAY – No School
<u>June</u>	<i>Character Counts Pillar: All Pillars</i>
1	Field Day – Rainedate
1	Last Day for Kindergarten
2	Last Day of School for Gr. 1-5 – Dismissal at 11:55am (if no Emergency Days used)
24	Market Day Pickup – 6:15pm (at Traughber Jr. High)

ATTENDANCE

Hunt Club's school day begins at 8:40 a.m. and students are dismissed at 3:30 p.m. Kindergarten classes meet from 8:40 a.m. to 11:15 a.m. and from 12:55 p.m. to 3:30 p.m.

ATTENDANCE POLICY

Parents are required to call the office at **636-2801** by 9:25 a.m. each day their child is absent and give the reason for the absence. Parents must call in to school the **day** of the student's absence in order for it to be marked "excused". Absences called in afterwards will be marked as "unexcused". Students may not participate in after school activities on a day he/she is absent. This includes musical programs.

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

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

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

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

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

Extended Absence: If an extended absence of 5 or more days is anticipated for reasons other than illness, the parent or guardian is to complete the proper District 308 form stating the reasons for the absence. This form is to be submitted to the classroom teacher (see form section in the back of handbook). Submission of the form does not necessarily mean the absence will be excused.

EMERGENCY SCHOOL CLOSING

During inclement weather, if there is any question whether school will or will not open, parents are asked to listen to the radio. Stations WBIG (AM 1280), WSPY (FM 107), WGN (AM 720), or WKKD (FM 96, AM 1580) list Oswego closings. Also, an automated phone message will be sent to all registered households informing them of any school closings. You may also check the district website at www.oswego308.org. **PLEASE DO NOT CALL THE SCHOOL.**

STUDENT ARRIVALS

Students may begin arriving at Hunt Club at 8:25 a.m. Students transported by cars are to enter through the main doors. Students are to be dropped off at the curb near the entrance. Buses will unload students on the back side of the building. Students **may not** be dropped off or picked up by car in the bus area. Upon entering the building, students will be directed to their homerooms to sit outside of their classrooms.

At 8:40 a.m. the bell signaling the beginning of the school day will ring. Any student arriving after 8:40 a.m. is to use the main entrance doors and report to the office before going to the classroom.

STUDENT DEPARTURES

Bus Riders

Students who ride buses will be dismissed by their teachers and depart through designated doors by the Community Room. **Our buses are fully loaded and students will not be allowed to ride a bus other than their own.** So that there is not confusion as to whether your child is riding the bus or whether you are picking him/her up after school, please have a note in the Hunt Club Office by 2:45 p.m. that day indicating that your child will be picked up and by whom. Please include your child's full name, the name of your child's teacher, the date, and your signature. When we have your note by 2:45 p.m., we are able to get the message to your child and his/her teacher. **IF WE DO NOT HAVE A NOTE, YOUR CHILD WILL RIDE THE BUS AS USUAL.** Morning kindergarten parents should have a note in the office by 10:25 a.m.

Parent Pickup

Students whose parents provide transportation will exit through the exit facing Hunt Club Drive. All students will be dismissed through the doors at the front of the parent pick-up drive (entrance #16). Parents will remain in the car in single file and have the children board the vehicle from the sidewalk when reaching the front of the line. All students **must** remain on the sidewalk until the vehicle has come to a stop alongside the curb before boarding. Students will not be permitted to cross between cars. These vehicles are to then proceed straight to the stop sign at the end of the building and exit onto Hunt Club Drive turning right towards Minkler Road. Staff members will help monitor the loading process. In order to minimize distractions and improve safety, please refrain from using cell phones during pick-up and drop-off.

Please drive slowly through the parking lot, and please observe these guidelines. Saving a few minutes is not worth risking the lives of our students and staff. In general, the parking lot is emptied within 10 minutes of the dismissal bell. Everyone's patience and cooperation is appreciated!

Any change in your child's normal dismissal routine must be sent in a note to the teacher (this includes any after-school activities).

Early Dismissal Procedure

Send a note to the teacher. Your child will be called to the office when you arrive to sign him/her out in the office.



HUNT CLUB SCHOOL PROCEDURES

ALLERGY ALERT

We have several students at Hunt Club with severe allergies, which will require your cooperation and watchfulness. If these students come in contact with any of their identified allergies, students could break out in a rash, hives, have difficulty breathing and may go into shock.

In order to keep the building safe for all students with identified allergies, here are some ways you can help:

- *Please do not send to school edible treats with the ingredient of the student's identified allergy
- *If your child eats a food that a child in class is allergic to prior to school, please wash hands.
- *Do not store food items in your child's bookbag to which another child in class may be allergic.
- *Educate your child on being sensitive to others and their potential allergies.

It is important for you to understand that ingestion, inhalation and skin contact could trigger a reaction. This could mean a "LIFE THREATENING" situation could occur just by shaking hands with someone who had peanut residue on their hands or by smelling the food product to which a child is allergic.

BIRTHDAYS

We understand that your child enjoys having the opportunity to share a treat on his/her special day, but we would like to suggest that you choose an item from the list provide below that would best suit the way you and your child would like to celebrate his/her birthday. We have found this helps the students build a sense of ownership within the classroom and give each a permanent memory of his/her birthday.

Suggested treat items: Book – new or slightly used; pencils, erasers, stickers, bookmarks, a magazine subscription to share; board game; puzzles.

If you would still prefer to send in an edible treat, please follow the guidelines below:

FOOD TREATS

- *Check with your child's teacher for any food allergies
- *Food treats must be store bought and individually wrapped (NO pizzas; cakes; decorated cookie cakes)
- *NO frozen treats

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/REGISTRATION

Parents are asked to complete and review 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 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. This is simply because chaperones are essential to the safe supervision of students on field trips, and younger siblings can distract their attention away from their assigned group. Chaperones are also asked not to make mobile phone calls during the field trip.

HOMEROOM ASSIGNMENTS

During the school year, changes in your child's classroom placement may occur. This may involve changing his/her homeroom teacher. This does not occur frequently. If, however, your child's classroom placement warrants a change, you will be contacted to discuss this possibility with the teacher.

When a change is indicated, please be assured that it is designed to meet your child's educational needs. We ask for your cooperation and support as well as for your questions and ideas. Please feel free to contact us at school.

HOMEWORK REQUESTS

If a student is absent, the school suggests that parents call and make arrangements for homework. Please call the office or teacher before 10:00am on the **first day** of absence so that the books can be gathered and assignments written down in time for pickup at 3:30pm. If another student is to bring the work home, please leave this information when making your request. If multiple days of absence are expected, please indicate that at the time as well. Refer to the district homework policy in this handbook for further information. **Reporting a child's absence must always be called into the school's Absence Line (630-636-2801) regardless of homework requests.**

INVITATIONS

Only invitations going to every classmate (or, all boys/girls) may be distributed at school. **The school and our teachers will not give out addresses or home phone numbers of our students.**

LOST AND FOUND

A Lost and Found box is kept in the hallway. If something (clothing, book bag, lunch box, etc.) is lost, students and parents should check this area. Please label your children's apparel, lunchboxes, backpacks, etc. Unclaimed items will be removed and donated to charitable organizations on a quarterly basis.

LUNCH AND CAFETERIA SERVICES

Hunt Club has a hot lunch available for children to purchase. MealpayPlus is a prepayment system that allows you to make deposits into your children's meal accounts via the web at www.mealpayplus.com or by phone at 1-866-614-1501. Checks for meal accounts (made payable to **Aramark**) may also be sent to the Cafetorium. Please indicate the student name on the check. NO morning snacks will be available for purchase from the Cafetorium.

Free or reduced price lunches will be available for families who qualify. Application forms will be distributed on the first day of school and due back no later than September 30. 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 school day.

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

OUTDOOR RECESS

We will have outside recess during the school year as weather permits. Recess will be inside only on bad weather days and on days when the temperature is below **10° F**. Please have your child dress appropriately for outside recess. Snow pants and boots needed to play in the snow.

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 the circumstances indicate the need. Non-custodial parents who wish to receive report cards must provide self-addressed, stamped envelopes for this purpose.

REQUESTS 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 are asked to send a note with their child requesting that the student be kept indoors for a limit of three consecutive (3) recesses and play periods.

Students who need to be excused from physical education 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 injury involving stitches, fracture, or use of a cast, brace, splint, walker, or crutches.

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

ROOM PARTIES

Three room parties will take place according to the following schedule:

October 29	Halloween Parade (in costume) followed by the room party	1:45 p.m.
December 18	Winter Holiday Party	2:20 p.m.
February 12	Valentine Party and card exchange	2:20 p.m.

A limited number of room parents are designated to coordinate the room parties. Room parents are organized through the Home & School Organization. Only those room parents designated for that party will be permitted into the classrooms for parties. On Halloween, all parents, guardians, and relatives are welcome to come and watch the parade at 1:45 p.m.

Younger and older siblings of students may not attend room parties.

SAFETY PATROL

Hunt Club School has a teacher supervised safety patrol program. Fifth grade students have the opportunity to be selected to serve on the patrol. The safety patrol will be on duty at dismissal time to help in the area of the bus loading zones. Raincoats and hats are provided to patrol members. However, all patrol members are reminded to dress according to weather conditions.

USE OF TELEPHONES

Students who wish to make arrangements to go home with another student need to make those arrangements at home but will not be allowed to ride a bus other than their own to another student's home. If a student has left something at home, the teacher will decide whether or not a phone call to parents is necessary. We ask that parents avoid calling to speak to individual students. However, messages will be relayed to them.

VISITORS 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. Visitations are discouraged during the beginning and ending weeks of the year and during testing sessions. It is suggested that visits be limited to a 35-40 minute period. Younger children may not accompany visitors. A visitation does not necessarily infer a parent conference. Parent conferences should be scheduled with the teacher before or after school.

Children from other schools or younger brothers and sisters are not permitted to visit school with your child during school hours and are not permitted to attend room parties or Field Day with their parent.

VOLUNTEERS

Hunt Club values the involvement of parents. If you would like to become a regular volunteer at the school, please stop by the office for more information.

SCHOOL RULES

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

DRESS CODE

As defined in *Oswego District #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
- Any Headwear
- Lined Coats
- Headbands
- Bandanas
- Handkerchiefs
- Gloves & Sunglasses
- Tight-fitting Clothing
- Halter, Midriff, Spaghetti Strap Tops
- Shredded Clothing
- Inappropriate Footwear (i.e. flip-flops, backless sandals)

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 School Consequences

- 1st Offense – Conference with administrator, change to proper attire, and parent contact
- Repeated Occurrences – Left to discretion of the 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 they react in the only way they know how which can result in a painful nip or a bite. Past experience has dictated that it is advisable not to have pets at school at any time. Allergies are also a consideration in this policy.

SALE OF ITEMS AT SCHOOL

Students are asked not to bring candy, greeting cards or any other items to school to sell. We do not wish to discourage fundraising, but we do 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 boys and girls will, of course, remain seated while riding and be considerate of others.

SNOWBALLS

Students are not permitted to throw snow and ice.

STUDENT DISCIPLINE/BEHAVIOR CODE

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

STUDENT PROPERTY

Students will show respect for other students' property, school property, and our neighbors' property. All student property should be labeled with student's name.

Students may not bring valuable items to school, **including but not limited to:** hand held video games, Ipods, tape recorders, cameras, jewelry, sports or other collector cards, skateboards, roller blades, and hard balls or bats, etc. Cell phones must remain the students' backpacks and in the silenced mode. Hunt Club **IS NOT** responsible for them. These items may be confiscated.

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

Students are reminded that they are to walk their bicycles to the bicycle racks and not ride them on school property for the safety of all students involved.

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

SPECIAL PROGRAMS

ACADEMICALLY TALENTED PROGRAM

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

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

ART

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

CHARACTER COUNTS!

Hunt Club 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 both as a library with research area and as a classroom. Most of the books and magazines can be taken out of the Learning Center to be enjoyed at home and at reading times during the school days. Books and magazines are checked out for one week and can be renewed for additional weeks. Lost or damaged books must be paid for and an additional charge of \$.60 for sending out notices is added to the charge. If lost books are found, the cost of the book is returned. Students with overdue books are not allowed to check out more books until the overdue books are returned. Parents are allowed to check out books with the approval of the Learning Center director. Kindergarten through fifth sends students as individuals and in groups throughout the school year. Activities are planned by the teachers and the Learning Center director to follow the grade level curriculum. The Learning Center also helps with coordinating equipment and meeting the needs of the staff.

LEARNING DISABILITIES RESOURCE

The Learning Disabilities staff at Hunt Club provides individualized instruction in reading, language, 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.

MUSIC

The music specialists 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 children attend music class for thirty minutes, two times a week. They have active musical experiences of both an individual and a shared nature throughout the year. Annual musicals are performed by Gr.3 & 5.

PHYSICAL EDUCATION PROGRAM

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

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

RAINBOWS

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

SOCIAL WORK SERVICES

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

SPEECH AND LANGUAGE SCREENING

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

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

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

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

TITLE I READING SERVICES

Reading Specialists will identify those students who are not achieving the reading skills level of their class as designated by the school improvement plan of Hunt Club School. Reading specialists of District #308 will screen all kindergarten children. A reading screening is also given to some new students to District #308, to children in need of re-screening, and upon the request of a classroom teacher. Students who require additional reading support work with specifically trained teachers and assistants in small groups or individually to help students improve their reading skills and strategies. Parents will be informed if their child is placed in a specialized reading program. Some children may be placed on a waiting list. Parents will be notified upon intake into the program.

HEALTH SERVICES

SCHOOL NURSE

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

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

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

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

WHEN TO KEEP YOUR CHILD HOME FROM SCHOOL

Parents often have difficulty deciding whether their child is too ill to attend school. In no way are we saying that children should be kept home for every complaint, but that there are some definite symptoms that warrant staying home from school.

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

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

PROCEDURE FOR INJURED CHILD

If a child requires stitches, a brace, cast, or sling, the doctor must write a PE/recess excuse. A doctor must write a note for a student to use crutches, cane, or walker in school.

Our school policy states that if a student cannot participate in PE, he/she cannot participate in recess. The student will be assigned to an alternate location during these activities. This is for the student's safety to protect him/her from accidental injury. All PE/recess notes need to indicate when the student may return to PE/recess. If the note says "until further notice," another note from the doctor is required to return to PE/recess. A parent request for a PE excuse is valid for only three (3) days.

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. Screenings may be done at the request of teachers, and/or by Public Health requirements.

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

ADMINISTRATION OF MEDICATIONS

ALL MEDICATION IS TO BE TRANSPORTED TO AND FROM SCHOOL BY AN ADULT. No student is to transport or have medications in his/her possession.

Prescription Medications

A medication authorization form must be completed and signed by the prescribing physician and the parent/guardian before a **prescription medication** can be given at school. **Prescription medications** are to be **in the original container** labeled with the student's name, medication name, dosage, physician name, and pharmacy name. Forms are available from the school nurse or the office.

Non-prescription Medications

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

Antibiotics

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

Medication Storage

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

Extra Medications

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

PHYSICAL EXAMINATION AND IMMUNIZATIONS

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

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

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

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

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

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

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

DENTAL EXAMINATIONS

The Illinois Department of Public Health and the Illinois State Board of Education require all incoming Kindergarten and Second grade students to submit a current dental examination.

EYE EXAMINATIONS

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

HOMEWORK GUIDELINES

I. DEFINITION (K-12)

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

II. BELIEFS (K-12)

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

Homework CAN:

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

III. TYPES/PURPOSES (K-12)

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

IV. RESPONSIBILITIES (K-12)

A. Administrator:

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

B. Teacher:

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

C. Student:

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

D. Parent:

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

V. FREQUENCY AMOUNTS (K-12)

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

A. Elementary:

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

VI. LATE/INCOMPLETE HOMEWORK (K-12)

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

VII. MAKE-UP ASSIGNMENT (K-12)

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

***If your child will be absent for more than 5 days 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).*

REGULAR PROGRAM AND EARLY DISMISSAL TIMES

<u>SCHOOL/PROGRAM NAME</u>	<u>START TIME</u>	<u>END TIME</u>
----------------------------	-------------------	-----------------

Regular Schedule:

District High Schools	7:30	2:30
District Jr. High Schools	8:00	3:00
District Elementary Schools	8:40	3:30
AM Kindergarten	8:40	11:15
PM Kindergarten	12:55	3:30

**No Kindergarten attendance on the first day of school.*

Early Dismissal Times – Five Hour Days:

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

Early Dismissal Times – School Improvement Days:

District High Schools	7:30	11:00
District Jr. High Schools	8:00	11:30
District Elementary Schools	8:40	11:55

**No Kindergarten Attendance*

