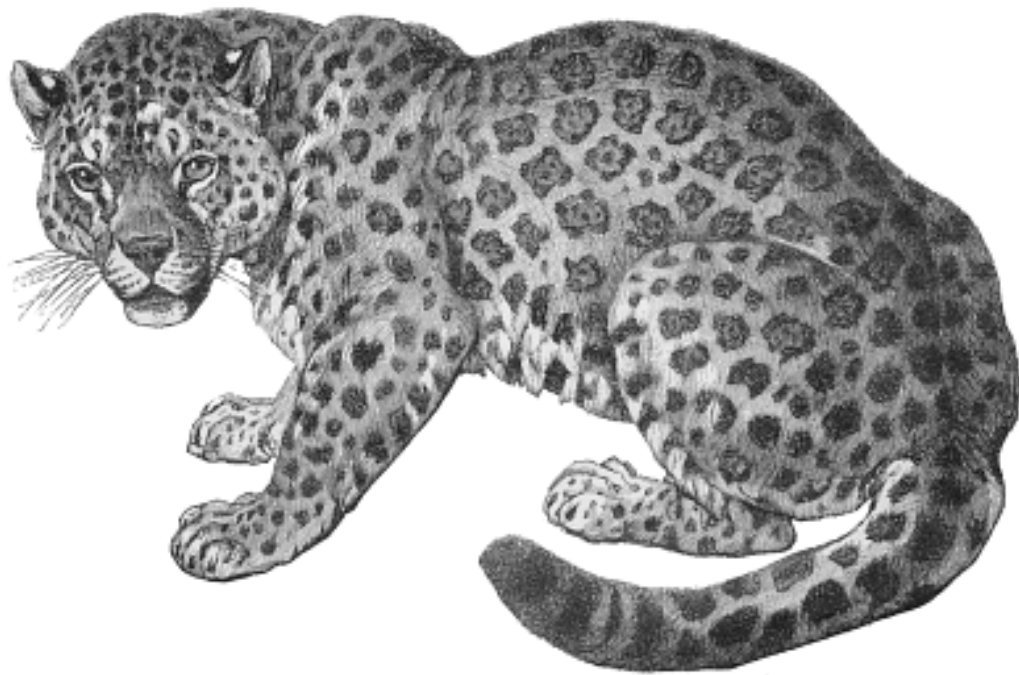


# FOX CHASE ELEMENTARY SCHOOL

ESTABLISHED 2001



PARENT/STUDENT  
INFORMATION GUIDE  
2009-2010

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## *High Academic Expectations within a Caring School Climate*

Dear Students and Parents,

Welcome to Fox Chase Elementary School for the 2009-2010 school year!

The 2009-2010 school year sees many changes. The summer has been a busy one at Fox Chase Elementary School, with construction the major focus. At the same time, the administrative staff has been working to prepare the building for the arrival of four special education classrooms.

After many years of using every hallway, closet, and storage space for offices and instructional spaces, Fox Chase Elementary School now has sufficient room for our existing classrooms and for those that are new to the building. Our Learning Center is no longer a shared space, with partitions and cramped instructional areas. Our special education resource and academically talented programs are now in spaces that better accommodate instruction, learning centers, and the technology that is available. Our teaching assistants will have suitable spaces to work with students individually and in small groups without the distraction of travel through the hallways. The construction of the addition has resulted in a very attractive, functional learning environment for all of the students in the building.

District 308 has a strong partnership with the Kendall County Special Education Cooperative which provides a wide range of special education services to the students from throughout the county, with a large number of those, of course, being Oswego students. We are extremely excited to welcome two of these programs to Fox Chase: Instructional Skills and Life Skills. Some of the students in those programs are Fox Chase students, so they are coming home; the other students will find a home here in this nurturing community. It is our hope that Fox Chase will be able to host these programs long-term.

Ongoing communication between Fox Chase and home is extremely important. There are many avenues for communication, and I encourage you to become familiar with all of them. This handbook is one source for Fox Chase and District 308 policy. Also, the Student Rights and Responsibilities Handbook provides specific information regarding rules and student discipline procedures. That handbook is referenced regularly by district staff, and it is advisable for both parents and students to have a good understanding of the disciplinary procedures that are followed. Both of these communication tools can be found on the District 308 website or the Fox Chase link.

The Oswego Community Unit District #308 website ([www.oswego308.org](http://www.oswego308.org)) and the link to the Fox Chase website are excellent resources for information. You will find a phone and email directory of district and Fox Chase staff as well as links to web pages for each grade level and academic team in the building. The district website is continually updated with district and community information, including school closings, curricular changes, event calendar, and district initiatives. At the district website, we ask that you sign up for Communicate 308, which will automatically email you when information is new. We will be using this method of sending parents important school information, but it requires that you sign up. As an example, the monthly Home & School Association newsletter is sent via Communicate308.

The Fox Chase staff is eagerly awaiting the start of the school year, ready to work together with you to help our students grow and become the best they can be. If you have any questions, comments, or concerns, please stop by the Fox Chase office or call me at 636-3000.

Sincerely,

*Susan Tiedt*

Principal

**Fox Chase Elementary School**  
260 Fox Chase Drive North  
Oswego, IL 60543

Phone 630.636.3000  
Fax: 630.636.3078  
[www.oswego308.org](http://www.oswego308.org)

**Susan Tiedt**  
*Principal*

**Keith Griffin**  
*Assistant Principal*

**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
Mr. Tim Neubauer	Executive Director of Finance Services
Dr. Marsha Hollis-Golden	Assistant Superintendent for Teaching and Learning
Mrs. Cathi Mundsinger	Director of Elementary Teaching and Learning

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**FOX CHASE ELEMENTARY SCHOOL**  
**260 Fox Chase Drive North**  
**Oswego, IL 60543**  
**Telephone: (630) 636-3000**  
**Fax: (630) 636-3078**

Mrs. Susan Tiedt	Principal
Mr. Keith Griffin	Assistant Principal

<b>Fox Chase Attendance Line:</b>	<b>636-3001</b>
<b>Fox Chase Nurse's Office:</b>	<b>636-3002</b>

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

**Oswego Community Unit District 308 Schools  
2009-2010**

**Elementary Schools:**

**All 630-**

<b>Boulder Hill</b>	<b>163 Boulder Hill Pass, Montgomery, 60538</b>	<b>636-2900</b>
<b>Churchill</b>	<b>520 Secretariat Lane, Oswego, 60543</b>	<b>636-3800</b>
<b>Hunt Club</b>	<b>4001 Hunt Club Drive, Oswego, 60543</b>	<b>636-2800</b>
<b>Homestead</b>	<b>2830 Hillsboro Blvd., Aurora, 60504</b>	<b>636-3100</b>
<b>Fox Chase</b>	<b>260 Fox Chase Drive North, Oswego, 60543</b>	<b>636-3000</b>
<b>Grande Park</b>	<b>26933 Grande Park Blvd., Plainfield, 60585</b>	<b>551-9700</b>
<b>Lakewood Creek</b>	<b>2301 Lakewood Cr. Blvd., Montgomery, 60538</b>	<b>636-3200</b>
<b>Long Beach</b>	<b>67 Long Beach Rd., Montgomery, 60538</b>	<b>636-3300</b>
<b>Old Post</b>	<b>100 Old Post Rd., Oswego, 60543</b>	<b>636-3400</b>
<b>Prairie Point</b>	<b>3650 Grove Rd., Oswego, 60543</b>	<b>636-3600</b>
<b>Southbury</b>	<b>820 Preston Ln., Oswego, IL 60543</b>	<b>551-9800</b>
<b>The Wheatlands</b>	<b>2290 Barrington Dr. West, Aurora, 60503</b>	<b>636-3500</b>
<b>Wolf's Crossing</b>	<b>3015 Heggs Rd., Aurora, 60502</b>	<b>636-3700</b>

**Junior High Schools:**

<b>Bednarcik</b>	<b>3025 Heggs Rd., Aurora, 60502</b>	<b>636-2500</b>
<b>Thompson</b>	<b>440 Boulder Hill Pass, Oswego, 60543</b>	<b>636-2600</b>
<b>Traughber</b>	<b>570 Colchester, Oswego, 60543</b>	<b>636-2700</b>
<b>Plank</b>	<b>510 Secretariat Lane, Oswego, 60543</b>	<b>551-9400</b>

**Senior High Schools:**

<b>Oswego East HS</b>	<b>1525 Harvey Rd., Oswego, 60543</b>	<b>636-2200</b>
<b>Oswego HS</b>	<b>4250 Route 71, Oswego, 60543</b>	<b>636-2000</b>

**Early Learning Center (ELC):**

<b>Brokaw ELC</b>	<b>100 Fifth Street, Oswego, 60543</b>	<b>551-9619</b>
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**District Administrative Center:**

	<b>4175 Route 71, Oswego, 60543</b>	<b>636-3080</b>
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**FOX CHASE ELEMENTARY SCHOOL SPECIAL EVENTS  
2009-2010**

**AUGUST**

- 20 Class lists posted – 4:00 p.m.
- 24 Preview Fox Chase – 5-7:00 p.m.
- 26 First Day of School, Grades 1-5  
Full day of attendance
- 27 Kindergarten Round-Up  
A.M. 9-11:00  
P.M. 1-3:00
- 28 First Day of Kindergarten  
A.M. 8:40-11:15  
P.M. 12:55-3:30

**SEPTEMBER**

- 1 Culver's Night
- 1 Fathers' Forum Meeting – 7 p.m.
- 7 No School—Labor Day
- 10 5-Hour Attendance Day—8:40-1:40
- 14 Home & School Meeting – 7 p.m.
- 14-30 NWEA MAP testing grades 2,3,4,5
- 16 Market Day – 6:30 p.m.
- 17 Curriculum Night—6:30-8:00 p.m.
- 24 Fall Pictures

**OCTOBER**

- 1-2 NWEA MAP testing grades 2,3,4,5
- 6 School Improvement Day  
--1/2 day of attendance – 8:40-11:55
- 6 Fathers' Forum Meeting – 7 p.m.
- 6 Culver's Night
- 7 International Walk to School Day
- 12 No School—Columbus Day
- 14 Market Day – 6:30 p.m.
- 19-23 Character Counts! Week
- 19 Home & School Meeting – 7 p.m.
- 23 Family Fun Night --7 p.m.
- 29 End of First Quarter (45days)
- 29 Halloween Parade @1:55  
Parties @ 2:30
- 30 No School – Teacher Institute Day

**NOVEMBER**

- 3-4 Mutual Ground – Grade 3 Stop Bullying  
Program
- 3 Fathers' Forum Meeting – 7 p.m.
- 3 Culver's Night
- 5 Fall picture retakes
- 5 Kindergarten Gym Night – 7 p.m.
- 9 Home & School Meeting – 7 p.m.
- 11 Market Day – 6:30 p.m.
- 16-20 American Education Week
- 18-24 Book Fair
- 19 5<sup>th</sup> Grade Musical—7:00 p.m.
- 20 Donuts with Dad – 7:45 a.m.
- 23 Parent/Teacher Conferences  
-5 hour attendance day – 8:40-1:40
- 24 Parent/Teacher Conferences  
-5 hour attendance day – 8:40-1:40

- 25 Parent/Teacher Conferences—No School
- 26-27 No School—Thanksgiving Break

**DECEMBER**

- 1-2 Hearing & Vision Screenings
- 1 Fathers' Forum Meeting – 7 p.m.
- 1 Culver's Night
- 3 1<sup>st</sup> Grade Gym Night – 7 p.m.
- 5 Vendor Fair/Holiday Shop
- 9 Market Day – 6:30 p.m.
- 10 5-Hour Attendance Day—8:40-1:40
- 14 Home & School Meeting – 7:00 p.m.
- 16-17 Hearing & Vision Re-screenings
- 18 Holiday Room Parties – 2:30 p.m.
- 19-Jan 3 No School – Winter Break

**JANUARY**

- 4 School Resumes
- 5 Fathers' Forum Meeting – 7:00 p.m.
- 5 Culver's Night
- 7 2<sup>nd</sup> Grade Gym Night – 7:00 p.m.
- 11 Home & School Meeting – 7:00 p.m.
- 15 End of Second Quarter (42 days)
- 15 ½ Day student attendance 8:40-11:55
- 18 No School –Dr. Martin Luther King, Jr. Day
- 19 No School – Teacher Institute Day
- 20 Market Day – 6:30 p.m.
- 22 Family Fun Night – 7:00 p.m.
- 28 Math Games Night – 6:30 p.m.

**FEBRUARY**

- 2-3 Mutual Ground Presentations, Gr. 1 & 4
- 2 Fathers' Forum Meeting – 7:00 p.m.
- 2 Culver's Night
- 4 3<sup>rd</sup> Grade Gym Night – 7:00 p.m.
- 6 Home & School Bingo
- 8 Home & School Meeting – 7:00 p.m.
- 11 School Improvement Day  
--1/2 day of attendance – 8:40-11:55
- 12 Valentine's Day Room Parties – 2:30
- 15 No School – President's Day
- 17 Market Day – 6:30 p.m.
- 20 Daddy-Daughter Dance – 7-9:00 p.m.
- 24 Family Reading Night – 6:30 p.m.
- 26 Home & School Auction – 7:00 p.m.

**MARCH**

- 1-12 ISAT Testing grades 3,4,5
- 2 Father's Forum – 7:00 p.m.
- 2 Culver's Night
- 4 4<sup>th</sup> Grade Gym Night – 7:00 p.m.
- 8 Home & School Meeting – 7:00 p.m.
- 11 5-Hour Attendance Day—8:40-1:40
- 17 Market Day – 6:30 p.m.
- 18 3<sup>rd</sup> Grade Musical – 7:00 p.m.
- 19 Grandparents' Breakfast – 7:45 a.m.
- 19 End of 3<sup>rd</sup> Quarter (42 days)
- 20-28 No School – Spring Break

## **MARCH**

- 29 School resumes
- 29-31 NWEA MAP testing grades 2,3,4,5
- 31-Apr 1 Book Fair
- 31 Parent/Teacher Conferences  
-5 hour attendance day – 8:40-1:40

## **APRIL**

- 1-23 NWEA MAP testing grades 2,3,4,5
- 1 Parent/Teacher Conferences  
-5 hour attendance day – 8:40-1:40
- 2 Parent/Teacher Conferences – No School
- 6 Fathers' Forum Meeting – 7:00 p.m.
- 6 Culver's Night
- 8 5<sup>th</sup> Grade Gym Night – 7:00 p.m.
- 12 Home & School Meeting – 7:00 p.m.
- 16 Family Fun Night – 7:00 p.m.
- 21 Market Day – 6:30 p.m.
- 27 School Improvement Day  
--1/2 day of attendance – 8:40-11:55
- 29 Cultural Arts Night – 6:30 w/ Honor Choir @7  
p.m.

## **MAY**

- 3-7 Teacher Appreciation Week
- 4 Fathers' Forum Meeting – 7 p.m.
- 4 Culver's Night
- 10 Home & School Meeting – 7 p.m.
- 11 Muffins with Mom – 7:45 a.m.
- 13 5-Hour Attendance Day—8:40-1:40
- 18 Volunteer Tea – 9:30-11 a.m.
- 19 Market Day – 6:30 p.m.
- 28 Field Day
- 31 No School – Memorial Day

## **JUNE**

- 1 Field Day – Rain Date
- 1 Culver's Night
- 2 Last Official Day of School  
-1/2 day of attendance – 8:40-11:55 a.m.  
End of the 4<sup>th</sup> Quarter (46 days)
- 16 Market Day – 6:30 p.m.

## **REGULAR SCHOOL HOURS**

- Kindergarten a.m. 8:40-11:15 a.m.
- Kindergarten p.m. 12:55-3:30 p.m.
- Grades 1-5 8:40 a.m.-3:30 p.m.  
*(provided no emergency days are used)*

## Fox Chase Staff Roster 2009-10

**School Phone 630-636-3000 / Fax 630-636-3078**

Name	Position	Room #	Phone	Email (all are @oswego308.org)
Tiedt, Mrs. Susan	Principal	Office	636-3010	stiedt
Griffin, Mr. Keith	Assistant Principal	Office	636-3011	kgriffin
Demerath, Mrs. Patricia	Kindergarten	150	636-3038	pdemerath0311
Langenfeld, Mrs. Krissy	Kindergarten	153	636-3050	clangenfeld0308
Denbo, Mrs. Amber	1 <sup>st</sup> grade	156	636-3042	adenbo1128
Hinz, Mrs. Dawn	1 <sup>st</sup> grade	155	636-3046	dhinz0804
Keck, Mrs. Megan	1 <sup>st</sup> grade	157	636-3043	mkeck1123
Soumar, Mrs. Kerri	1 <sup>st</sup> grade	197	636-3045	ksoumar0827
Benda, Ms. Christine	2 <sup>nd</sup> grade	188	636-3037	cbenda0502
DeBolt, Ms. Kirbie	2 <sup>nd</sup> grade	193	636-3033	kdebolt1003
Meier, Mrs. Beth	2 <sup>nd</sup> grade	190	636-3034	emeier0505
Saldana, Mrs. Sarah	2 <sup>nd</sup> grade	191	636-3047	ssaldana0512
Williams, Mrs. Erin	2 <sup>nd</sup> grade	195	636-3035	ewilliams0616
Anderson, Mr. Michael	3 <sup>rd</sup> grade	174	636-3056	manderson0528
Hager, Mrs. Jennifer	3 <sup>rd</sup> grade	144	636-3054	jhager0113
Johanns, Mr. Richard	3 <sup>rd</sup> grade	146	636-3064	rjohanns1021
Palatine, Mrs. Elizabeth	3 <sup>rd</sup> grade	145	636-3036	epalatine0816
Van De Veire, Mrs. Corrin	3 <sup>rd</sup> grade	173	636-3053	cvandevaire0909
Baker, Mrs. Natalie	4 <sup>th</sup> grade	231	636-3063	nbaker0509
Braun, Mrs. Jessica	4 <sup>th</sup> grade	219	636-3062	jbraun0224
Grunt, Mrs. Anne	4 <sup>th</sup> grade	218	636-3060	adegolier1119
Piechowski, Mrs. Amber	4 <sup>th</sup> grade	230	636-3057	apiechowski0312
Rost, Mrs. Susan	4 <sup>th</sup> grade	217	636-3055	srost1009
Wayne, Mrs. Jamie	4 <sup>th</sup> grade	219	636-3062	jwayne1228
Colby, Mrs. Devin	5 <sup>th</sup> grade	202	636-3068	dcolby0822
O'Brien, Mrs. Debbie	5 <sup>th</sup> grade	204	636-3052	dobrien0516
Oleson, Mrs. Candace	5 <sup>th</sup> grade	201	636-3049	coleson0223
Pantalena, Ms. Amy	5 <sup>th</sup> grade	203	636-3051	apantalena0512
Shadle, Mrs. Tammy	5 <sup>th</sup> grade	226	636-3072	tshadle1118
Maleski, Mrs. Beth	Instructional Skills	187	636-3022	emaleski0731
Stratton, Mrs. Paige	Instructional Skills	228	636-3048	pstratton0720
Marcello, Mrs. Jessica	Life Skills Program	147	636-3071	Jmarcello1101
Repp, Ms. Kelly	Life Skills Program	154	636-3040	krepp0109

Gatenby, Mrs. Meghan	ART	137	636-3032	mgatenby0929
Elko, Mrs. Lynn	AT	220	636-3044	melko0626
Mogle, Mrs. Deb	AT	229	636-3058	dmogle1218
French, Mrs. Laura	ELL	164	636-3065	lfrench0806
Cirino, Mr. Daniel	Health Specialist	130	636-3002	dcirino0515
Thies, Mrs. Shannon	LRC Director	135	636-3003	sthies1103
	LRC Instructor	135	636-3070	
Kowalski, Mr. Chris	Music	136	636-3066	ckowalski0112
Parr, Mr. Ryan	PE	118	636-3028	rparr0810
Strzempa, Ms. Jody	PE	118	636-3027	jstrzempa0619
Weaver, Mrs. Nicole	Psychologist	163	636-3004	nweaver1214
Meixensperger, Mrs. Becky	Reading	198	636-3021	rmeixensperger0120
Bittner, Mrs. Stacy	Reading	199	636-3059	sbittner0923
Schmit, Mrs. Michelle	Reading	221	636-3014	mschmit0828
Neary, Mrs. Alison	Resource	227	636-3073	aneary0627
Powers, Ms. Raggin	Resource	196	636-3020	rpowers1003
Benson, Mrs. Shelley	Social Work	185 ISP/LSP	636-3061	sbenson1020
Longwell, Mrs. Mary Kay	Social Work	162	636-3005	mlongwell0620
Sibon, Ms. Brenda	KCSEC Speech	ISP – 187	636-3067	bsibon@kcsec.org
Sobolevsky, Ms. Rebecca	KCSEC Speech	LSP – 154	636-3030	rsobolevsky@kcsec.org
Ware, Ms. Lisa	Speech	161	636-3013	lware1204
Adorjan, Mrs. Kim	Secretary, Principal	Office	636-3009	kadorjan0914
Gibson, Mrs. Paula	Secretary, Building	Office	636-3008	pgibson0805
Boothby, Mrs. Nicki	Teaching Assistant	4 <sup>th</sup> Grade / 211		nboothby0205
Bouldin, Mrs. Sally	Teaching Assistant	3 <sup>rd</sup> grade / 186		sbouldin0706
Greenfield, Mrs. Andrea	Teaching Assistant	Kdg. / 165		agreenfield1020
Kowalczyk, Mrs. Lisa	Teaching Assistant	LRC		lkowalczyk0523
Lintner, Mrs. Michele	Teaching Assistant	Resource / 186		mlintner0516
Long, Mrs. Robin	Teaching Assistant	Office / 211		rlong0224
Nieder Korn, Mrs. Pam	Teaching Assistant	1 <sup>st</sup> grade / 186		pniederkorn1113
Sanders, Mrs. Tamera	Teaching Assistant	2 <sup>nd</sup> Grade / 186		tsanders1209
Theodor, Mary	Teaching Assistant	Computer Lab		mtheodor0721
Weber, MaryAnne	Teaching Assistant	Reading / 166		mweber1230
McNelis, Mrs. Susan	Kendall Cty. Spec. Education Coord.			smcnelis@kcsec.org
DeWitt, Mr. Les	Building Engineer	115	636-3007	ldewitt0515
Riess, Mrs. Natalie	Cafeteria Manager	123	636-3006	riess-natalie@aramark.com

## ATTENDANCE

Fox Chase'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

Regularity of attendance and punctuality are important to stress to children from the very first day of school. Parents are required to call the school to inform them of their child's absence. If no call has been received by 9:45 a.m., the school will call the parents at home or at work. **Fox Chase's attendance line is 636-3001. This line is available for leaving recorded messages 24 hours a day.**

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.

Extended Absence: If an extended absence 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, as far in advance as possible. This form, which can be found in a link on the Fox Chase website, or from the school office, is to be submitted to the classroom teacher. Submission of the form does not necessarily mean the absence will be excused. Preplanned absences during standardized testing will be unexcused. The following testing scheduled will be followed this year:

NWEA MAP – grades 2,3,4,5 (9/14/10 – 10/2/09) and (3/29/10 – 4/23/10)

ISAT – grades 3, 4, 5 (3/1/10 – 3/12/10)

### STUDENT ARRIVALS

Students may begin arriving at Fox Chase at 8:25 a.m. **Students may not be on school property prior to 8:25, due to the lack of adult supervision.** Students transported by cars are to be dropped off at the west and south ends of the building and exit the vehicle onto the curb near the entrance to doors #8 and #12. Buses will unload students to the east of the building where they will enter through door #3A. The students will then be directed to the gymnasium or the multi-purpose room for line-up. Walkers may enter through either door.

The first bell will sound at 8:35 a.m. At this point, students will begin moving toward their classrooms. The official beginning of the school day is at 8:40, when a second bell will ring. **Any student arriving after 8:40 a.m. is to use the main entrance doors, be escorted by an adult and report to the office for a tardy pass before going to the classroom.**

If your child misses the bus because the bus didn't stop or your child was late to the bus stop, please do the following:

- First, call the Transportation Office (636-2999) to see if the bus has already come by or is simply running late.
- Second, call Fox Chase Elementary School (636-3000) to let the office know of the situation. If the bus has already passed your stop, it will be necessary for the parent/guardian to provide transportation for the child to school. It is also necessary for the adult to accompany the child into the school office and sign them in.

## STUDENT DEPARTURES

### Bus Riders

Students who ride buses will exit through the east #3A doors. So that there is no 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 Fox Chase Office prior to 3:00 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 prior to 3:00 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 BE INSTRUCTED TO RIDE THE BUS AS USUAL.** Morning kindergarten parents should have a note in the office by 11:00 a.m.

### Parent Pickup

Students whose parents provide transportation will exit the south and west doors (#12 & #8) and go to the west end parking lot. Drivers are to enter the parking lot by the Century Drive entrance and proceed to the main doors forming one line. Students are encouraged to watch for their transportation. All students must remain on the sidewalk until the vehicle has come to a stop alongside the curb before boarding. These vehicles are to then proceed straight to the stop sign at the end of the building and exit right onto Century Drive. Staff members and safety patrols will help monitor the loading process.

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!

### Walkers

All walkers will exit the building through doors #2 and #12. Parents who are meeting their child(ren) at or near these exits are asked to wait a distance away from the building in order to keep the door area clear.



## 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 WKD (FM 96, AM 1580) list Oswego closings. **PLEASE DO NOT CALL THE SCHOOL.** You may also access the information via the district website at [www.oswego308.org](http://www.oswego308.org). Automated phone calls will be made to parents regarding any closings.

## FOX CHASE ELEMENTARY SCHOOL POLICIES & PROCEDURES

### BICYCLES, SKATEBOARDS, ROLLER BLADES, ETC.

Student's bicycles must be locked up to the bike rack since supervision is not available. These rules must be followed:

1. Students riding bicycles must dismount at the beginning of school property and walk their bicycles to the bike rack.
2. Bicycle riding is only allowed off of school property.
3. General safety rules must be obeyed.

In accordance with the Oswego CUSD #308 Student Rights and Responsibilities Handbook, roller blades, scooters, and skateboards are not permitted at school.

### BIRTHDAYS

Birthday treats are permitted but not encouraged. Individual classroom teachers may provide additional guidelines for treats at their discretion or based upon the nutritional needs of the students in that class. **In all cases, treats should be individually portioned, cannot be homemade, and must be dropped off in the main office. The birthday student will retrieve the treats for delivery to the classroom. Students will not be permitted to deliver treats outside of their classroom, so please do not include additional treats for specials teachers, former teachers, etc. Balloons, flowers, and other gifts are not allowable and should not be delivered to school. At no time will balloons be taken aboard school buses.**

It is not our intent to prevent students from enjoying their birthdays; however, every child's instructional time is valuable, and needs to be as free of disruptions as possible. Other than the provision for birthday treats, please plan your birthday celebrations outside of school hours.

### CLASSROOM ASSIGNMENTS

During the school year, changes in your child's classroom placement may occur. 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 and the principal.

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.

### 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.**

### FEES AND COSTS

All school districts have required and optional fees.

Required fees:	Textbook Rental	Kindergarten	\$31.00
		Grade 1 - 5	\$58.00
Optional fees:	Hot Lunch (daily)		\$ 1.80
	Milk Only		\$ .50
School pictures:	Purchase information will be sent home before the scheduled date. See Calendar for the Fall and Spring photo schedule.		

### 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.

### FIRE, TORNADO, AND SECURITY DRILLS

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

Tornado and earthquake drills are also held throughout the fall and spring. We ask all occupants of the building to participate in these drills.

Security drills will be held to provide practice in procedures related to a lock-down of the building.

### GIFTS AT SCHOOL

The delivery of gifts for students is prohibited. It is not our intent to prevent students from enjoying their birthdays or other holidays; however, every child's instructional time is valuable, and needs to be as free of disruptions as possible. Other than the provision for birthday treats, please plan your birthday and holiday celebrations outside of school hours.

### HOMEWORK REQUESTS

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

district homework policy in this handbook for further information. You may leave the homework request on the attendance line when calling in your child.

### 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.**

### 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.

### LOST AND FOUND

A Lost and Found box is kept in the multipurpose room. If something (clothing, book bag, lunch box, etc.) is lost, students and parents should check this area. Unclaimed items will be removed and donated to charitable organizations on a regular basis.

### LUNCH AND CAFETERIA SERVICES

Fox Chase has a hot lunch available for children to purchase. Meal tickets are available for purchase in advance. Checks for meal tickets should be made payable to Oswego Community School District #308. Lunch services may also be managed and paid online through MealpayPlus.com.

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

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

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

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

### OUTDOOR RECESS

We will have outside recess during the school year as weather permits. Since students need fresh air and exercise, please have your child dress appropriately for outside recess every day. Recess will be inside only on extreme bad weather days and on days when the temperature w/windchill is below **10° F**. Students who have colds or who are recuperating from an illness will be allowed to stay inside for 3 consecutive days, only with a parent's written permission. Permission for longer periods of time will require a doctor's written request.

## PETS AT SCHOOL

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

## PLAYGROUND GUIDELINES

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

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

## 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 or Field Day unless released to return to physical education class by the doctor.

## ROOM PARTIES

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

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

**In all cases, party treats should be individually portioned and cannot be homemade. Individual classroom teachers may provide additional guidelines for treats based upon the nutritional needs of the students in that class.**

October 29	Halloween Parade (in costume) followed by the room party	1:55 p.m.
December 18	Winter Holiday Party	2:30 p.m.
February 12	Valentine Party and card exchange	2:30 p.m.

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

### Costume guidelines:

- Children need to be able to see out of their masks. Otherwise they need to carry them or wear them backwards.
- Hair color is strongly discouraged, and no coloring of hair will be allowed in the building. It is recommended that this be done after school hours in preparation for the evening holiday activities.
- Make-up is not to be worn to school in the morning. Any make-up applied before the parade should be something that the student can apply by themselves.
- Weapons (knives, swords, guns, pikes, light sabers, etc.) are prohibited. They will be set aside by the staff and returned to the student at the end of the school day.
- Room parents will be assisting the students with their costumes. Only these parents will be allowed to go to the classrooms to help them prepare.

## SAFETY PATROL

Fox Chase Elementary School has an aide-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 arrival/dismissal times to help in the area of the bus and car loading zones. All patrol members are reminded to dress according to weather conditions.

## 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 want to discourage you from this type of activity altogether, but we do ask that you do not sell things at school.

## USE OF TELEPHONES

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

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

## VISITORS' POLICY

We encourage parents to visit Fox Chase Elementary School. However, all persons, parents, and visitors entering the building must stop in the office and identify themselves prior to the visit. At this time you will be asked to sign in and receive a visitor's badge to display while at Fox Chase. Please return the badge to the office when you leave the building. This is for the safety of your children 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 their own phone and direct phone number. Please leave your child's teacher a voice message; if they are not available, they will return your call. Visits are discouraged during the first and final 3 weeks of school 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

Volunteers are an essential component of Fox Chase Elementary School. Teachers actively seek adults to help in the classroom. The Fox Chase Home and School also has many programs and activities for parents who wish to contribute to the school. If a parent is not available to volunteer during the school day, please consider volunteering for the many opportunities for "at home" projects or evening activities for parent involvement.

Volunteers can be used to assist in classroom activities. Please do not bring siblings or children into the classroom while volunteering. In order to limit interruptions to instruction and classroom routines, we also

ask that volunteers do not use their time in the building to visit teachers and classrooms that are not expecting them.

All Oswego District #308 volunteers are required to submit to a fingerprint/background check, if they plan to volunteer frequently. If you are interested in volunteering, please complete and submit the Volunteer Fingerprint Request form found in the Appendix of this handbook. Volunteers must sign in at the office before entering the building.

## **FOX CHASE SCHOOL RULES**

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

### **DRESS CODE**

As defined in *Oswego CUSD #308 Student Rights and Responsibilities Code*, 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 (including Heelies)

#### **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.

### **SCHOOL BUS RULES**

The passengers on the bus have a major role to play in ensuring a safe ride for everyone. While the bus driver is trying to concentrate on maneuvering the bus safely in traffic, they are also responsible for

observing student's behavior, and maintaining order on the bus. If the driver becomes distracted by unruly behavior, that lessens their ability to drive safely.

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

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

### SNOWBALLS

Students are not permitted to throw snow and ice.

### STUDENT DISCIPLINE/BEHAVIOR CODE

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

### STUDENT PROPERTY

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

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

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

### SPECIAL PROGRAMS

#### ACADEMICALLY TALENTED PROGRAM (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 or math through enrichment, acceleration, or differentiation of the curriculum. AT students are cluster-grouped in their regular classrooms which are heterogeneous curriculum settings.

The Academically Talented Program identification process screens and selects students based upon standardized achievement and ability testing, 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.

### AFTER-SCHOOL SPORTS

Fox Chase 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. Fox Chase staff members will supervise the program.

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

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

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

### ART

Fox Chase'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, Cultural Arts Night is celebrated by displaying students' achievements in the visual arts at grades 1, 2, and 4. Student work from grades 3 and 5 will be on display concurrent with their music programs during the school year.

### CHARACTER COUNTS!

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

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

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

## LEARNING CENTER

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

## MUSIC

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.

## 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 Fox Chase. Our core curriculum of activities includes soccer, tumbling, volleyball, basketball, roller-skating, softball, hockey, and health education (Grade 5). Students will also perform the Oswego Fitness Challenge twice per year. These evaluations include sit-ups, pull-ups, standing long jump, shuttle run, 50-yard dash, and endurance run (440 yards - Grade 1-3; 600 yards - Grade 4-5).

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

## RAINBOWS

School social workers coordinate the Rainbows program, available free to all children, K-5th grade. Rainbows, a peer support program offered in Oswego Schools since 1994, serves families who have suffered a loss due to death, separation or divorce. Rainbows is also helpful for children who are adjusting to a family change such as remarriage. New students are welcome to join Rainbows every semester. All students receive a letter describing the program prior to the beginning of each new semester.

## READING SERVICES

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

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

Students who require additional reading support work with specifically trained teachers and assistants in small groups or individually to help students improve their reading skills and strategies. Parents will be informed if their child is placed in a specialized reading program. Some children may be placed on a waiting list. Parents will be notified upon intake into the program.

### SOCIAL WORK SERVICES

We at Fox Chase Elementary 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.

### SPECIAL EDUCATION RESOURCE

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

### SPEECH AND LANGUAGE SCREENING

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 no longer take place. Screenings will be done on a referral basis. Each school year, the District #308 Speech-Language Pathologists will inservice all new K-5 teachers in the area of speech and language delays/disorders. Teachers, parents/guardians, and/or other outside agencies may refer a child to the school's speech-language pathologist for a speech/language screening.

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

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

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

#### What a Speech/Language Pathologist Does

- IDENTIFIES and EVALUATES students with speech, language, and related problems such as voice quality and fluency of speech.

- PLANS and CONDUCTS activities to improve a student’s speaking, listening, and other language and communication skills. This may take place in individual or small groups, or within the regular education classroom.
- COLLABORATES with parents, caregivers, teachers, and other professionals in understanding and meeting a student’s speech, language, and related academic performance.

## **HEALTH SERVICES**

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### **SCHOOL NURSE**

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A full-time nurse is assigned to each school for the safety of the students. The school nurse will administer first aid to all children in need 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 children who are ill to stay at school or children who are healthy 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. We respectfully request that exceptions to this policy not be asked for, as they cannot be allowed.

### **WHEN TO KEEP YOUR CHILD HOME FROM SCHOOL**

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Parents often have difficulty deciding whether their child is too ill to attend school. 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.**

Please reinforce with your children these health tips:

1. Wash hands after using the bathroom and before eating.
2. Do not share food and drink with other people.
3. Use tissues to blow noses, and then place the tissue in the garbage; do not wipe nose with hands or sleeves. Cough and sneeze into your upper sleeve, not your hands.

### 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.

### EMERGENCY CONTACT INFORMATION

Your child is away at school nearly eight hours a day. During that time they may become ill or sustain an injury. It is important for you to keep your child's school informed regarding any change in your phone numbers should the need arise to reach you during school hours. Also, please provide the name and daytime phone number of an adult who lives outside of your home. These measures will help us provide for your child's safety and comfort.

### 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.

### ADMINISTRATION OF MEDICATIONS

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

A medication authorization form is to be filled out and signed by the prescribing physician and

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

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

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

### **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**

All children entering Kindergarten or Sixth grade, effective fall of 2007, will need to present, prior to the first day of school, a new physical. The physical must be on the Illinois Department of Public Health (IDPH) form. Physicals submitted on the IHSA Sports form are not acceptable for these mandated grade level physicals, but the IDPH form can be used as a valid sports physical.

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

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

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

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

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

#### DENTAL EXAMINATIONS

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

## **FOX CHASE HOMEWORK GUIDELINES**

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### 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 will:

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 will:

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

C. Student will:

1. Know exactly the homework assignment, its due date, and penalties for late/incomplete work.
2. Have the necessary materials to complete the homework 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 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 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.
2. First Grade - Homework is assigned on a regular basis. Examples of this are daily reading, math Homelinks, and spelling or practice with high frequency words. Students should average 10-20 minutes per day.
3. Second Grade - When homework is assigned, students should average 20-30 minutes per day. (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 30-40 minutes per day.
5. Fourth Grade - Students should spend an average of 40-50 minutes per day on homework.
6. Fifth Grade - Students should spend an average of 50-60 minutes per day on homework.

## 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.

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

- A. District students shall be given the opportunity to make up school work missed due to absences that are considered unavoidable. They shall have the same number of days as their absence plus one to complete their work for credit.

- B. Parents shall notify the school prior to a family trip and may request homework assignments. Parents may call the school and request homework assignments during a student illness. In the elementary grades, teachers will provide students with the assignments upon their return to school.
- C. Student absenteeism considered avoidable is classified as truancy. The student will be given the opportunity to make up work missed due to an unexcused absence.

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

# **Appendix**

Regular Program and Early Dismissal Times

**Regular Program And Early Dismissal Times**  
**2009-2010 School Year**

**Regular Schedule:**

<b><u>School/Program Name</u></b>	<b><u>Start Time</u></b>	<b><u>End Time</u></b>
District Jr. High Schools	8:00	3:00
District High Schools	7:30	2:30
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 Jr. High Schools	8:00	1:00
District High Schools	7:30	12:30
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 Jr. High Schools	8:00	11:30
District High Schools	7:30	11:00
District Elementary Schools	8:40	11:55

*\*No Kindergarten Attendance*

