

## TABLE OF CONTENTS

	Page Number
<b>2006 – 2007 District School Calendar</b>	4-5
<b>Attendance</b>	
Attendance Policy	4
Emergency School Closing	4
Student Arrivals	4
Student Departures – Bus Riders	5
Student Departures – Parent Pickup	5
<b>The Wheatlands School Procedures</b>	
Field Trips	5
Homeroom Assignments	5
Homework Requests	6
Lunch and Cafeteria Services	6
Outside Recess	6-7
Request to Remain Indoors	7
Birthday Treats/Classroom Parties	7
Parties	7
Report Card Policy	7
Safety Patrol	7
Use of Telephones	8
<b>School Rules</b>	
Dress Code	8
Internet	8
Leaving the School Grounds	9
Pets at School	9
Sale of Items at School	9
School Bus Rules	9
Snowballs	9
Student Discipline/Behavior Code	9
Student Property	9
<b>Special Programs</b>	
Academically Talented Program	10
Art	10
Learning Center	10
Learning Disabilities Resource	10
Music	10
Physical Education Program	11
Rainbows	11
Social Work Services	11
Speech and Language Screening	11
Reading Services	11
<b>Visitor Policy</b>	12
<b>Other</b>	
Enrollment/Registration	12
Fees and Costs	12
Invitations	12

Lost and Found	12
<b>Health Information</b>	
School Nurse	13
Procedure for Injured Child	13
Screenings	13
Administration of Medications	13
Physical Examination and Immunizations	14
When to Keep a Child Home From School	15
<b>Homework Policy</b>	15 – 18
<b>Standardized Testing</b>	18

**Oswego School District #308**

4175 Route 71  
Oswego, IL 60543  
(630) 636-3080

Dr. David Behlow	Superintendent of Schools
Mr. Kristopher Monn	Assistant Superintendent for Business Affairs
Mr. Todd Colvin	Assistant Superintendent for Administration
Dr. Marsha Hollis-Golden	Assistant Superintendent for Curriculum
Mr. Joel Murphy	Assistant Superintendent for Planning Technology & Operations

\*\*\*\*\*

**The Wheatlands Elementary School**

2290 Barrington Drive West  
Aurora, IL 60503  
(630) 636-3500

Attendance Line (630) 636-3501  
Fax (630) 499-1193  
[www.oswego308.org](http://www.oswego308.org)

Mrs. Janet DeMont	Principal
Mrs. Barbara Garrison	Assistant Principal

**School Times**

Grades 1<sup>st</sup> – 5<sup>th</sup> - 8:40am – 3:30pm

K am – 8:40am – 11:15am

K pm – 12:55pm – 3:30pm

## **Attendance**

The Wheatlands school day begins at 8:40am and students are dismissed at 3:30pm. Kindergarten classes meet from 8:40am to 11:15am and from 12:55pm to 3:30pm.

### ***Attendance Policy***

Parents are required to call the office at **636-3501** by 9:30am each day their child is absent and give the reason for the absence. Students may not participate in after school activities on a day he/she is absent. This includes musicals and evening programs.

To comply with state guidelines, elementary students must be in attendance in class a certain number of minutes to be considered present for a ½ day or the whole day, excluding lunch periods, as follows:

- Kindergarten 120 minutes (no ½ day for kindergartners)
- First – Fifth 150 minutes (½ day or 300 minutes whole day)

Students must arrive before the following times to avoid being marked tardy:

- Kindergarten AM 9:15am
- Kindergarten PM 1:30pm
- First - Fifth 9:50am

If an extended absence is anticipated for reasons other than illness, the parent or guardian is to complete the proper District #308 form stating the reasons for the absence. This form can be picked up in the office and is to be submitted to the classroom teacher or the school office.

### ***Emergency School Closing***

During inclement weather, if there is any question whether school will or will not open, parents are asked to listen to the radio or access the district website at [www.oswego308.org](http://www.oswego308.org). Stations WMRO (AM 1280), WSPY (FM 107), WGN (AM 720), or WKKD (FM 96, AM 1580) all list the Oswego school closings.

*\*\*Please review and use the following information regarding student arrivals and dismissals. We have carefully designed this plan to ensure student safety. If you need further clarification of the procedures, please contact the office. Thank-you for your assistance in a safe and smooth routine for our children!*

### ***Student Arrivals:***

**Students may begin arriving at The Wheatlands at 8:25am.** Parents transporting students by car are to enter through the parking lot and follow the parent drop-off procedure (see map). Students are to be dropped off on the curb near the sidewalk where supervisors will be assigned. Please refer to the enclosed map for the drop off & pick up route.

Buses will unload students in the bus drop off lanes in front of the building facing Barrington Drive. Students **may not** be dropped off or picked up by car in the bus area. Students should never cross the bus lane on foot. For their safety, please encourage your children to use the sidewalks at all times. For their safety, walkers should cross streets where crossing guards are on duty only and may enter the nearest front door. Upon entering the building, students will be directed to their morning line-up area by grade level. (K = Learning Center Grades 1, 2, & 3 = Gym Grades 4 & 5 = second floor outside of classrooms).

At 8:35am the bell signaling the beginning of the school day will ring. Students will begin moving toward their classrooms. **Any student arriving after 8:40am is to use the main entrance doors facing Barrington Drive and sign in with the office before going to the classroom for attendance purposes.**

### ***Student Departures:***

#### **Bus Riders**

Students who ride buses will be dismissed by their teachers and depart through designated exits. Our buses are fully loaded and students will not be allowed to ride a bus other than their own. We realize that there may be days that you choose to pick your child up at school. So that there is no confusion as to whether your child is riding the bus or whether you are picking him/her up, on pick-up days **please have a note in The Wheatlands office by 2:30pm that day** indicating that your child will be picked up and by whom. When we have your note by 2:30pm, we are able to get the message to your child and his/her teacher. If we do not have a note, your child will ride the bus as usual. Morning kindergarten parents should have a note in the office by 10:30am.

For other bus-related information, please contact the Transportation Office at 636-2999, or access the district web site at [www.Oswego308.org](http://www.Oswego308.org).

#### **Parent Pickup**

Let your child's teacher know that you will regularly be picking your son or daughter up after school, so that they are instructed to exit the appropriate doors. Students whose parents provide transportation will exit and wait at the sidewalk near the parking lot. Please drive through the parent pick-up route (see map) and have the children board the vehicle from the sidewalk. Drivers are to enter the parking lot by the east entrance off Barrington Drive and proceed to the sidewalk 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 to the exit at the west end of the parking lot and exit onto Barrington Drive.

**This drop off & pick up line will move fairly quickly & smoothly while ensuring student safety, if all participants remain in their cars and wait their turn.** Please be sure not to block the bus lane while waiting in line. Do not stop to pick your child up at any other location as it creates a hazardous situation for your child and drivers trying to proceed around you. Students will not be permitted to walk between cars or into the parking lot. Our supervisors will learn to recognize you and your child. If someone else will be picking up your child on a given day, please notify the office.

Parents who need to enter the school and will be taking their child home at dismissal, should park in the south lot and have previously arranged, via a call or a note to meet their student in the office or classroom. On these days, if at all possible, please do not leave until the drop off line has cleared.

### **The Wheatlands School Procedures**

At The Wheatlands, we believe communication between home and school is an essential part of your students' success in school.

In an effort not to disturb class time we prefer parents to contact members of the school staff between 8:00am and 8:30am or 3:30pm and 3:45pm unless other arrangements have been made with the staff member. During other times, please use our voice mail system or send a note. Many teachers may also be reached via the internet. Please visit our site at [www.oswego308.org](http://www.oswego308.org)

#### ***Field Trips***

In order for the students to participate in field trips, each student must have his/her parent's permission to accompany his/her class. **Only one permission slip is required at the beginning of the year and is kept on file in the school office.** No field trips will be taken, however, without the parents being given information in advance about the proposed activities.

Parent chaperones that accompany classrooms **may not bring siblings** of students on field trips. Please do not park up front in the visitor parking, we ask that you park in the main parking lot.

### ***Homeroom Assignments***

Our staff will try to place a student in an appropriate classroom immediately. Within 2 weeks of initial placement we may change your child's class in order to meet their academic needs. This does not occur frequently. If, however, your child's classroom placement warrants a change, you will be contacted. When a change is indicated, please be assured that it is designed to meet your child's educational needs. We ask for your cooperation and support as well as for your questions and input. Please feel free to contact us at school. Students new to the Wheatlands after the start of the year, may be screened in various academic areas and should expect to start school the day after they register.

### ***Homework Requests***

If a student is absent for **two or more days**, the school suggests that parents call and make arrangements for homework. Please call before 9:30am on the second day of absence so that the books can be gathered and assignments written down in time for pickup at 3:30pm. If another student is to bring the work home, please give this information to the secretary when making your request for homework. Please refer to the district homework policy in this handbook for further information.

### ***Lunch and Cafeteria Services***

The Wheatlands has a hot lunch available for children to purchase. **Parents may purchase student lunches in advance. Checks for student lunches should be made payable to Oswego School District #308.**

- Hot lunch including milk \$1.65
- Milk alone .40

Free or reduced price lunches will be available for families who qualify. Application forms are available in the office. Please call the school for further information.

Students who forget their lunch money may borrow from the cafeteria. **The money should be repaid the next school day.**

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

### **LUNCH SCHEDULE**

<u>Grade</u>	<u>Lunch Period</u>	<u>Play Period</u>
First Grade	11:30 – 11:50	11:50 – 12:10
Second Grade	11:10 – 11:30	11:30 – 11:50
Third Grade	12:10 – 12:30	12:30 – 12:50
Fourth Grade	11:50 – 12:10	12:10 – 12:30
Fifth Grade	12:30 – 12:50	12:50 – 1:10

### ***Outside Recess***

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

Students will be allowed to play in the snow at recess if they are wearing the proper clothing as indicated below:

- Kindergarten, first, and second grade students must have snow pants and snow boots to play in the snow.
- Third, fourth, and fifth grade students must have snow boots to play in the snow. They must have another pair of shoes to change into after recess. These students may also bring snow pants. If they do not and they play in the snow, they must be aware that they may have to stay in wet clothes for the rest of the day.

### ***Requests to Remain Indoors***

When children return to school from an illness, it will be assumed that they are in good health and capable of participating in full activities. On occasion, it may be necessary for students to follow a restricted routine. In these cases parents are requested 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 recess for more than three (3) days due to injury or illness will require a doctor's written excuse. This includes, but is not limited to, any injury involving stitches, fracture, or use of a cast, brace, splint, walker, or crutches.

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

### ***Birthday Treats/Classroom Parties***

The Wheatlands mission statement says we strive to meet students' needs socially, academically, and emotionally **within a safe environment**. In order to create a safe environment for all students, we are no longer allowing homemade treats to be brought to school. Students may bring in store bought treats. Some classes may have specific restrictions, which will be sent home in the fall. Students may not walk around the building handing out treats, so they only need to bring enough for their class.

If you have any questions, please contact the school office or the school nurse.

### ***Parties***

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

October 31 – Halloween parade (in costume), followed by the room party

December 20 – Holiday Party

February 14 – Valentine Party and card exchange

**Younger or older siblings of students may not attend room parties.**

### ***Report Card Policy***

The progress of each student will be reported four times a year. At the end of the first quarter parent/teacher conferences will be scheduled. Third quarter conferences are optional, and may be requested by the teacher or parent. At the end of the second and fourth quarters, a written report will be sent to each child's home. Parents are encouraged to request additional conferences whenever the circumstances indicate the need. **Non-custodial parents who wish to receive report cards must provide self-addressed, stamped envelopes for this purpose.**

### ***Safety Patrol***

We are pleased to announce that The Wheatlands has a teacher supervised safety patrol program. Fifth grade students have the opportunity to be selected to serve on the patrol. The safety patrol will be on duty at dismissal time to help in the area of the bus loading zones. All patrol members are reminded to dress according to weather conditions.

### ***Use of Telephones***

In an effort to minimize disruptions of class time, we ask that parents avoid calling to speak to individual students. In case of emergency, however, important messages will be relayed to them.

If a student has left something at home, the teacher will decide whether or not a phone call to the parents is necessary. If so, they will be permitted to use the office phone.

***Students who wish to make arrangements to go home with another student need to make those arrangements at home. Please note that they will not be allowed to ride a bus other than their own without advance notice from a parent.***

## **School Rules**

The students of The Wheatlands follow the rules that are posted in our classrooms; and comply with District #308 policies and procedures. Please refer to the Student Behavior Code Booklet.

### ***Dress Code***

As defined in the District #308 Student Behavior code K-12, the following dress code applies to all District #308 students:

#### **Not to Be Worn During the School Day:**

- Hats
- Any Headwear
- Lined Coats
- Headbands
- Bandanas
- Handkerchiefs
- Gloves and Sunglasses
- Tight-fitting Clothing
- Halter, Midriff, Spaghetti Strap Tops
- Shredded Clothing
- Slippers

#### **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 complete shoulder to mid-thigh area.**

#### **Elementary School Consequences**

- 1<sup>st</sup> offense – conference with administrator, change to proper attire, and parent contact
- Repeated Occurrences – left to discretion of the administrator and may include, but is not limited to in-school intervention or suspension.

### ***Internet***

The district believes that the benefits to educators and students from access to the internet, in the form of information resources and opportunities for collaboration, far exceed any disadvantages of access. While the Oswego School District's intent is to make internet access to further ones education goals and objectives, account holders will have the ability to access other materials as well. Other sites accessible via the internet may contain material that is illegal, defamatory, obscene, indecent, inaccurate or potentially offensive to some people. Parents/Guardians have been advised that the district does not have control of the information on the internet. Also, it is possible to purchase certain goods and services via the internet which could result in unwanted financial obligations for which a student's parent or guardian would be responsible.

### ***Leaving the School Grounds***

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

### ***Pets At School***

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

### ***Sale of Items at School***

Students are asked not to bring candy, greeting cards, or any other non-school sponsored fundraisers to sell. Both the school and the PTA limit the number of fundraisers per school year. We do not want to discourage this type of activity, but we do ask that you do not sell things at school.

### ***School Bus Rules***

Students who ride school buses have an additional set of rules they must obey for the safety of all boys and girls who also ride. Your bus driver will outline for you what you can and cannot do while a passenger on a school bus. All students will, of course, remain seated while riding and be considerate of others. Please remind students that the driver's job is to get all students home safely. Any distraction that causes the driver to remove his/her eyes from the road creates a dangerous situation for everyone on board.

### ***Snowballs***

Students are not allowed to throw snowballs or ice.

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

Please refer to the Oswego School District #308 Student Behavior code K-12 for information regarding specific discipline policies.

### ***Student Property***

Students will show respect for other students' property, school property, and our neighbor's property. All student property should be labeled with student's name. It is the student's responsibility to help keep our building, our books, and all of our school property in good shape. Fines may be issued to students who destroy, damage, or lose school property.

Students may not bring valuable items to school such as **radios, recorders, cameras, jewelry, hand held video games, sports or other collector cards, (including pokeman cards), skateboards, roller blades, and hard balls, or bats, etc.** The Wheatlands is NOT responsible for them. These items may be confiscated.

Students are reminded that they are to **walk their bicycles to the bicycle racks and not ride them on school property for the safety of all students involved.** Bike racks are available at The Wheatlands in the south parking lot. Please remind students to secure their bike properly. The Wheatlands is not responsible for stolen or damaged personal property.

Students are to stay on school/public grounds and not enter our neighbor's yards, or any areas especially those under construction.

## **Special Programs**

### ***Academically Talented Program***

The Oswego School District #308 recognizes that academically talented students have academic needs that may require differentiated educational practices to challenge them to their full learning potential. Academically talented students in grades 3 –5 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 differentiated curriculum. AT students are cluster grouped in their regular classroom, which are homogeneous or heterogeneous curriculum settings.

The Academically Talented Program identification process screens and selects students based upon standardized achievement and ability testing given in second and fifth grade, teacher observation checklists, and student grade point average. A program identification matrix determines final participation. Parents and students are notified of recommended program participation. Students who are new to The Wheatlands and were previously part of an A.T. Program, will be screened to see if they also meet the Oswego School District #308 criteria, please contact Sue Schindel, A.T. Teacher, at The Wheatlands 636-3548.

### ***Art***

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

### ***Learning Center***

Our Learning Center functions as both a library with research area and as a classroom. Most of the books and magazines can be taken out of the Learning Center to be enjoyed at home and at reading times during the school days. Books and magazines are checked out for one week and can be renewed for additional weeks. Lost or damaged books must be paid for and an additional charge of \$.60 for sending out notices is added to the charge. If lost books are found, the cost of the book is returned. Students with overdue books are not allowed to check out more books until the overdue books are returned. Parents are allowed to check out books with the approval of the Learning Center Director. First grade through fifth students may be sent as individuals and in-groups to the learning center throughout the school year. Activities are planned by the teachers and the Learning Center Director to follow the appropriate grade level curriculum. Our Learning Center Director oversees the Accelerated Reader Program, Rebecca Cardil, and other reading incentive programs at The Wheatlands.

The Learning Center also helps with coordinating audio visual equipment and meeting the needs of the staff.

### ***Learning Disabilities Resource***

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

### ***Music***

The music specialists strive to help the students realize their potential by providing opportunities for creativity and expression of feelings and ideas through music. Students play, sing, move, compose, and listen to music through participation in the program. The children attend music class for thirty minutes – two times a week. They have active musical experiences of both an individual and a shared nature throughout the year.

### ***Physical Education Program***

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

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

### ***Rainbows***

School social workers coordinate the Rainbows program, available free to all children in grades K-5. Rainbows, a peer support program offered at The Wheatlands 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 The Wheatlands are interested in all aspects of your child's development. In that light, the social work program attempts to meet the needs of students whose social or emotional problems impact their learning. Students are referred by their classroom teachers or building administrators and assessed for direct services as schedules permit. In addition, social workers meet students' needs through the Pupil Personnel Services Team (PPST), classroom groups, parents and teach consultations, and crisis intervention services. Please feel free to contact your child's teacher or the principal if you have concerns about your child's social or emotional adjustment to school.

### ***Speech and Language Screening***

The Speech/Language staff of District #308 attempts to identify those students who are not developing communications skills adequately. Due to a change in state law, whole class speech and language kindergarten screenings will no longer take place. Screenings will take place on a referral basis. Each school year, the District #308 Speech/Language Pathologists will in service parents/guardians and/or other outside agencies which 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:

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

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

### ***Reading Services***

Reading Specialists of District #308 will screen all kindergarten children. A reading screening is also given to some new students to District #308 and students in other grades to assist with monitoring progress in academic placements. Those students who could benefit from additional reading support work with specifically trained teachers and assistants in small groups or individually to help them improve their reading skills and strategies. Parents will be informed if

their child qualifies to be placed in a specialized reading program. Due to the large number of students who could benefit from extra reading help, some children may be placed on a waiting list. A variety of curriculum resources are available to help students improve.

## **Visitor Policy**

In order to provide a secure environment for students, these policies have been developed:

All doors except the doors at the main entrances are locked.

**All visitors** must enter the school through the office to sign in upon arrival and sign out when leaving. All visitors are asked to wear a visitor badge while on school grounds.

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 school year and during testing sessions. It is suggested that visits be limited to a 30 – 40 minute period. Younger children may not accompany visitors. A visitation does not necessarily infer a parent/teacher conference. Parent/teacher conferences should be scheduled with the teacher before or after school.

Children from other schools or siblings are not allowed to visit school with your child during school hours and are not allowed to attend room parties or field day with their parent.

## **Other / Miscellaneous**

### ***Enrollment / Registration***

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

### ***Fees and Costs***

All school districts have required and optional fees.

Required Fees:	Textbook Rental	Kindergarten	\$30.00
		Grade 1 – 5	\$56.00
Optional Fees:	Hot Lunch		\$ 1.65
	Milk Only		\$ .40

School Pictures: Purchase information will be sent home before the scheduled date.

### ***Invitations***

Only invitations going to **every classmate** can be distributed at school; otherwise, they should be mailed. For safety, security, and confidentiality purposes, the school and our teachers do not give out addresses or home phone numbers of our students.

### ***Lost and Found***

A lost and found box is kept in the school. If something (clothing, bookbag, lunch box, etc.) is lost, students and parents should check this area. **Items will be removed and donated on a regular basis.**

## **Health Information**

### ***School Nurse***

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

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

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

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

### ***Procedure for Injured Child***

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

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

A parent request for a PE/recess excuse is valid for only 3 days.

### ***Screenings***

The school nurse will conduct various screening programs, including vision and hearing to detect any gross areas of difficulty students may be experiencing. The school is not equipped to go beyond the initial screening process. The screening information will be given to the parents/guardians for use in further evaluations of desired. Screenings may be done at the request of the teachers, and/or 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 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 nor the necessary visual skills essential for successful academic achievement. Your child/children are not required to undergo this vision screening if an optometrist or ophthalmologist has signed a report form indicating that an examination has been given within the previous twelve months. The report forms are in your 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 MEDICATION**

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

### **Prescription Medications**

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

name, dosage, physician name, and pharmacy name. Forms are available from the school nurse or the office.

### **Non-prescription Medications**

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 all cases the school retains the discretion to reject a request for administering medication at school.

### **Extra Medications**

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

## **PHYSICAL EXAMINATION AND IMMUNIZATIONS**

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

- **prior to their entrance into kindergarten or first grade**
- **upon entrance into fifth and ninth grades.**
- **irrespective of grade, immediately prior to or upon entrance into any public school if the student has not previously been examined in accordance with Section 27-8-1 of the Illinois School Code.**
- additional health examinations of students may be required when deemed necessary by school authorities.

In addition to the physical examination, every student shall be immunized in accordance with the rules and regulations promulgated by the Illinois Department of Public Health and the Illinois State Board of Education. **Students failing to meet the required mandates shall be excluded from the attendance centers in the Oswego Schools. The State of Illinois is now requiring a dental examination for entrance to grades K, 2, and 6.**

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

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

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

Exempting a student from the physical examination does not exempt him/her from participation 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° (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 medications, before returning to school.

Please reinforce with your children these health tips:

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

## **Homework Policy**

### ***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.

### ***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.

Students at The Wheatlands, grades 2 – 4, will receive an assignment notebook courtesy of the PTA. Please assist us in encouraging the students to use it regularly.

### **Homework can:**

1. Extend the academic program and increase the amount of time that students actively engage in learning;
2. Be an effective means for increasing student responsibility, self-discipline, and accountability.
3. Provide parents with insights into the school's curriculum and expectations for students
4. Contribute to higher levels of student achievement.

### ***Types / Purposes (K-12)***

1. **Preparation:** assignments given prior to the classroom lesson. It's 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.
2. **Practice:** assignments are given following a classroom lesson. It's 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.
3. **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.

4. **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)***

#### **Administrator:**

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

#### **Teacher:**

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

#### **Student:**

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

#### **Parent:**

1. Encourage the 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 students progress and communicate with teachers.

### ***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.

### **Elementary**

- Kindergarten – homework is not assigned on a regular basis. A list of activities will be available for parents to use with their children at home.
- First Grade – homework is not assigned on a regular basis. A list of activities will be available for parents to use with their children at home.
- Second Grade – When homework is assigned, students should spend 20 – 30 minutes per week. (Reading and/or being read to, reviewing weekly spelling words, and practicing math facts are typical activities.)
- Third Grade – When homework is assigned, students should spend an average of thirty (30) to one (1) and one half (1 ½) hours per week. This represents a progressive increase of time during school year.
- Fourth Grade – Students should spend two (2) to two and one half (2 ½) hours per week on homework.
- Fifth Grade – Students should spend three (3) to four (4) hours per week on homework.

### **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.

### **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.

### ***Late / Incomplete Homework (K-12)***

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

Students who chronically turn in late or incomplete assignments may be issued consequences, as this behavior is a discipline concern. The teacher will give reduced credit for the assignments based upon the stated classroom policy.

### ***Make-Up Assignment (K-12)***

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

Parents shall notify the school prior to a family trip and may request homework assignments. Parents may call the school and request homework assignments during a student illness. In 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 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 child will be absent for more than one day for a reason other than personal illness, serious illness in the home, death in the family, or legal quarantine, please complete the proper District #308 form and return it to the classroom teacher (see forms section of handbook).

### ***Standardized Testing***

Students in Illinois participate in the Illinois State Assessment Testing Program each spring. Students are evaluated on their progress toward the Illinois State Standards for education at specific grade levels. Results are received in the fall, generally by November. Students in Oswego School District #308 also participate in the Terra Nova test in the fall. Specific tests dates will be sent to parents in regular school communications such as Friday folders.

Throughout the year, students will also participate in local assessments, which help our staff monitor students progress.