

Lakewood Creek Elementary  
Parent Handbook  
2009-2010



Home of the Coyotes

2301 Lakewood Creek Drive  
Montgomery, IL  
Main Office: 630-636-3200  
Attendance Line: 630-636-3201

Lakewood Creek  
Main Office Phone: 630 636-3200  
Attendance Line: 630 636 3201  
Office Fax: 630 636-3291  
Nurse Office 630 636-3202  
Nurse Fax: 630 636-3297  
Website: [www.oswego308.org](http://www.oswego308.org)  
Oswego School District #308 Information

Administration Office	630-636-3080
Boulder Hill Elementary	630-636-2900
Churchill Elementary	630-636-3800
Hunt Club Elementary	630-636-2800
Fox Chase Elementary	630-636-3000
Grande Park Elementary	630 551-9700
Homestead Elementary	630-636-3100
Long Beach Elementary	630-636-3300
Old Post Elementary	630-636-3400
Prairie Point Elementary	630-636-3600
The Wheatlands Elementary	630-636-3500
Wolf's Crossing Elementary	630-636-3700
Bednarcik Junior High	630-636-2500
Plank Junior High	630-551-9400
Thompson Junior High	630-636-2600
Traugher Junior High	630-636-2700
Oswego High School	630-636-2000
Oswego East High School	630-636-2200
Transportation Department	630-636-2999

#### District Administration

Dr. Daniel O'Donnell, Superintendent	630-636-3080
Mr. Todd Colvin, Asst. Supt. for Administration	630-636-3080
Dr. Marsha Hollis-Golden, Asst. Supt. for Curriculum	630-636-3080
Mr. Kris Monn, Asst. Supt. for Finance	630-636-3080

#### Board of Education

2009-2010

Lynn Cullick, President  
Mike Scaramuzzi, Vice President  
Andrea Schweda, Secretary  
David Behrens  
John Graff  
Laurie Pasteris  
Steven Wolf

### Attendance: Attendance Line # 636-3201

Consistent attendance at school is a great factor in student achievement and success. If your child is unable to come to school due to illness or unavoidable appointments, please contact the Lakewood Creek office by 8:00 A.M, 1pm for pm kindergarten. Please leave a message stating the child's name, teacher, reason for absence, if we do not receive a message or note from you, we will need to call to locate the child. We are sorry if this causes any inconvenience for you. If students are absent during the day, they cannot attend after school or evening activities (this includes music programs). For extended absences that are not illness related (two or more days), please obtain a "Special Absence Form" from the office or back of this booklet.

### Arrivals and Departures--Students

#### **Afternoon Kindergarten**

There will be one designated spot to drop off afternoon kindergarten students. Parents should enter the main circle drive off of Lakewood Creek Drive. They should drop their child at the Southeast (kindergarten) doorway #1. Bus students will also be dropped at this doorway. **AT NO TIME SHALL CARS PASS THE STOPPED BUSES. PLEASE BE PATIENT; IT WILL ONLY TAKE A FEW MINUTES TO UNLOAD THE BUSES.** Afternoon kindergarten students will wait in the kindergarten hallway until class begins at 12:55 P.M. As a reminder, you may drop-off students between 12:45-12:55. **Do not let your child off unless you see an adult at the door.**

#### **Bus Riders**

Buses will enter the main circle drive off of Lakewood Creek Drive and proceed to the main doors. Students will proceed through the door and into their designated waiting area. Students should not arrive at school prior to 8:25 A.M. Doors are opened at 8:25 A.M. A supervisor will greet students as they exit the bus.

At the end of the day, bus riders will be released at 3:30 P.M. through the main doors. Students will be guided to the correct bus by staff supervisors and patrols. Buses will remain at Lakewood Creek until the all-clear signal has been given by the staff supervisor. **If your child is a bus rider and you intend to pick him/her up, you must call the office or send a note to notify the office.**

During the times of 8:25-8:40 and 3:20-3:40 only buses will be allowed to enter the main circle. Please use the main parking lot at this time if you need to enter the building.



**Parent-Drop Off and Pick-Up/Daycare Drop-Off and Pick-Up**

**U-DRIVE  
PICK-UP/DROP OFF**

- Please follow the standard U-Drive traffic plan and do not park in the parking lot, walk in-between the U-drive line of traffic, get your child, and **walk in-between the line of traffic with your child**. Due to the very busy nature of pick-up and drop-off, this process makes it **extremely unsafe**.
- Please **do not park illegally in the parking lot** – on the yellowed lined areas or in the middle of the road. **This makes for very hazardous conditions**.
- Please provide your child with a note if there are any changes as to who will be picking them up or if they will be walking instead of their normal pick-up. **Students will not be allowed to go home with someone unless they are an officially designated person for pick-up**.

**LAKWOOD CREEK DRIVE  
PICK-UP/DROP OFF/WALKERS**

Lakewood Creek's doors open and supervision begins at 8:25 ...students should arrive as close to 8:25 as possible as to not be unsupervised and be exposed to the elements unnecessarily.

- **Lakewood Creek Drive - ABSOLUTELY NO PARKING OR DROPPING STUDENTS OFF ON THE SIDE OF THE STREET THE SCHOOL IS ON...**
- **Students and parents SHOULD NOT CROSS AT THE INTERSECTION OF LAKEWOOD CREEK DRIVE AND STACEY - this is an extremely busy intersection and very unsafe for anyone to cross.**
- **Buses Only in the Front U-Drive from:**

**8:15-8:45**

**3:15-3:45**

### Communication with the Home

District #308 distributes a monthly newsletter with a calendar of events and the school lunch menu. In addition, Lakewood Creek publishes its own monthly calendar with events and information specific to Lakewood Creek. All flyers, informational brochures, and teacher communications will be sent home via the weekly take-home folder or via Digital Messenger. Homework and school work may come home on other days. Parents are encouraged to let teachers know of any comments or concerns. Teachers can best be reached between the hours of 8:20 and 8:40 a.m. or between 3:30 and 3:50 p.m. You can always leave a voicemail message for the teacher and they will return it at their earliest convenience.

### Dress Code

The following is a summary of information provided as the student dress code in the Oswego District #308 Student Rights and Responsibilities booklet.

The following items are not permitted to be worn to school:

- Hats
- Bandanas
- Gloves
- Tight-fitting clothes or shredded clothes
- Headbands
- Headwear that interferes with the educational environment

\*\*In addition, students must wear clothing that covers their shoulder to mid-thigh area. Halter tops, midriffs, and spaghetti straps are prohibited at school.

Clothing cannot contain any of the following:

- pictures or slogans that are obscene, profane, lewd, or vulgar
- advertisements for drugs, tobacco or alcoholic beverages
- symbols of gangs or gang activity.

### Enrollment Information

Each year parents are asked to complete/update enrollment information for each of their children. It needs to be updated as information changes throughout the school year. **Whenever there is a change in telephone numbers, place of employment, or emergency contact, the school should be notified in writing.** The necessary changes will then be made. *This information is extremely important for the safety of your child.*

### Elementary 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 or math through enrichment, acceleration, or differentiation of the curriculum. Academically talented students are cluster grouped into their regular classrooms which are heterogeneous curriculum settings. In addition, the pull-out program is a one-hour per week block in a student's identified area. A district AT teacher will provide these services within the school day. The Academically Talented Program identification process screens and selects school year students based upon standardized achievement and ability testing given in second and fourth grade, teacher observation checklists, and student grade point average. A program identification matrix determines final participation. Parents and students are notified of the recommended program participation.

### Excessive Absences

There is a great link between absences and school achievement. Missing 10% of the school year will result in a letter from the school office notifying parents of the absences. Eighteen or more absences will result in a referral to the County Truant Officer.

### Fees and Costs

The required fees for Oswego School District #308 are:

Registration Fees	\$58.00 (Grades 1-5)
	\$31.00 (Kindergarten)
Hot lunch	\$ 1.80 (Daily)
Milk	\$ 0.50 (Daily)

### Field Trips

Classroom Teachers will plan curriculum-related field trips throughout the year. The trips are designated as an extension of the curriculum and classroom activities. Parents will be notified in advance of the trip. A field trip permission form was signed at registration. Younger or older children are not permitted to accompany parent chaperones.

### Grading System

At Lakewood Creek Elementary, it is our goal to educate students to be lifelong learners. We feel it is necessary to view each child as an individual with individual strengths and weaknesses. In Oswego School District #308, students receive grades on the basis of their performance on academic tasks. It is also important that parents, teachers, and students communicate on a regular basis to discuss other indications of the student's success.

#### Oswego District Grading Scale

A=90-100
B=80-89
C=70-79
D=60-69
F=59 or below

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

- Weighting of grades
- Use of group grades
- Use of other assessment methods such as check marks, O.K., pass/fail, etc.
- Allow for extra credit
- Allow corrections on test and/or homework for all or partial credit
- Allow retakes of tests for all or partial credit
- Reduction of credit for late work

## Homework Policy

### I. Definition (K-12)

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

### II. Beliefs (K-12)

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

Homework can:

- A. Extend the academic program and increase the amount of time that students are actively engaged 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 of 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.
- B. Practice: Assignments are given following a classroom lesson. Its purpose is to practice, reinforce, and master material and/or skills.
- 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.
- 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.

### IV. Responsibilities (K-12)

#### A. Administrator:

1. Provide support and clarification for concerns of teachers, parent 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 to the "Belief" statement (II) and the Types/Purposes (III).
2. State clearly and explain the homework assignment, due date, and penalty for late/incomplete.
3. Prepare students to complete the homework assignment.
4. Verify the completion of the homework 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 assignments.

#### V. Frequency/Amounts:

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.

- **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.
- **First Grade**—Homework is not assigned on a regular basis. A list of activities will be available for parents to use with their children at home.
- **Second Grade**—when homework is assigned, students should spend twenty to thirty minutes per week. (Reading and/or being read to, reviewing weekly spelling words, and practicing math facts are typical activities.)
- **Third Grade**—when homework is assigned, students should spend an average of thirty minutes to one and one-half hours per week. This represents a progressive increase of time during the school year.
- **Fourth Grade**—Students should spend two to two and one-half hours per week on homework.
- **Fifth Grade**—Students should spend three to four hours per week on homework.

#### VI. Late/Incomplete Homework (K-12):

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.

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

#### VII. Make-up Assignments

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

Parents shall notify the school prior to a family trip and may request homework assignments. Parents may call the school and request homework assignments during student illness.

### Homework at Lakewood Creek

In addition to the district policies, at Lakewood Creek, we feel that it is important for students to learn responsibility for their homework as well as how to keep a balance of work and play in their lives. As a result, homework will vary from grade level to grade level, classroom to classroom and day to day. The following are good homework practices for students:

- Be prepared for each day and each class. Have all necessary materials at school and ready for use.
- Complete tasks on time.
- Complete tasks neatly and to the best of the child's ability.
- List each day's assignments so that the directions are clear for use at home.
- Set aside a homework area where students can work effectively on homework.
- Set a homework time so that students know when homework is expected to be worked on.
- Parents should review homework with students to monitor progress. Parents are not expected to re-teach the material.

### Homework—Requests

Parents may request homework after a student is absent for two days. You may leave a message for a teacher in the office. All requests should be made before 10:00 A.M. to allow proper time for preparation of material. Homework may be picked up in the school office at dismissal time (3:30) or another student may be responsible for bringing it to the child's home. Please specify preference when request is made.

For extended absences that are not illness related (two or more days), please obtain a "Special Absence Form" from the office.

### Inclement Weather

**School Cancellations:** Some severe weather conditions may cause the cancellation of school. Due to the enormous amount of phone calls to the school and administration office, parents are asked to listen to one of the following radio stations to receive the information: WKKD 1580 AM or 96.3 FM, WGN 720 AM, WBBM 780 AM, or WSPY 107.1 FM. You may also receive the information via the District #308 website: [www.oswego308.org](http://www.oswego308.org).

**Heavy Rains:** If a heavy rain occurs during dismissal, parents who are picking up students should wait in the designated parent pick-up line. Students will wait within the gym area. Once their car has pulled to the parent pick-up door a teacher/assistant will escort the child to their car. **The pick-up line will move more slowly, but safely during bad storms. Your patience is required.**

**Storm Watches and Warnings:** Weather conditions may arise during the school day that may require safety precautions. In cases of severe weather, all students must remain inside until it subsides. In case of a tornado watch, all students will return to their regular classroom for learning activities. In case of a tornado warning, teachers will direct students to a safe location until the all clear has been received. If this occurs at dismissal time, bus riders will remain at school until the weather subsides. These drills will be practiced throughout the school year.

**Outside Recess:** Students will participate in outside recess as the weather permits. Please dress children appropriately. You should assume children will go outside for recess every day. Students will remain inside only during bad weather days and when the temperature is below 10 degrees F.

**Other Emergencies:** Lakewood Creek students will practice other safety routines and drills throughout the school year. Students are asked to pay close attention to these routines so that they will react appropriately in case an emergency does occur.

### Lost and Found

A lost and found box will be located in the hallway near the multi-purpose room. Students may look for items before or after school. Please try to avoid this by clearly marking your child's belongings.

### Lunch

Oswego schools enjoy a hot lunch program. Students will have the option of purchasing hot lunch on any day. Complete hot lunches with milk, are served at a cost of \$ 1.80 per day. Tickets may be purchased with credit being given when students are absent or do not eat hot lunch. Students are asked to bring their check (made out to ARA) to school on the first day of each school week. Lunch tickets must be purchased in the morning before the lunch period begins, and may be purchased in any \$ 1.80 increments.

Students will eat their lunch in the cafeteria for the first twenty minutes and have recess for the second twenty minutes of the period. Students who require a longer period of time to eat may remain in the cafeteria until finished. Recess time will not be extended.

Those students who do not wish to eat hot lunch may bring a sack lunch to school. These students may purchase milk for \$0.50. **Children are discouraged from bringing cans of pop and glass containers to school. Students are prohibited from bringing knives to school. In addition, we ask that parents do not bring fast food to school (McDonald's, Wendy's, etc.) for their child.**

Students are expected to use good manners and etiquette when eating in the Lakewood Creek cafeteria. They will be asked to try to keep their eating area clean and are expected to pick up papers and clean spills. Lunchroom assistance is available from district personnel.

For those families who qualify, free and reduced price lunches will be available. Forms may be obtained from the school office.

### Office Hours

Our office is open from 8:00-4:00 on all school days.

### Parties

Parties for special occasions are sponsored by the Home and School Association. Due to class sizes, parent attendance at parties is limited to the four parents designated by the Home and School. **Older and younger children may not accompany parents to these events.** These parties are held during the regular school day. **Treats that are brought to share at school parties must be store bought.** Parties for this year will include: Halloween, Holiday (December), and Valentine's Day.

### Pets

For sanity, safety, and health reasons, no pets are allowed to visit Lakewood Creek Elementary. **Also, they are not allowed on school grounds at arrival or dismissal time.** Thank you for your observance of this rule which provides for the safety and well-being of all students at Lakewood Creek.

### Recess

Students are given a 20 minute recess following their lunch time. Students are expected to use proper behavior on the playground. Although this is a time to play, students are asked to keep their hands and feet to themselves. While snow is on the ground, students will play outside when the temperature is above 10 degrees F. Students may play in the snow if they have on proper attire which includes snow pants and boots. Students may not throw snow. Students who do not comply with school rules will be subject to discipline in accordance with the Oswego District #308 Student Rights and Responsibilities booklet.

### Report Cards

The progress of each student will be reported four times per year. At the end of the first quarter, parent conferences are scheduled. Third quarter conferences are optional and can be requested by the teacher or parent. At the end of the second and fourth quarters, a written report card will be sent home with the student. Parents are encouraged to request additional information whenever the circumstances indicate a need. Please contact the child's teacher directly.

### Rights and Responsibilities for Students

Please see information under "Student Behavior Code" and "Dress Code".

## **School Nurse and Health Services**

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 children as they become ill or 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 have to stay at school or healthy children to be exposed to children who are contagious. Parents are asked not to send their children to see the school nurse for injuries or conditions which have occurred at home or away from school as these are not under the jurisdiction of the school.

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.

**Procedure for injured child:** When children return to school from an illness, it will be assumed that they are in good health and capable of participation in the 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 (3) recesses and play periods.

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 policy states that if a student cannot participate in PE, they 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.

**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 parents/guardians for use in further evaluations if desired. Screenings may be done at the request of teachers, and/or by Public Health requirements.

Notice to parents of students in Kindergarten, 2<sup>nd</sup> and 8<sup>th</sup> grades, and special education students and new students: We are now required by Illinois Law (Public Act 93-504) to inform you that the vision screenings done in the school setting are not a substitute for a complete eye and vision evaluation by an eye doctor. 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 indicating that an examination has been given within the previous twelve months. The report forms are in your nurses' office. Student wearing eye 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 medications are to be transported to and from school by an adult. No student is to transport or have medications in his/her possession.

**Medications:** A medication authorization form must be completed and signed by the prescribing physician and the parent/guardian before a prescription or non prescription medication can be given at school. 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. Over-the-counter such as Tylenol, Advil, Motrin, cold/allergy medications, cough drops, throat lozenges, etc. may not be given without a completed medical form, signed by a physician. All non-prescription medications must be provided from home in the original container with the student'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.

Medical storage: All medications are 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, prescribed by the Department of Public Health and the Illinois State Board of Education, shall be required of all pupils in the public schools

- prior to their entrance into kindergarten or the first grade
  - upon entrance into the sixth grade 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 with Section 27-8 of the Illinois School Code
- when deemed necessary by school authorities.

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

Pupils transferring into Oswego Schools have thirty (30) calendar days from their entrance date to comply with physical examinations and immunization requirements.

Pupils whose parents object to physical examinations or immunizations on religious grounds shall not be required to submit themselves thereto if they present to the local school authority a statement of such objections signed by a 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.

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

### **Security and Visitor Policy**

In order to provide a safe environment for the students at Lakewood Creek School, all doors will be locked during the day except the main entrance. Visitors will then be able to access the rest of the building only through the main office. Visitors are required to sign in and state their purpose for visiting. They are asked to wear a visitor badge during their visit.

All parents are encouraged to visit school; however, **visitations should 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. Visitors should be limited to a 30-40 minute period. Younger children may not accompany visitors. A visit does not infer a parent conference. Parent conferences should be scheduled with the teacher before or after school.

Children from other schools or younger brothers or sisters are not allowed to visit school with your children during school hours.

If you wish to dismiss your child early from school, please send a signed note with the student identifying the time and the person who will be picking the child up. At the time of departure, come to the office, and we will call the student to the office to be signed out of school. If necessary, identification may be required at the time of pick-up. We apologize for any inconvenience, but we may need to be certain it is the appropriate person who is taking the child.

### Speech and Language Screening

The Speech-Language staff of District #308 attempts to identify those students who are not developing communication skills adequately. A speech-language screening is given on a referral basis. Each school year, the District #308 Speech-Language Pathologists will in-service all new K-5 teachers in the area of speech and language delays/disorders. Teachers, parents/guardians, and/or other outside agencies may refer a child to the school's speech-language pathologist for a speech/language screening. When talking with a child, the speech-language pathologist pays particular attention to the following areas of communication:

- Voice quality
- Fluency of speech
- Ability to produce speech sounds
- Ability to use the speech mechanism (tongue, teeth, lips, etc.)
- Ability to understand and use appropriate language skills

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.

### Student Behavior Code

All students are expected to follow the Oswego District #308 Student Rights and Responsibilities that has been established by the Board of Education. Please read it carefully then sign and return the parent signature form to school. A reminder that as part of the Student Rights and Responsibilities Code, the following items may not be brought to school:

Skateboards, roller skates or roller blades

- Skateboards, roller skates, or roller blades
- Walkman or Discman
- Gameboys or similar electronic games
- Trading cards
- Cameras
- Expensive jewelry

These items will be confiscated and kept in the main office until an parent/guardian can pick them up for the child.

### Telephone

Due to the daily number of telephone calls received and made from Lakewood Creek School, student use of the phone is restricted. Please help your child be prepared for school each day with the necessary materials. It is an interruption to the classroom and the student for a child to stop and make a phone call from the office for a parent to bring a missing item to school.

If at all possible, prior arrangements should be made for changes in routine, such as being picked up from school. Students may receive messages in case of emergency. Students will not be allowed to use the phone to make play arrangements.

In the case of a forgotten lunch, students will be allowed to call home for the lunch. However, we will not interrupt learning to call into the classroom when the lunch arrives. Students will need to come and get their lunch on their way to the lunchroom.

### Cell Phones

Lakewood Creek Elementary is a cell phone free learning zone. Please remember that all cell phones must be turned off or on vibrate while visiting our building.

If you are providing a cell phone for your child, we ask that you send a written note to the office alerting us of it. All students in possession of a cell phone must have it turned off and stored away in their backpack during schools hours (to include during field trips) and/or while in school property. Please have a discussion with your child regarding this policy.

### Treat

Students are welcome to share treats with their class for special occasions (birthdays, class parties). **Due to the many allergies within our school, all treats brought into the school need to be store bought.**

### **Invitations to Birthday Parties**

We ask that you refrain from sending birthday party invitations for private parties to school to be distributed in the classroom, unless you are including one invitation for each child in the room.

### **Volunteers**

Volunteers are an essential component of Lakewood Creek Elementary. Teachers actively seek adults to help in the classroom. The Lakewood Creek Home and School will have many programs and activities for parents who wish to contribute to the school. Volunteers are used to assist in classroom activities. While volunteering younger siblings are prohibited in the classroom. Due to new District #308 procedures, parents or community members who volunteer on a regular (weekly or monthly) basis will need to be fingerprinted. Please contact the main office to obtain the letter and form. Parents who wish to volunteer can contact their child's teacher and/or the Home and School Organization.

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

Parents often have trouble knowing whether their child is too ill to go to 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/she has any of the following symptoms:

1. Vomiting and/or diarrhea in the past 24 hours
2. Shortness of breath or wheezing (not controlled with an inhaler if they have asthma)
3. A cough that interrupts his/her normal activity or wakes them, or 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, they cannot attend school. Children are to be fever-free for 24 hours, without the use of fever-reducing medication, before returning to school.

Please reinforce with your children these health tips:

1. Wash their hands after using the bathroom and before eating
2. Do not share food and drink with other people
3. Use tissue to blow their nose, than place in garbage; do not wipe with hand or sleeve
4. Cover their mouth when sneezing or coughing