

**OLD POST**  
**ELEMENTARY SCHOOL**  
**PARENT HANDBOOK**  
**2007 – 2008**

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**OSWEGO COMMUNITY UNIT SCHOOL DISTRICT #308  
BOARD OF EDUCATION**

<b>Andrew Young</b>	<b>President</b>
<b>Lynn Cullick</b>	<b>Vice President</b>
<b>John Graff</b>	<b>Secretary</b>
<b>David Behrens</b>	<b>Member</b>
<b>Steve Wolf</b>	<b>Member</b>
<b>Andrew Wood</b>	<b>Member</b>
<b>Andrea Schweda</b>	<b>Member</b>

**CENTRAL OFFICE ADMINISTRATION**

<b>Dr. David Behlow</b>	<b>Superintendent</b>
<b>Mr. Todd Colvin</b>	<b>Assistant Superintendent for Administration</b>
<b>Dr. Marsha Hollis-Golden</b>	<b>Assistant Superintendent for Teaching and Learning</b>
<b>Kristopher Monn</b>	<b>Assistant Superintendent for Business and Finance</b>

**Old Post Elementary School  
100 Old Post Rd.  
Oswego, IL 60543**

**630-636-3400 Main Office  
630-636-3401 Attendance Line  
630-554-0495 Fax**

**630-636-2999 Transportation**

**Oswego Community Unit School District #308  
4175 State Route 71  
Oswego, IL 60543  
630-636-3080**

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

## OSWEGO SCHOOL DISTRICT MISSION STATEMENT

The Mission of Oswego Community Unit Schools, 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.

### BELIEF STATEMENTS

*Our fundamental stance and approach to our mission is defined by these convictions:*

We believe...

- The mission can be achieved in a fiscally responsible manner in collaboration with students, staff, parents and community.
- All students should have an equal opportunity to learn;
- All students are entitled to a safe, friendly environment;
- All students should experience a wide and varied curriculum and educational programs;
- All students have the ability to develop and demonstrate literacy, higher-level thinking, problem-solving skills, and citizenship;
- All students should be inspired to value life-long learning;
- All students have the right to safe, clean, and well-maintained facilities;
- All students should be able to function in a technological society;
- All staff should continue professional development in their respective fields;
- Parents have the responsibility to participate and be involved in their child's education;
- The entire community is responsible for providing a quality educational experience;
- The community should become an integral part of the school environment by participating in school-related activities;
- Students, staff, parents and the community should exemplify and demonstrate the character values of respect, trustworthiness, responsibility, fairness, caring and citizenship.

*Our vision for the future includes:*

- High academic achievement within a caring school climate through –
  - Well-designed and maintained facilities matched to teaching and learning needs
  - Demonstrated innovation and excellence in teaching and learning
  - Professional, highly qualified, effective, and caring staff
- Stable financial foundation derived from community ownership, pride, and trust through –
  - Engaged, informed, supportive community
  - Strong, stable, positive financial position
- Leadership in policy, focus, and direction for the district through –
  - Adeptness at actively influencing and managing growth and change
  - A responsive and committed board and administration focused on children

# **OLD POST ELEMENTARY SCHOOL**

## **MISSION STATEMENT**

**Our mission at Old Post School is to create an environment in which students may develop academically and socially to become productive, responsible citizens in an ever-changing world. We will ensure that each student meets this goal through a system of objective measurements and balanced assessments, while utilizing targeted interventions, support programs, initiative, and best practice.**

## **BELIEF STATEMENTS**

**Old Post School creates life long learners in an effective school with high academic achievement as defined by these convictions:**

**We believe ...**

**All students will have an equal opportunity to learn.**

**All students will be entitled to a safe, well-maintained, friendly environment.**

**All students will experience wide and varied curriculum and educational programs.**

**All students will be able to function in a technological society.**

**The community will have the opportunity to become an integral part of the school environment by participating in school related activities.**

**Students, staff, parents, and the community exemplify and demonstrate the character values of respect, trustworthiness, responsibility, fairness, caring, and citizenship.**

**Regular Program and Early Dismissal Times**  
**2007 – 2008 School Year**

<b><u>School/Program Name</u></b>	<b><u>Start Time</u></b>	<b><u>End Time</u></b>
Oswego High Schools	7:30	2:30
District Jr. High Schools	8:00	3:00
Elementary Schools	8:40	3:30
AM Kindergarten	8:40	11:15
PM Kindergarten	12:55	3:30

**\*No Kindergarten the first day of school.**

**Early Dismissal Times – 5 Hour Day:**

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

**Early Dismissal Times – School Improvement Days\*:**

Oswego High Schools	7:30	11:00
Junior High Schools	8:00	11:30
Elementary Schools	8:40	11:55

**\*No Kindergarten Attendance**

## Old Post Elementary, 2007 - 2008

### OFFICE

Jodi Ancel – Principal  
Keith Griffin – Assistant Principal  
Judy Malnick – Principal's Secretary  
Connie Berry – Attendance Secretary  
Lesah Corsello – Health Specialist

### KINDERGARTEN

Wendy Woodbury – Room 106  
Betsy Wycislak – Room 107

### FIRST GRADE

Sue Blocker – Room 109  
Dana Ruopoli – Room 110  
Stephanie Thomas – Room 111  
Sara Stroer – Room 108

### SECOND GRADE

Joanna Abbattista – Room 116  
Jill Egdorf – Room 114  
Lynn Marx – Room 115  
Ellen Poplawski – Room 113

### THIRD GRADE

Nancy Brady – Room 103  
Rod Hall – Room 102  
Barb Schilling – Room 104  
Kathy Torrez – Room 101

### FOURTH GRADE

Laurie Bennett – Room 216  
Renee Retterer – Room 213  
Brendan Stephens – Room 214  
Deanne Todd – Room 215

### FIFTH GRADE

John Francis – Room 204  
Stephanie Tripp – Room 202  
Sandra Tweedy – Room 203  
Tammy Washington – Room 201

### SPECIALS

Art Jamie Glaser – Room 118  
AT Dominique Rquibi – Room  
LD Jennifer Aughenbaugh – Room 119  
LD Beth Hammer – Room 119  
LRC Jan Yager  
Music Faith Scobbie – Room 124  
PE Robin Ormsbee – Room 130  
PE Ryan Parr – Room 130  
Reading Anna Gibson – Room 206  
Reading Carol Confiliano – Room 207  
Speech Cara Chase – Room 112  
TPI Maria Lee – Room 217

### SPECIAL EDUCATION STAFF

Diagnostic Sona Parker – Room 122  
Diagnostic Asst. Debbie Malmstrom – Room 122  
Diagnostic SLP Melissa Kania - Room 122  
Intervention Mgr. Sarah Logan - Den  
OT Tyra Iseminger – Room 122  
Psychologist  
Social Worker Mary Dwyer – Room 123  
Special Ed. Asst. Cindy Peterson  
Special Ed. Asst. Valerie Smick

### ASSISTANTS

Sandra Iverson  
Debbie James  
Carol Matic  
Tammy McCoy  
Krista Rodino  
Michelle Thom  
Kathy Willard  
Kathy Wright

### BUILDING ENGINEER

Rob Manna

### CUSTODIANS

Don Kandra  
Theresa Mosby

### CAFETERIA

Micki Chambers  
Cathy McCrimmon  
Connie Collman

## OLD POST ELEMENTARY SCHOOL 2007–2008 PTA EXECUTIVE BOARD MEMBERS

<b>President</b>	<b>Jamie Gotchie</b>	<b>554-4188</b>
<b>Vice-President</b>	<b>Lynn Cullick</b>	<b>551-4811</b>
<b>Treasurer</b>	<b>Kelly Werhli</b>	<b>551-4188</b>
<b>Recording Secretary</b>	<b>Kathy Arias</b>	<b>554-1840</b>
<b>Corresponding Secretary</b>	<b>Kimberly King</b>	<b>636-6704</b>

## 2007-2008 COMMITTEE CHAIRPERSONS

<b>Box Tops</b>	<b>Diane Ericson</b>	<b>554-7017</b>
<b>Family Fun Nights</b>	<b>Colleen and Mike Scaramuzzi</b>	<b>554-9551</b>
<b>Fun Fair</b>	<b>Open</b>	
<b>Fundraising Activities</b>	<b>Jocelyn Norris</b>	<b>551-1914</b>
<b>Lil' Elves Workshop</b>	<b>Andrea Bollinger/ Linda Malatia</b>	<b>554-4617 554-7078</b>
<b>Market Day</b>	<b>Laura Bresingham</b>	<b>551-3817</b>
<b>Newsletter</b>	<b>Open</b>	
<b>Parent Ed/Character Counts</b>	<b>Sue Welch</b>	<b>551-0268</b>
<b>Pencil Grams/Scholarship</b>	<b>Beth Hammer</b>	<b>554-5681</b>
<b>Picture Presenter</b>	<b>Lynn Grant</b>	<b>554-6586</b>
<b>Popcorn</b>	<b>Karen Garland</b>	<b>554-4535</b>
<b>Publishing Center</b>	<b>Maureen Tudder</b>	<b>554-9733</b>
<b>Reflections</b>	<b>Gina Wilkins</b>	<b>551-1273</b>
<b>Room Reps</b>	<b>Lyn Moran/ Gena Wyatt</b>	<b>554-6284 554-6887</b>
<b>Soup Labels</b>	<b>Patty DeGarmo</b>	<b>554-6246</b>
<b>Special Events/Hospitality</b>	<b>Andie Schweda</b>	<b>554-4267</b>
<b>Sportswear</b>	<b>Gina Dirksen</b>	<b>554-6294</b>
<b>Volunteer Coordinator</b>	<b>Open</b>	
<b>Ways and Means</b>	<b>Heather Rich</b>	<b>554-0367</b>
<b>Welcoming</b>	<b>Sharon Signor</b>	<b>551-1782</b>
<b>Yearbook</b>	<b>Dan Cullick</b>	<b>551-4811</b>

## **REPORT CARDS**

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

## **GRADING SYSTEM**

At Old Post School, it is our goal to educate the 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**

## **DISTRICT #308 POLICY FOR RELEASING STUDENTS AFTER SCHOOL**

If a teacher intends to keep a student after school, prior arrangements must be made, unless the time of detention is twenty minutes or less.

## **HOMEWORK POLICY**

Homework assignments are related to course objectives, appropriate to the ability and grade level of students. Homework can extend the academic program and increase the amount of time students are actively engaged in learning.

- **Be an effective means to increase student responsibility, self-discipline, and accountability**
- **Provide parents with insights into the curriculum and expectations of parents**
- **Contribute to higher levels of student achievement**

Students have responsibilities for homework. They should:

- **Know the assignment, the due date, and the penalties for late/incomplete work**
- **Have the necessary materials to complete the assignment**
- **Finish and hand in the assignment on time**

## **FREQUENCY/AMOUNTS OF HOMEWORK**

The amount of homework each night for each grade represents an average amount of time a student spends completing the assignments. The actual amount may vary among students. An easy rule of thumb for the amount studying is about 10 minutes of homework per night for each grade level (example: 2<sup>nd</sup> grade = 20 minutes; 3<sup>rd</sup> grade = 30 minutes)

## **LATE/INCOMPLETE HOMEWORK**

Homework assignments are expected to be completed and handed in on time. 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 grades based on the stated classroom policy.

## **MAKE-UP ASSIGNMENTS**

Students are given the opportunity to make up schoolwork missed due to excused absences. They shall have the same number of days as their absence, plus one day, to complete their work for credit.

## **HOMEWORK AT OLD POST**

In addition to the district policies, at Old Post, 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 examples 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 spot" where students can work effectively on homework.
- Set a "homework time" so that the student knows 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.
- Students need a good night's sleep and a nourishing breakfast before coming to school.

## **REQUESTS FOR HOMEWORK**

Parents may request homework after a student is **ABSENT FOR 2 DAYS**. You may leave a message for the teacher in the office, by calling 636-3400. Please do not leave the message for homework on the teacher's voice mail, because they may not listen to their messages until the end of the day. **ALL REQUESTS SHOULD BE MADE BEFORE 10:15 A.M OF THE SECOND DAYS' ABSENCE** to allow proper time for preparation of material. Homework may be picked up in the school office after dismissal (3:30 p.m.) or another student may be responsible for bringing it to the child's home. Please specify preference when request is made.

## **PARTIES**

Parties for special occasions will be sponsored by the PTA . Due to class sizes, parent attendance at parties is limited to 3 room parents. Older and younger children may not accompany room parents at these events. These parties are held during the regular school day. Parties for this school year will be:

Halloween	October 31
Holiday	December 21
Valentine's Day	February 14

While teachers enjoy tokens of student appreciation, collection of money by students to purchase a "group gift" for a teacher is strongly discouraged.

## **FIELD TRIPS**

Classroom teachers will plan curriculum-related field trips throughout the school year. The trips are designed 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 siblings are not permitted to accompany parent chaperones.

## **VOLUNTEERS**

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

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

Following Illinois State Board of Education guidelines, adults who assist students on a regularly scheduled basis are to be fingerprinted. Also, volunteers must have proof/results of a recent TB test. Please see the secretary, who will help you with the process.

## **COMMUNICATION WITH THE HOME**

District #308 maintains a web site with calendars, special events, and important information to the home. Please check [www.oswego308.org](http://www.oswego308.org).

In addition, Old Post publishes its own calendar with events specific to the school. A weekly memo will be sent home updating the calendar. Look for *The Wildcat Weekly* on Fridays. All flyers, informational brochures, and teacher communications will be sent home in a Friday Folder. Homework and school papers may come home on other days. Parents are encouraged to let teachers know of their concerns and comments (both positive and negative). Teachers can best be reached in the morning, prior to 8:30 a.m., or between 3:30 – 3:55. The office will always take a telephone message for you, or you may leave a message on their voice mail.

## **TELEPHONE**

Due to the daily number of telephone calls received and made from Old Post School, student use of the phone is restricted. Please help your child to 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 phone arrangements.

## ANNOUNCEMENTS

Each morning the students will all participate in saying the Pledge of Allegiance. This will be led by selected students over the intercom system. This time will also be used to make any special announcements. There may also be announcements at the end of the day.

## LOST AND FOUND

A "Lost and Found" box will be located in the hallway near the gym. Students may look for items before or after school. Please try to avoid this by clearly marking your child's belongings. Items not claimed will be donated to a local charity.

## 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.

Within the handbook are guidelines for student dress. Your child should be dressed in age and weather appropriate clothing. Makeup and colored hair sprays are strongly discouraged for elementary students at Old Post School.

The dress code for students as outlined in the District #308 Student Rights and Responsibilities booklet, page 6, is summarized below:

### Not to be Worn During the School Day

- |               |  |
|---------------|--|
| *Hats         | *Handkerchiefs                         |
| *Any headwear | *Gloves and sunglasses                 |
| *Lined coats  | *Tight-fitting clothing                |
| *Sweatbands   | *Halter, midriff, spaghetti strap tops |
| *Bandanas     | *Shredded clothing                     |

### Clothing Cannot Contain:

- \*Pictures or slogans that are obscene, profane, lewd or vulgar
- \*Advertisements for drugs, tobacco or alcoholic products
- \*Symbols of gang or gang activity

Students must wear clothing that covers their body completely from shoulder to mid-thigh area.

## STUDENT ARRIVALS AND DEPARTURES

### Bus Riders and Daycare

Buses and daycare vans will enter the front circle drive from the northwest and drop off students. Students will proceed to Door #1 and enter the building to go directly to the gym or hallway outside of their classroom. Students should not arrive at school before 8:25. 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 and daycare students will be released at 3:30 through Door #3 near the kindergarten classrooms. Students will be guided to the correct bus or van by bus patrols and staff supervisors. Buses will remain at Old Post until the all-clear signal has been given by the supervisor.

### Arrivals and Departures

If you are parked in the lot, please cross to the school with your child, assisting them through the parking lot. Students will not be allowed to cross to the parking lot unescorted. Please use pedestrian crosswalk closest to Old Post Road. To keep traffic congestion to a minimum and to maximize student safety, please do not park on Old Post Road or adjacent streets to pick up your child. Following the pickup and drop off procedures will ensure your child and other children's safety.

### **Morning Drop-offs**

Parents who wish to drop their child off should use the outer edge of the parking lot. This is a drop-off only lane. If you wish to get out of the car, please park in one of the inner spaces. Please have children exit the vehicle on the curbside only so that they will not pass between cars. Students should exit cars within the designated area. Please follow the directions of staff members so multiple cars can drop off students simultaneously. This is a “kiss and go” drop-off area. Staff members will monitor this area for student safety. Additional drop-off areas have been designated for morning arrival time. If your child needs help exiting the car, you will need to pull up to the red area. (See map.) Parent drop-off will not begin until 8:25 a.m. There is no supervision until 8:25 a.m. Students may then go directly to their designated line-up area until classes begin at 8:40.

### **Morning Bells**

There are three (3) morning bells:

- 8:25 Student drop-off begins. Students may enter the building and go to their designated line-up area.
- 8:35 Teachers gather students and proceed to classrooms
- 8:40 Classes begin

### **Afternoon Pick-ups**

Afternoon pick-up will be between the pedestrian crosswalks. Parents who wish to pick up their children may form a line on the outer edge of the parking lot. Please form only one line. Staff members will monitor student entrance into vehicles from the curb. Please encourage your child to watch for you. Students will load from the curbside only. There is one designated spot to pick up students. It is directly east of the gym. It accommodates 5 to 6 cars at a time for student boarding. All cars will proceed in a single file to the pick up area. Once a car has entered the pick up area and has all its passengers, the car may then pull into the left lane and leave.

First floor students will be dismissed at 3:28 p.m. through Door #1. Staff members will monitor students as they exit the building. All parents and students are asked to use sidewalks and not walk through the front circle drive.

### **Afternoon Kindergarten, 12:55 – 3:30 P.M.**

There will be one designated spot to drop off afternoon kindergarten students. Parents will enter the front circle drive and drop off their child at Door #3. Bus students will also be dropped off at Door #3. **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 student pick-up will be from the main parking lot. As a reminder, you may drop off students between 12:45 and 12:55. Do not let your child off unless you see an adult supervisor at the door.

## **SECURITY AND VISITOR POLICY**

In order to provide a safe environment for the students at Old Post School, all doors will be locked during the day except the main entrance. 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 the 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. Visits should be limited to a 35-40 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 and sisters are not allowed to visit school with your child 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 taking the child.

## **BELLS**

There are three (3) morning bells:

**8:25** Student drop-off begins, and students may enter the building and go to their designated line-up area

**8:35** Teachers gather their students and proceed to their classrooms

**8:40** Classes begin

Students who are not in their classrooms at 8:40 are tardy.

There are two (2) afternoon bells:

**3:28** First floor students will be dismissed

**3:30** Second floor students will be dismissed

## **THE SCHOOL DAY**

<b>8:25 a.m.</b>	Students begin to arrive at school. Staff supervision begins.
<b>8:40 a.m.</b>	Bell rings. School day begins. Attendance and lunch count taken.
<b>8:45 a.m.</b>	Pledge of Allegiance and morning announcements
<b>11:15</b>	Morning Kindergarten is dismissed
<b>11:30-12:10</b>	5 <sup>th</sup> Grade lunch
<b>11:40-12:20</b>	2 <sup>rd</sup> Grade lunch
<b>11:50-12:30</b>	4 <sup>th</sup> Grade lunch
<b>12:10-12:50</b>	3 <sup>nd</sup> Grade lunch
<b>12:20-1:00</b>	1 <sup>st</sup> Grade lunch
<b>12:55</b>	Afternoon Kindergarten begins
<b>3:25 p.m.</b>	Afternoon announcements
<b>3:28 p.m.</b>	First floor dismissal
<b>3:30 p.m.</b>	Second floor dismissal

## ATTENDANCE and TESTING DATES

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 Old Post office by 9:30 a.m. The attendance line number is 636-3401. Please leave a message stating the child's name, teacher and 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, for any reason, they will be unable to attend after-school or evening activities.

For extended absences not related to illness, please obtain a "Special Absences Form" from the office. After discussion with the classroom teacher, or due to the student attendance record, the principal may choose to mark the absence as unexcused.

Student attendance during district-wide and State Assessment Tests is necessary. Vacations should not be scheduled during these times.

## TESTING DATES FOR 2007 - 2008

GRADES	TYPE	DATES
2, 3, 5	NWEA: Map	Sept. 24 <sup>th</sup> – Oct. 4 <sup>th</sup>
4	NWEA: Map	Feb. 4 <sup>th</sup> – Feb. 15 <sup>th</sup>
3, 4, 5	ISAT	Mar. 3 <sup>rd</sup> – Mar. 14 <sup>th</sup>
2, 3, 5	NWEA: Map	Apr. 21 <sup>st</sup> – May 2 <sup>nd</sup>

Student attendance is clearly linked to academic progress. All students who are absent for ten (10) days, whether excused or unexcused, will have a letter sent to the parent(s)/guardian(s) from the principal notifying them of the accumulation of days that have been missed. Students who are absent for 18 or more days will have a second letter sent to the home, with a copy forwarded to the county truancy officer. If warranted, the school principal may require that all illnesses be verified by a physician.

## 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, WBBM 780 AM, WGN 720 AM, WAUR 930 AM, or WSPY 107.1 FM. You may call 636-3400 or 636-3080 to hear a prerecorded message, or check the district's web site at [www.oswego308.org](http://www.oswego308.org)

## Bad Weather Dismissal Procedure

If a heavy rain occurs during dismissal, parents who are picking up students should use the following dismissal procedure. The teachers will escort students who will be parent pick-ups to the gym. They will be seated by classrooms. Aides and teachers will take our walkie talkies to the pick-up. As parents pull up, their child's name will be relayed to the gym using the walkie talkies. Children will wait inside until their car is called and then will exit from Door #9. This will prevent students from standing outside in bad weather (rain, sleet, thunder, lightning). All children (walkers included) except bus riders, will be sent to the gym. If walkers are to leave school grounds on their own, it may be the school's decision to hold them in the building until the weather moderates. The pick-up line, of course, will move more slowly BUT safely during bad storms. Your patience is required. To facilitate a speedier line, **PARENTS ARE REQUESTED TO WRITE THEIR CHILD'S NAME AND GRADE ON A STURDY PIECE OF CARDBOARD AND DISPLAY IT IN THEIR RIGHT WINDSHIELD.** Parents who have used similar systems at different schools say a paper plate or manila file folder works well. Example: Joy Smith – 2

## 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 and on days when the wind chill is below 10 degrees F.

## Storm Watches and Warnings

Weather situations may arise during the course of the school day that may require safety precautions. In cases of severe weather, all students will 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. Bus riders will remain at school until the weather subsides when this occurs at afternoon dismissal. These drills may be practiced throughout the school year.

## OTHER EMERGENCIES

Old Post students will practice safety routines 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.

## HEALTH SERVICES

### Physical Examinations 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
- prior to 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 of the 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 the attendance centers in Oswego School District #308.

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

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

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

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

## Medications

A medication authorization form is to be filled out and signed by the prescribing physician and parent/guardian before a medication can be given at school. (These forms are available in the nurse's office.) An authorization form is necessary for both prescription and nonprescription (over-the-counter) medications. This includes Tylenol, Advil, cough medicine, cold medicine, cough drops, throat lozenges, etc. Over-the-counter medications can be given for a period of only 3 days with written parent permission. Any medication needed after 3 days must have a physician's signature.

**NOTE: 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.**

**Prescription medications are to be in the original container with the student's name, medication name, dosage, physician name and pharmacy name. Nonprescription medication must be in the original container with the student's name written on the container. All medication shall be stored in an appropriate locked cabinet.**

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

Short term antibiotics are often prescribed to be given 3 times a day. Please check with your physician, as often he/she wants these doses to be spread out over the longest time period possible while the child is awake. These medications can be given in the morning before school, after school, and at bedtime. Often giving an antibiotic at noon makes the doses too close together.

## **SCHOOL NURSE**

A full time nurse is assigned to each school for the safety of the students. She 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 parents/guardians for use in further evaluations if desired.

The school nurse will administer first aid to all children in need of such. This does not, however, include giving medication for headaches, toothaches, etc., which develop during the day.

The school nurse will provide immediate care for children as they become ill or injured at school. 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 in this matter. We do 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 and not under the jurisdiction of the school.

## **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 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 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 tissues to blow their nose, then place in garbage; do not wipe with hand or sleeve
4. Cover their mouths when sneezing or coughing

## **Request to Remain Indoors**

When children return to school from an illness, it will be assumed that they are in good health and capable of participating in 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.

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

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

## **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-5 teachers in the area of speech and language delays/disorders. Teachers, parents/guardians, and/or other outside agencies may refer a child to the school's speech-language pathologist for a speech/language screening.

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

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

## **READING SERVICES**

The development of strong reading skills is critical for academic success. Children will be assigned to reading groups based on their instructional reading levels.

Teachers often confer with building reading specialists. A diagnostic screening may occur to determine if a child is in need of reading support. Parents will be notified prior to enrollment in the reading program.

## **LUNCH**

Oswego schools enjoy a hot lunch program. Students have the option of purchasing hot lunch on any day. Complete hot lunches, including milk, are served at a cost of \$1.65 per day. Students may bring cash each day or prepay in two ways. The first way is for students to bring cash or a check, made out to Oswego School District; their account will be credited. The second way to prepay is to use the Mealpay Plus prepayment system that allows you to make deposits into your children's accounts via the web at [www.mealpayplus.com](http://www.mealpayplus.com) or by phone at 1-866-339-2453. This system:

- Allows you to sign up and register a child or children in multiple schools on the website
- Accepts credit cards (Visa, Master Card, or Discover), bank check cards with VISA or MC logo and savings/checking accounts (e-check via ACH)
- Allows you to view child's balance
- Allows you to view payment history
- Allows you to view purchase history
- Deposit confirmations are emailed direct to your email account
- Low balance email reminders can be set up to remind you when your balance reaches a certain limit
- Allows payments and balances to be updated virtually real-time
- Wallet and Auto Replenish features allow you to set a low balance amount that will automatically replenish your child's account at that balance from your credit card

Money deposited into Mealpay Plus will usually arrive at the site within a matter of minutes. On occasion, you will see a delay of up to 48 hours. Please set your low balance email reminder early enough for funds not to fully deplete. Mealpay Plus also has a Confidentiality Statement and User Agreement on the Mealpay Plus website. Basically, they retain only enough information to process the payment and do not sell the lists to anyone. If you have problems or payment processing questions, you can call 1-800-859-6508 between the hours of 8:00 – 5:00 CST. After hours, you will be asked to leave your number, and you will be called the next business day. Parents can also send emails to [Support@Mealpay.com](mailto:Support@Mealpay.com).

Students will eat their lunch in the cafeteria for the first twenty minutes and have recess for the second twenty minutes. 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 purchase a hot lunch may bring a sack lunch to school. If your child is bringing a lunchbox, please be sure his/her name is on it. This helps in the event a lunchbox is misplaced. Students who bring their lunches may purchase milk (40 cents). Please do not let children bring cans of pop, glass containers or knives.

Students are expected to use good manners and etiquette when eating in the Old Post cafeteria. They will be asked to try to keep their eating area clean by picking up papers and cleaning spills. Lunchroom help will be available for assistance in these areas.

For those families who qualify, free or reduced price lunches will be available. Application forms may be obtained in the school office.

## **SOCIAL WORKER**

Oswego School District #308 is committed to preventative services, and therefore supports at least one full-time school Social Worker per building.

School Social Workers are a vital part of the educational team, and work together with administrators, nurses, parents, and school support staff. Their specialized training enables them to understand and interpret the influences of school, home, and community on children. School Social Workers identify factors that make school a more successful experience for all students.

Programs offered to all students include Conflict Resolution, Peace-making skills, Friendship groups, Character Counts, Anger management, and Team-building.

Old Post School also offers a Parent Resource Library and welcomes parents to check out books and literature.

For more information, please contact Ms. Mary Dwyer, School Social Worker, at 636-3405.

## **STUDENT RESPONSIBILITIES**

Old Post students will be asked to respect the learning environment of their school. This involves respecting the staff, their peers and the building itself. Students are expected to conduct themselves in a mannerly fashion at all times.

## **SCHOOL-WIDE BEHAVIOR EXPECTATIONS**

**TRUSTWORTHINESS** – Be honest \* Don't deceive, cheat or steal \* Be reliable—do what you say you'll do \* Have the courage to do the right thing \* Build a good reputation \* Be loyal—stand by your family, friends, country

**RESPECT** – Treat others with respect; follow the Golden Rule \* Be tolerant of differences \* Use good manners, not bad language \* Be considerate of the feelings of others \* Don't threaten, hit or hurt anyone \* Deal peacefully with anger, insults and disagreements

**RESPONSIBILITIES** – Do what you are supposed to do \* Persevere: Keep on trying! \* Always do your best \* Use self-control \* Be self-disciplined - Think before you act—consider the consequences \* Be accountable for your choices

**FAIRNESS – Play by the rules \* Take turns and share \* Be open-minded; listen to others \* Don't take advantage of others \* Don't blame others carelessly**

**CARING – Be kind \* Be compassionate and show you care \* Express gratitude \* Forgive others \* Help people in need**

**CITIZENSHIP – Do your share to make your School and Community better \* Cooperate \* Stay informed; vote \* Be a good Neighbor \* Obey laws and rules \* Respect authority \* Protect the environment**

## **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. AT students are cluster grouped in regular classrooms which are heterogeneous curriculum settings.

The Academically Talented Program identification process screens and selects students based on a matrix that includes standardized achievement tests and ability testing given in second grade, teacher observation checklists, and student performance. A program identification matrix determines final participation. Parents and students are notified of the recommended program participation.

## **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.

## **FEES AND COSTS**

The required fees for Oswego School District #308 are:

Textbook rental	\$56.00 Grades 1-5 \$30.00 Kindergarten \$20.00 Speech only
Hot lunch	\$ 1.65
Milk only	\$ .40

## **BICYCLES/SKATEBOARDS/IN-LINE SKATES/SCOOTERS**

Bike racks will be located in the back of the school on the blacktop for bike lock up. Parents should review rules with students. Students are asked to walk their bikes on school grounds. Helmets are encouraged. Students must lock their bikes.

Following the Oswego District #308 Student Behavior Code, NO skateboards, in-line skates, or scooters are to be brought to school.

## **PETS**

For sanitary, safety, and health reasons, NO pets are allowed to visit Old Post School. Please do not walk your dog to school as you pick up or drop off students.

## **INTEGRATED PEST MANAGEMENT**

The Oswego Community Unit School District 308 practices Integrated Pest Management, a program that combines preventive techniques, non-chemical pest control methods, and the appropriate use of pesticides with a preference for products that are the least harmful to human health and the environment. The term “pesticide” includes insecticides, herbicides, rodenticides, and fungicides.

This school district has established a registry of people who wish to be notified prior to pesticide applications. A NOTIFICATION FORM was included in your yearly registration packet. You may request an additional form from the school office.

If you have any questions or comments, please contact the District Office at 630-636-3080.

## **PLAYGROUND RULES**

Students are to respect the directions of the playground supervisors.

NOT allowed at recess:

- Tag
- Fighting
- Walking up the slide
- Tackle football
- Throwing or kicking sand, snow, dirt, or wood chips
- Playing by the bike racks or up against the building