

Dear students and parents/guardians of Long Beach Elementary:

Welcome to the 2009-2010 school year. I am pleased to start my third year as the proud Principal of Long Beach Elementary. As with any year, this year will certainly bring us all the challenges and obstacles that make us better and allow us to continue with the title: Oswego's Best Kept Secret! This will be our theme this school year with faculty and students. I am proud to make this statement, knowing we will do everything we can to ensure your son/daughter receives a quality education, second to none!

Also with a new school year brings new beginnings! NEW is the key term this school year. We've gone under a large renovation of the building, from inside to the outside, top to bottom. Our school looks different! We are very excited to have the updated technology, heating, air, electrical, and other components that will allow us to bring that quality education to our children.

Always keep in mind: We at Long Beach continue to practice our mission statement of **Believing Everyone Achieves in a Community Hand in hand**. We also take pride in our district mission statement: **a unique partnership of students, staff, families, and community, is to ensure each student develops the capacity to thrive as a successful contributing citizen by providing exemplary educational experiences in a safe, caring, and responsive learning environment**. With the two mission statements in mind, we will be sure to have a successful school year!

The following persons are new to Long Beach for the 2009-2010 school year:

Heather Darby-Kindergarten (one year)  
Stephanie Alba-Second Grade (one year)  
Katie Thayer-LD Resource  
Laura French-ELL Resource  
Tina Johnson-Read 180

Once again, I welcome everyone back to school this year. Please take the time to read through this handbook with your children and be sure to participate in the many wonderful Long Beach events this school year! **We are also accepting volunteers to come in during the school day to help teachers with copies, bulletin boards, paperwork, reading to students, etc. If you are interested, please sign up to volunteer and Mrs. Simpson or will be in touch with you very soon!**

Yours in education,

Kevin D. Lipke

# Long Beach Elementary Home Handbook



2008-2009  
Better Than Before!

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Dear students and parents/guardians of Long Beach Elementary:

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Yours in education,

Kevin D. Lipke

## Oswego Community School District #308

### *Administration*

Dr. Daniel O'Donnell, Superintendent of Schools  
Mr. Todd Colvin, Associate Superintendent for Administration/Personnel  
Dr. Marsha Hollis Golden, Assistant Superintendent for Curriculum  
Mr. Tim Nuebauer, Superintendent for Finance / Treasurer  
Dr. Carla Johnson, Director of Secondary Teaching and Learning  
Mrs. Cathi Mundsinger, Director of Elementary Teaching and Learning  
Mr. Rafael Segarra, Coordinator of ELL Services  
Mrs. Marti Nearing, Director of Special Services

### *School Board*

|                                 |  |
|---------------------------------|--|
| Ms. Lynn Cullick, President     | <a href="mailto:lynncullick@aol.com">lynncullick@aol.com</a>             |
| Mike Scaramuzzi, Vice President | <a href="mailto:mscaramuzzi@oswego308.org">mscaramuzzi@oswego308.org</a> |
| Ms. Andrea Schweda              | <a href="mailto:andrea.schweda@yahoo.com">andrea.schweda@yahoo.com</a>   |
| Mr. John Graff                  | <a href="mailto:graff308@comcast.net">graff308@comcast.net</a>           |
| Mr. David Behrens               | <a href="mailto:land4us@ameritech.net">land4us@ameritech.net</a>         |
| Mr. Steve Wolf                  | <a href="mailto:Shknw@aol.com">Shknw@aol.com</a>                         |
| Laurie Pasteris                 | <a href="mailto:lpasteris@oswego308.org">lpasteris@oswego308.org</a>     |

|                                     |  |
|-------------------------------------|--|
| <b>Long Beach Elementary School</b> | <b>636-3300</b>  |
| <b>Long Beach Attendance Line</b>   | <b>636-3301</b>  |
| Administration Office               | 636-3080   |
| Transportation                      | 636-2999   |
| District Web Site                   | <a href="http://www.oswego308.org">www.oswego308.org</a> |

# 2008-2009 School Directory

**Shirley Brokaw Early Learning Center - 630.551.9600**

1000 Fifth Street Oswego, 60543  
Joanne Hedemann, Principal

**ELEMENTARY K - 5**

**Boulder Hill Elementary School - 630.636.2900**

163 Boulder Hill Pass, Montgomery, 60538  
Jeffrey Schafermeyer, Principal  
Julia Nunn, Assistant Principal

**Churchill Elementary School - 630.636.3800**

520 Secretariat Lane, Oswego, 60543  
Christine Laughlin, Principal  
Tammie Harmon, Assistant Principal

**East View Elementary School - 630.636.2800**

4209 Route 71, Oswego, 60543  
Jeremy Ricken, Principal  
Kathleen Dineen-Hendricks, Assistant Principal

**Fox Chase Elementary School - 630.636.3000**

260 Fox Chase Drive North, Oswego 60543  
Sue Tiedt, Principal  
Keith Griffin, Assistant Principal

**Grande Park Elementary School - 630.551.9700**

26933 Grande Park Blvd., Plainfield, 60585  
Beth Wulff, Principal

**Homestead Elementary School - 630.636.3100**

2830 Hillsboro Blvd., Aurora, 60503  
Patricia Decker, Principal

**Lakewood Creek Elementary School - 630.636.3200**

2301 Lakewood Creek Blvd., Montgomery, 60538  
David Brusak, Principal  
Aaron Fedanzo Dudley, Assistant Principal

**Long Beach Elementary School - 630.636.3300**

67 Long Beach Road, Montgomery, 60538  
Kevin Lipke, Principal

**Old Post Elementary School - 630.636.3400**

100 Old Post Road, Oswego, 60543  
Jodi Ancel, Principal  
Kathleen Dineen-Hendricks, Assistant Principal

**Prairie Point Elementary School - 630.636.3600**

3650 Grove Road, Oswego, 60543  
Heidi Podjasek, Principal  
Kathryn Schafermeyer, .8 Assistant Principal

**Southbury Elementary School - 630.551.9800**

820 Preston, Oswego, 60543  
Philip D. Chapman, Principal  
Lindsey Thornton, Assistant Principal

**The Wheatlands Elementary School - 630.636.3500**

2290 Barrington Drive West, Aurora, 60503  
Janet DeMont, Principal  
Barb Garrison, Assistant Principal

**Wolf's Crossing Elementary School - 630.636.3700**

3015 Heggs Road, Aurora, 60503  
Allison Sulkson, Principal

Jeff Modaff, 1.0 Assistant Principal

## **JR. HIGH 6 - 8**

### **Bednarcik Jr. High School - 630.636.2500**

3025 Heggs Road, Aurora 60503  
Pam Jensen, Principal  
Jason Schmidtgall, Assistant Principal  
Michelle Senffner, Assistant Principal

### **Plank Jr. High School - 630.551.9400**

510 Secretariat Lane, Oswego 60543  
Bryan Buck, Principal  
Rachel Bednar, Assistant Principal  
Kathleen Melton, Assistant Principal

### **Thompson Jr. High School - 630.636.2600**

440 Boulder Hill Pass, Oswego 60543  
Tracy Murphy, Principal  
Jay Brickman, Assistant Principal  
Shannon Ford, Assistant Principal

### **Traugher Jr. High School - 630.636.2700**

570 Colchester, Oswego 60543  
Dr. Ralph Kober, Principal  
Rene Garren, Assistant Principal  
Philip Murray, Assistant Principal

## **HIGH SCHOOL 9 - 12**

### **Oswego East High School - 630.636.2200**

1525 Harvey Road, Oswego 60543  
Dr. Jeffrey Craig, Principal  
Brent Anderson, Assistant Principal  
James Seput, Assistant Principal  
Eric Koranda, Dean of Students  
Jen Wikoff, Dean of Students  
Chris Puckett, Dean of Students

### **Oswego High School - 630.636.2000**

4250 Route 71, Oswego 60543  
Michael Wayne, Principal  
Dr. Nancy Chibe, Assistant Principal  
Craig Watson, Assistant Principal  
Brian Cooney, Dean of Students  
Kevin Schnable, Dean of Students

# Long Beach Elementary PTA

## **2008-2009 Executive Officers**

President

Becky Menter

[get\\_pampered\\_today@sbcglobal.net](mailto:get_pampered_today@sbcglobal.net)

Vice President

Donna Green

[donnagreen13@live.com](mailto:donnagreen13@live.com)

Treasurer

Jim Patsch

[Jpatsch427@sbcglobal.net](mailto:Jpatsch427@sbcglobal.net)

Secretary

Laurie Pawlowski

[lori0923@comcast.net](mailto:lori0923@comcast.net)

## **Student Drop Off and Pick-Up Procedures for 2008-09**

### **Student Arrivals**

Students should arrive at Long Beach at 8:25 a.m. **Students may not be on school property prior to 8:25 a.m. due to lack of adult supervision. Students transported by car are to be dropped off at the back on the south side of the building. Students are to be dropped off on the curb near the entrance. Buses will unload students in the front of the building. Students may not be dropped off or picked up by car in the bus area located in front of the school building.** The students will be directed to the playground or gymnasium depending on the weather.

At 8:35 a.m., the bell signaling the beginning of the school day will ring. Any student arriving after 8:35 a.m. is to use the main entrance door. If the student is dropped off at 8:40 a.m. or later they need to 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:

- 1) First, call the bus barn (@636-2999) to see if the bus already came by or simply is running late.
- 2) Second, call Long Beach School (@636-3300) and let the office know what the situation is. If the bus had 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-Parent Pickup**

**Students whose parents provide transportation will exit the south doors (door #8) and go to the parent pickup along the curb.** Parents are asked to remain in their cars. Drivers are to enter the parking lot that goes behind the school 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 and exit onto Long Beach Road. Staff members and safety patrols will help monitor the loading process.

Parents who choose to park in the front parking lot to pickup or drop off their student(s) **must walk** their student(s) to door #2.

### **Student Departures-Bus Riders**

Students who ride buses will exit through the front doors. Our buses are at capacity therefore students will not be allowed to ride a bus other than their own. 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 Long Beach office prior to 3 p.m., so we are able to get the message to your child and his or 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 prior to 10:45 a.m.

## **Attendance**

### **Attendance**

Regularity of attendance and punctuality are important to stress to children from the first day of school. Parents are requested to call the school to inform them of their child's absence. If no call has been received by 10:00 a.m., the school will call the parents at home or at work.

**Long Beach's attendance line is 636-3301.** This voice mail line is available 24 hours a day. Please listen to the phone prompts to insure that you reach the attendance line.

**Homework requests** will be honored only after a student has missed **two consecutive days** of school. Requests may be left on the attendance line when the child is called in absent for the second day.

**Each student will be required to bring a written excuse signed by a parent or guardian on the day he returns following any type of absence.**

### **Emergency School Closing**

During inclement weather, if there is any question whether school will or will not open, Parents/Guardians are asked to listen to the radio. The following stations list the Oswego school closings. **PLEASE DO NOT CALL SCHOOL.**

WKKD 95.9 FM  
WSPY 107.1 FM  
WJTW 93.5 FM

WGN 720 AM  
WBBM 780 AM  
WBIG 1280 AM

Parents/Guardians may also access the information via the district web site,  
[www.oswego308.org](http://www.oswego308.org)

Connect Ed is another way parents/guardians will be informed of school closings.

### **School Rules**

#### **Bicycles**

Students in grades 3<sup>rd</sup> through 5<sup>th</sup> may ride bicycles to school. Student bicycles must be locked up to the bike rack since supervision is not attainable. 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.

### **Student Dress Code**

Hats, headwear, heavy or lined coats (winter coats), headbands, bandanas, handkerchiefs, gloves and sunglasses are not to be worn during the school day. In addition, all students must wear clothing covering their complete shoulder to mid-thigh area. Clothing that is suggestive or extremely tight fitting, such as halter-tops, midriffs tops, spaghetti straps, shredded clothing, etc. is not allowed. No skate shoes are allowed to be worn during the school day. Students are free to wear this type of shoe during the day without the skates in them. We are encouraging students not to wear flip flops as students can easily fall or trip during school hours. If a student is found wearing inappropriate clothing they will be sent to the office and, if necessary, call home for a change of clothes. For further clarification, please see the Oswego District #308 2009-2010 Student Rights and Responsibilities Code in the Related Disciplinary Issues section.

### **Leaving the School Grounds**

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

### **Pets at School**

For the safety and health of the students, students **may not** bring their pets to school. Animals may tend to become excited when in strange surroundings and with a large group of people. Generally speaking, they do not intend to be mean but react in the only way they know how which can result in a painful nip or bite. Past experience has dictated that it is advisable not to have pets at school at anytime. Please do not bring pets on school grounds.

### **Sales Of Items At School**

Students are asked not to bring candy, cookies, 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.

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

Please refer to Oswego District #308 2009-2010 Student Rights and Responsibilities Code K-12 for information regarding specific discipline policies.

### **Lunch Time**

Due to limited space in the lunchroom during lunchtime, we are only encouraging students staying for lunch to eat at school. If a Parent/Guardian would like to have lunch with their student, it will be necessary for Parent/Guardian to sign in at the main office. You may take your child out to lunch. It will be necessary for the Parent/Guardian to sign their student out in the office when taking them off of school property during their designated lunch time. Please pick up and drop off your student promptly at their designated lunchtime. You must sign your student back in when they return.

### **Outside Recess**

We will have recess outside during the school year as weather permits. Since students do need fresh air and exercise, **please have your student dress appropriately for outside recess every day.** Recess will be held inside only on extreme bad weather days. Students will remain inside when the temperature is below 20 degrees Fahrenheit. 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 requires a doctor's written request.

### **Playground Guidelines**

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

#### **Swings**

- One person on a swing
- Swing straight
- Sit only
- No "bailing off" a swing
- No running under a swinging swing or standing near a swinging swing
- Do not swing empty swings

### **Slides**

- Go down sitting feet first only
- Do not climb up the side
- No pushing on slide
- Only one person down the slide at a time

### **Wood Chips**

- No throwing or kicking sand, wood chips, rocks, or sticks
- Empty wood chips / sand out of shoes on playground
- Dust off clothes on playground

### **Monkey Bars**

- No sitting or climbing on top
- Move in one direction only
- Keep moving
- No flipping or jumping off the bars

### **Big Toy**

- No pushing
- No tag

### **Playground**

- Walk to and from the playground
- No tag
- No tackle football or soccer
- No dodge ball unless supervised by an adult
- Remain in the playground area students should not be on the side of the building
- No bats or hard balls on playground – tennis, nerf balls, and soccer balls are allowed
- No gymnastics
- Do not handle animals
- If a ball goes in the parking lot, an adult must retrieve it
- No glass containers are to be brought to recess – i.e. containers to catch bugs.

### **Snow**

- No throwing or kicking ice, snow, or snowballs

- Stay off icy areas, puddles, etc.
  - Clean snow off clothes and shoes before entering the building
- 1) Physical contact / fighting is not allowed and will be immediately brought to the attention of the principal.
  - 2) No throwing of sand, snow, mulch, or stones.
  - 3) Recess ends when the whistle is blown; children are to line up immediately and quietly.
  - 4) Students are to respect the directions of the playground supervision.

### **Student Property**

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

Students may not bring valuable items to school such as radios, recorders, cameras, jewelry, hand-held video games (Gameboys), and sports or other collector cards, skateboards, roller blades, scooters, sneakers with retractable roller skates and hard balls or bats, etc. Long Beach is not responsible for them. These items may be confiscated. For further items not allowed at school, please see the Oswego District #308 2008-2009 Student Rights and Responsibilities Code K-12 in the Related Disciplinary Issue section.

It is the student's 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.

## **School Procedures**

### **Grading Scales and Practices**

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

|           |          |            |
|-----------|----------|------------|
| 97-100 A+ | 80-82 B- | 63-66 D    |
| 93- 96 A  | 77-79 C+ | 60-62 D-   |
| 90- 92 A- | 73-76 C  | Below 60 F |

87- 89 B+

70-72 C-

83- 86 B

67-69 D+

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

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

### **Fire / Tornado 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 drills are held throughout the fall and spring. We require all occupants of the building to participate in these drills.

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

### **Visitors**

We encourage Parents/Guardians to visit Long Beach Elementary School. However, all persons, Parents/Guardians 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 display a visitor's badge while at Long Beach Elementary School. Please return the badge to the office when you leave the building. This is for the safety of students as well as to provide a minimal number of classroom interruptions. Uninterrupted learning time is important to students and staff. **If you are a volunteer on a regular basis**

**(once a week or more) you may be asked to have a background check and be fingerprinted in order to volunteer in Oswego CUSD 308.**

Please make an appointment with the classroom teacher if you wish to visit the classroom. All staff members have voice mail. You can access it by calling the main school phone number (636-3300) and dialing the teacher's last name to access their box if you do not know their extension number. Visitations are discouraged during the first 3 weeks and the final 3 weeks of school and during testing sessions.

We encourage classroom visits to be limited to a thirty-minute period. Other students or siblings may not accompany the adult while visiting a classroom. A visitation does not necessarily infer a Parent/Guardian conference. Should one be desired, an appointment should be made with the teacher before or after school.

### **Field Trips**

Students from Oswego schools will be allowed to go on one field trip per year per district policy. In order for students to participate in field trips, each student must have the Parent's/Guardian's permission to accompany his class. Only one permission slip is required at the beginning of the year and is kept on file in the school office. No field trips will be taken, however, without the Parents/Guardians being given advance information about proposed activities.

### **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. Room Parents/Guardians, with input from the classroom teacher, plan, prepare, and help at the parties therefore siblings may not accompany helpers at parties. Room parents will not be allowed to sign in sooner than 20 minutes prior to the party. **Treats are to be pre-packaged/store bought for health reasons.**

Parties for the 2009-2010 school year will be held on the following dates:

October 29  
December 18

Room parties @ 2:30  
Winter Holiday Party @ 2:30

February 12  
TBA

Valentine's Day Party @ 2:30  
Field Day

### **Request To Remain Indoors**

When students return to school from an illness it will be assumed that they are in good health and capable of participating in full activities. On occasion it may be necessary for students to follow a restricted routine. In these cases Parents/Guardians are requested to send a note with their student requesting that the student be kept indoors for a maximum of three (3) days.

Students who need to be excused from physical education or recess for more than three (3) days due to injury or illness will require a doctor's written excuse. This includes, but is not limited to, any injuries involving stitches, a fracture, or use of a cast, brace, splint, walker, or crutches.

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

### **Severe Allergy**

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

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

1. Please do not send edible treats with the ingredient of the student's identified allergy to school.
2. If your child eats a food that a child in his/her class is allergic to prior to school, please make sure hands are washed at home before coming to school.
3. Do not store food items that a child in class may be allergic to in your child's backpack for after school consumption.

4. Educate your child on being sensitive to others and their potential allergies.

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

## **Special Programs**

### **Academically Talented Program (A.T.)**

The Oswego School District recognizes that academically talented students have academic needs that may require differentiated educational practices to challenge them to their full learning potential. Grade levels 2-5 academically talented students are provided with opportunities for differentiated extensions of the regular classroom curriculum in their identified academic areas of reading, language arts, or math through enrichment, acceleration, or differentiation of the curriculum. A.T. students are cluster grouped in their regular classrooms, which are homogeneous or heterogeneous curriculum settings.

The Academically Talented Program identification process screens and selects students based on 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/Guardians and students are notified of this recommended program participation.

### **Art**

Long Beach’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 principals 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.

### **ELL Resource Program**

Long Beach is pleased to have the district's ELL Resource program. ELL (English Language Learners) students are able to receive resource services in the building. If you have any questions regarding this program, please contact the coordinator of the district ELL programs, Mr. Rafael Segerra at our district office, 636-3676.

### **Learning Center**

Our Learning Center functions as a library with a research area and as a classroom. Most of the books and magazines may be checked out of the Learning Center to be enjoyed at home and at reading times during school days. Books and magazines are checked out for one week but can be renewed for additional weeks. Lost or damaged books must be paid for. If lost books are found, the cost of the book is returned. Students with overdue books are not allowed to check out more books until the overdue books are returned.

Parents/Guardians are allowed to check out books with the approval of the Learning Center Director. Kindergarten through fifth grade teachers send their students as individuals and groups throughout the school year. Kindergarten students are brought to the Learning Center by their classroom teacher to check out books. Activities are planned by the teachers and Learning Center Director to follow the grade level curriculum. The Learning Center also helps with coordinating equipment and meeting the needs of the staff.

### **Learning Disabilities Resource**

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

### **Music**

The music specialist strives to help students to 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 30 minutes, 2 times a week. They have active musical experiences of both an individual and a shared nature throughout the year.

### **Physical Education Program**

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

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

### **Rainbows**

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

### **Social Work Services**

We at Long Beach are interested in all aspects of your student's development. In that light, the Social Work program attempts to meet the needs of the students whose social or emotional problems impact their learning. Students are referred by their classroom teachers or building administrators and assessed for direct services as schedules permit. In addition, social workers meet student's needs through the Pupil Personnel Services Team, classroom groups, Parent/Guardian and teacher consultation

and crisis intervention services. Please feel free to contact your student's teacher or the principal if you have concerns about your student's social or emotional adjustment to school.

### **Title I Reading Services**

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

The reading assistants of District 308 screen all kindergarten students. The Title I reading specialists screen all first grade students, all second grade students, some students new to the district, students who have previously received Title I reading services, and students in need of screening as requested by the classroom teacher.

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

### **Speech and Language Screening**

The speech/language staff of District 308 attempts to identify those students who are not developing communication skills adequately. Due to a change in state law, whole class speech and language kindergarten screenings will no longer take place. Screenings will take place on a referral basis. Each school year, the District #308 speech-language pathologists will in-service all new K-4 teachers in the area of speech and language delays/disorders. Teachers, parents/guardians, and/or other outside agencies may refer a student to the school's speech-language pathologist for a speech/language screening.

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

1. Voice Quality
2. Fluency of Speech
3. Ability to Produce Speech Sounds

4. Ability to Understand and Use of Appropriate Language Skills
5. Ability to Use The Speech Mechanisms (tongue, teeth, lips, etc.)

Good speaking, listening, and thinking skills are important for academic success. A speech-language pathologist can help students who have problems with these skills.

#### What a Speech /Language Pathologist Does

- IDENTIFIES and EVALUATES students with speech, language, and related problems such as voice quality and fluency of speech.
- PLANS and CONDUCTS activities to improve a student's speaking, listening, and other language and communication skills. This may be individual, small group, or within the regular classroom.
- COLLABORATES with Parents/Guardians, caregivers, teachers, and other professionals in understanding and meeting a student's speech, language, and academic needs.

#### After School Sports

Long Beach Elementary School will conduct an after-school sports program for students in grades 4<sup>th</sup>/5<sup>th</sup>. This program will have different athletic activities for both boys and girls. Long Beach staff members will supervise the program. Please be aware that the school doors are locked at 4:00 p.m. daily. Parents/Guardians arriving to pick up their students for after-school sports are asked to please wait outside until their student is finished and dismissed by the After School Sports Director. Students will be dismissed out of the back door (door 8).

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

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

Also, messages are often very difficult to give to students participating in after-school programs. The office staff leaves at 4:00 p.m. If you would

like to get a message to your child, you need to call before 2:45 p.m. in order to get all messages delivered.

## Other

### Volunteers

Volunteers are an essential component of Long Beach School. Teachers actively seek adults to help in the classroom. The Long Beach Home and School also has many programs and activities for parents who wish to contribute to the school. If volunteers are not available during the school day, many opportunities for “at home” projects or evening activities for parent involvement are also needed.

Volunteers can be used to assist in classroom activities. Please do not bring siblings or children into the classroom while volunteering.

### Enrollment and Registration

Parents/Guardians are asked to complete a review of the registration enrollment information for each of their students every year. This is our only source of information when contacting Parents/Guardians of sick or injured students. **Whenever there is a change in telephone numbers, place of employment, or person to contact in case the Parents/Guardians cannot be reached, the school must be notified.**

### Fees and Costs

Required materials fees: Textbook Rental Kindergarten \$30 per student

|                |           |                  |
|----------------|-----------|------------------|
| Optional fees: | Hot Lunch | \$1.80 per lunch |
|                | Milk Only | \$0.50 per milk  |

|                 |  |
|-----------------|--|
| School Pictures | Purchase information will be sent home before the scheduled date. See the calendar for the Fall and Spring photo schedule. |
|-----------------|--|

### **Invitations**

Only invitations going to each classmate can be distributed at school; otherwise, they should be mailed. The school and teachers will not give out addresses or home phone numbers of students.

### **Lost and Found**

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

### **Health Information**

#### **School Nurse**

A full time nurse is assigned to each school for the safety of students. The school nurse will administer first aide to all children in need of such. The school nurse will provide immediate care for the 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 amount of time. We do not want sick children to stay at school or healthy children to be exposed to children who are contagious.

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

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

### **Procedure For Injured Child**

If a child requires stitches, a brace, cast, or sling, the doctor must write a P.E./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 P.E., 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 P.E./Recess notes need to indicate when the student may return to P.E./recess. If the note says "until further notice" another note from the doctor is needed to return to P.E. / recess.

### **Screening**

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 settings 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 and 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 nurses' 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 MEDICATIONS ARE TO BE TRANSPORTED TO AND FROM SCHOOL BY AN ADULT.** No student is to transport or have medications in his/her possession.

### **Prescription Medications**

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

### **Non-Prescription Medications**

**Non-Prescription medications** (over the counter) such as Acetaminophen (Tylenol), Ibuprofen (Advil, Motrin), cold/allergy medications, cough drops, throat lozenges, etc. may be given with a completed medication form, signed by a parent/guardian, for a period of three (3) days. All **non-prescription medications** must be provided from home in the **original container** with the student's name written on it. Any medication needed beyond the three (3) days must have a physician's signature.

### **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 the nurse's office. In all cases the school retains the discretion to reject the administering of medication at school by school personnel.

### **Extra Medications**

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

### **Physical Examination and Immunizations**

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

public schools prior to their entrance into kindergarten or the first grade, and upon entrance into the fifth and ninth grades and, irrespective of grade, immediately prior to or upon entrance into any public school if that pupil has not previously been examined in accordance with Section 27-8 to of the School Code. Additional health examinations of pupils may be required when deemed necessary by school authorities.

In addition to the physical examination, every pupil shall be immunized in accordance with the rules and regulations promulgated by the Department of Public Health and the State Board of Education. Pupils failing to meet the required mandate shall be excluded from the attendance centers in the Oswego schools. Pupils transferring into the Oswego Schools will have 30 calendar days from their entrance date to comply with physical examination and immunization requirements.

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

If the physical condition of the students 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.

### **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, up at night.
- 4) Rash
- 5) Drainage from the eye
- 6) Severe sore throat
- 7) Fever – If your child has a temperature of 100 degrees (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 to 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, then place in garbage; do not wipe with hand or sleeve
- 4) Cover their mouth when sneezing or coughing

## **Homework Policy**

### I. DEFINITION (K-12)

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

### II. BELIEFS (K-12)

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

Homework CAN:

- A. Extend the academic program and increase the amount of time that students actively engage in learning,
- B. Be an effective means for increasing student responsibility, self-discipline and accountability,
- C. Provide Parents/Guardians with insights into the school's curriculum and expectations for students,

- D. Contribute to higher levels of student achievement.

### III. TYPES/PURPOSES (K-12)

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

### RESPONSIBILITIES (K-12)

- A. Administrator will:
  - 1. Provide support and clarification for concerns of teachers, Parents/Guardians and students within the homework policy guidelines.
  - 2. Assure proper coordination of homework, where students receive assignments from more than one teacher.

3. Keep professional expectations for teachers consistent with the demands of the homework policy.

B. Teacher will:

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

C. Student will:

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

D. Parent/Guardian will:

1. Encourage proper study habits. This includes providing a good place and adequate time for completing homework assignments.

2. Offer assistance and support to students while developing their independence.
3. Monitor student progress and communicate with teachers.

#### IV. FREQUENCY AMOUNTS (K-12)

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

##### A. Elementary:

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

6. Fifth Grade – Students should spend one to two hours per day on homework. This represents a progressive increase of time during school year.

A. Junior High:

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

A. High School:

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

V. LATE/INCOMPLETE HOMEWORK (K-12)

Homework assignments are expected to be completed and handed in on time. Students who turn in late or incomplete assignments will be dealt with in a fair and equitable manner. The teacher may give reduced credit for the assignment based upon the stated classroom policy.

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

VI. MAKE-UP ASSIGNMENT (K-12)

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

Parents/Guardians shall notify the school prior to a family trip and may request homework assignments. Parents/Guardians may call the school and

request homework assignments during a student illness – homework requests will be honored only after a student has missed two consecutive days of school. Requests may be left on the attendance line when the student is called in absent for the third day.

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

Student absenteeism considered avoidable is classified as truancy. The student will be given the opportunity to make up work missed due to an unexcused absence.

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

## **Student Records**

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

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

1. Permanent Records shall include basic identifying information, academic transcripts, attendance records, accident/health reports, and information pertaining to release of this record. The permanent record may also include honors/awards and activities/athletics. The permanent record shall be maintained for at least sixty years after the student has graduated, withdrawn, or transferred from the district.
2. Temporary records which may include family background information, intelligence/aptitude scores, achievement test results, psychological reports, honors/awards, athletics/activities, disciplinary information, teacher anecdotal records, special education files, information pertaining to release of this record, and other relevant information not required to be in the permanent record. Temporary

records shall be reviewed at least every four years, or upon a student's change in attendance center, whichever occurs first, to verify entries and correct inaccurate information. These records are maintained by the district during the period of usefulness to the school and the student, but in no case longer than five years after the student has transferred, graduated, or permanently withdrawn from the district. Notwithstanding the above, within one calendar year of a student's change in attendance center, all disciplinary information regarding that student shall be destroyed. A Parent/Guardian may review and copy such information prior to its destruction.

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

The Parents/Guardians of a student under eighteen or a designee of such Parents/Guardians shall be entitled to inspect, challenge and copy information in the student's school records. A student shall have the right to inspect and copy his or her school student permanent record. When the student reaches eighteen years of age, or graduates from high school, or marries or enters military service, all rights and privileges accorded to a Parent/Guardian under the Illinois School Student Records Act shall become exclusively those of the student. At the option of the Parents/Guardians, a designee of the Parents/Guardians, an eligible student or the district, a qualified professional may be present to assist in the interpretation of the temporary records. A request for access to the records shall be made in writing and directed to the Superintendent, Building Principal, or his designee. Access to the records shall be granted within fifteen days of the district's receipt of such a request. Access shall not be granted to the Parents/Guardians of the student to confidential letters and statements of recommendations concerning the admission to a post secondary educational institution, applications for employment or

the receipt of an honor or award which have been placed in the records prior to January 1, 1975, provided such letters and statements are not used for purposes other than those for which they were specifically intended. Access shall not be granted to such letters and statements entered into the record at any time if the student has waived his right of access after being advised of his rights to obtain the names of all persons making such confidential letters and statements.

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

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

1. The district or any employee of the district shall not release, disclose or grant access to information found in any student record except under the conditions set forth in the Illinois School Student Records Act of 1975 and the Illinois State Board of Education Regulations.
2. The release of records to Parents/Guardians and students for inspection and copying shall be in accordance with district policy and the ISSRA and ISBE regulations.
3. The district shall grant access to, or release information from, student records without Parent/Guardian consent or notification to employees or officials of the district or the Illinois State Board of Education provided a current, demonstrable, educational or administrative need is shown.

4. The district shall grant access to, or release information from, student records without Parents/Guardians consent or notification to any person for the purpose of research and statistical reporting or planning provided that no student or Parents/Guardians can be identified from the information released.
5. The district shall grant access to or release information from a student's records pursuant to a valid court order.
6. The district shall grant access to or release information from any student record to persons authorized or required to gain access to such records under Federal or State statute.
7. The district shall grant access to or release information from student records to any person possessing a written, dated consent, signed by the Parents/Guardians or eligible student with particularity to whom the records may be released, the information or record to be released, and the reason for the release.
8. The district may release student records to the Superintendent or his/her designee of other schools in which the student has enrolled or intends to enroll upon written request from such officials after prompt notice to the Parents/Guardians of the nature and substance of the transfer unless the Parents/Guardians have made or joined in the request for transfer.
9. Prior to the release of any records or information under items 5, 6, 7 and 8 above, the district shall provide prompt written notice to the Parents/Guardians or eligible student of its intended action.
10. The district may release student records or information under certain emergency situations without Parent/Guardian consent if the knowledge of such information is necessary to protect the health or safety of the student or other persons.

11. The district shall release “directory information” regarding any student unless the Parents/Guardians or eligible student requests in writing within 10 days of this notice that any or all of such information not be released. Prior to the release of directory information, the district must notify affected Parents/Guardians or eligible student in writing. The student directory information will be limited to: name, address, gender, grade level, birth date and place, Parents’/Guardians’ names and addresses, academic awards/degrees/honors, information in relation to school-sponsored activities, organizations and athletics, major field of study, and period of attendance in school.
12. A record of all releases of information from student records shall be kept and maintained by the Superintendent as part of such records.
13. The district shall provide a written statement of the confidentiality requirements of Illinois and Federal statutes and regulations concerning student records to any person to whom such records are released or made accessible (except Parents/Guardians or students).

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

## **School –Community Relations**

### **Public Comments**

Although no one shall be denied the right to present a comment/complaint about school personnel to the School Board, resolution of such

comments/complaints will first be referred to the District Administration for study and solution.

The District places trust in its employees and desires to support employee's actions in such a manner that employees are freed from unnecessary, spiteful or unjustified criticism or complaints. If feasible, the complainant shall be encouraged to first bring a complaint to the individual concerned. If the problem cannot be resolved with the individual concerned, it should be brought to the attention of the immediate supervisor or administrator. The individual employee involved shall be given every opportunity for explanation, comment, and presentation of the facts as he sees them.

If the issue is not resolved by involvement of the immediate supervisor, the complainant can be referred to the Superintendent for his review and decision.

If the above steps do not resolve the concern of the complainant, he may request a close meeting of the School Board for the purpose of review of the Superintendent's decision. Generally all parties involved, including the District's administration, shall be asked to attend such a meeting for the purpose of presenting additional facts, making further explanations and clarifying the issues. The School Board shall conduct such a meeting in a fair and just manner.



