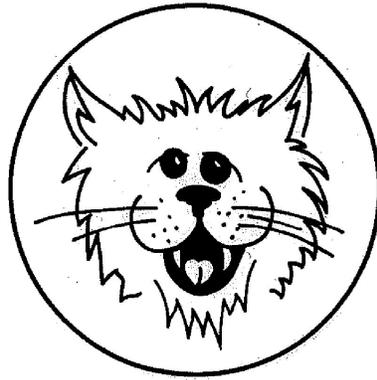


Old Post Elementary School



Family Handbook

2019-2020

'Be Brave, Be Kind, Be You'

Oswego Community Unit School District #308

District Administrative Center

4175 State Route 71

Oswego, IL 60543

630-636-3080

Website: www.sd308.org

Dr. John Sparlin
Faith Dahlquist
Christi Tyler

Superintendent
Associate Superintendent
Chief Financial Officer / CSBO

SD308 School Board

Lauri Doyle—**President** Matt Bauman --**Vice-President** Ruth Kroner—**Secretary**
Members: Toni Morgan Brett Lightfoot Alison Swanson Heather Moyer

*Please see our District web-site for a complete list of District Administrative Center Personnel

OLD POST ELEMENTARY SCHOOL

100 Old Post Road

Oswego, IL 60543

Telephone: (630) 636-3400

Attendance Line: (630) 636-3401

Nurse's Office: (630) 636-3402

Fax: (630) 636-3491

Office Hours: 8:00 am to 4:00 pm (Monday through Friday)

Mike Mitchinson

Principal

Brian Tworek

Assistant Principal

Kristy Kormaniak

Special Ed. Coordinator

Website: <http://www.sd308.org/oldpost>

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INTRODUCTION:

LETTER FROM BUILDING ADMINISTRATION:

Dear Old Post Families,

Welcome to Old Post Elementary School for the 2019-2020 school year!

This handbook explains our guidelines and procedures and will answer many of your questions. Please take a few minutes to read and review this important document. If you have any questions regarding the information, please contact us.

In addition to reviewing this handbook, please also refer to the 2019-2020 Student Rights and Responsibilities Code, which can be found in Grades 2-5 Assignment notebooks. For grades k-1, the Student Rights and Responsibilities Code will be distributed separately and can be found on the district website.

The Old Post Staff is very eager to begin another school year with the best families and community! It is our hope that by working together with our families and the community we will help our students and ourselves grow academically, emotionally, and socially!

Sincerely,

Mike Mitchinson
Principal

Brian Tworek
Assistant Principal

Kristy Komaniak
Special Ed. Coordinator

OLD POST ELEMENTARY'S MISSION STATEMENT:

"Through the combined efforts of school, home, and community, we will work collaboratively to empower all children to learn and responsibly participate in a continuously changing world."

OLD POST ELEMENTARY STAFF

OLD POST ELEMENTARY SCHOOL STAFF 2019-2020

Michael Mitchinson, Principal
Joanne Trakszelis, Principal's Secretary

Brian Tworek, Assistant Principal
Connie Berry, Attendance Secretary

Kindergarten		
Linda Ivanitz (SEI)		Room 104
Sarah Ketterhagen		Room 103
Jill Ochoa	Room 106	
Sara Weber	Room 107	

1 st Grade		
Stacy Kokot (SEI)	Room 108	
Sue Blocker	Room 109	
Stephanie Thomas	Room 110	
Jill Egdorf	Room 111	

2 nd Grade		
Amy Clever		Room 113
Dana Miles/Stephanie Modaff	Room 114	
Carrie Jones	Room 115	
Kellie Wunderlich (SEI)	Room 116	

3 rd Grade		
Ellen Poplawski	Room 101	
Kathy Torrez	Room 102	
Candace Popp (SEI)	Room 122	

4 th Grade		
Julie Peterson/Amy Krier	Room 213	
Sueann Pierski	Room 214	
Stephanie Long (SEI)	Room 215	

5 th Grade		
Christina Massat	Room 201	
Renee Retterer	Room 202	
Beatriz Dillman (SEI)		Room 204
Samantha Melendez	Room 216	

Teacher Assistants		
Susan Bliss	Carmin Amin (SEI)	
Sandra Iverson	Val Swan (SEI)	
Marcia McCarthy	Kathleen Guger (SPED)	
Brittany Robinson	TBD (SPED)	
TBD	Brittney McClermon (Recess)	

Social Worker		
Carlee Bieritz	Room 206	

Psychologist		
TBD	Room 212	

Special Ed Coordinator		
Kristy Kormaniak	Room 212	

OT & District Staff	Room 123	
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Art	
Christine Kueker	Room 118

Music	
Faith Scobbie	Room 119

Physical Education	
Robin Ormsbee	Gym
Nicole McNamara (.4)	Gym

Library Media Specialist	
Cece White	LRC

Gifted Education Specialist	
Donna Bornemann (.5)	Room 203

Learning Behavior Specialist	
Kerry Collins	Room 117
Lisa Circelli	Room 124
Brianne Trenado	Room 117
Kim Tully (.5)	Room 203

Speech Therapy	
Katrina Beedle	Room 112
Pfaff, Annie (.5)	Room 112-C

Literacy Specialist	
Anna Gibson	Room 207

Reading Specialist	
Tina Williams	Room 207

Math Interventionist	
Janiece Bersky	123-C

Building Engineer/Custodians	
Steve Hinz/Jeff Melzer	Catalina Ramirez

Cafeteria	
Lisa Conway	TBD
Sue Bywater	Dennis Bywater

Building Nurse	
Lesah Corsello	Nurse

PARENT TEACHER ASSOCIATION BOARD

President: Amy Hickman
amylen97@msn.com

Vice President: Karen Musallam
Karenmusallam@yahoo.com

Treasurer: Sandra Ruiz
sruiz481@gmail.com

Recording Secretary: Janiece Bersky / Annie Pfaff
jbbersky@sd308.org apfaff@sd308.org

Corresponding Secretary: Tanya Jarvis
tjarvis1002@gmail.com

ROOM PARTIES

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

October 31	Halloween Party (Students will participate in a parade around the school in their costumes; outside weather permitting.)
December 20	Winter Holiday Party
February 14	Valentine Party and card exchange

Up to four Room Parents/Guardians may attend each party. Room parents are organized through the Head Room Parent/Guardian who will then let the office know which Parents/Guardians will be chaperoning the class party. Photo ID is required. Room Parents must also be entered into our school's Raptor System prior to the event. On Halloween, all parents, guardians, and relatives are welcome to watch the parade that takes place outside (weather permitting).

Younger and older siblings of students may not attend room parties.

SCHOOL PROCEDURES

ATTENDANCE POLICIES:

Old Post Elementary day begins at 9:00 a.m. and ends at 3:50 p.m. for grades k-5.

Parents are required to call the attendance line at **(630) 636-3401** by 9:40 a.m. 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 musical programs.

To comply with state guidelines, elementary students must be in attendance in class a certain number of minutes to be considered present for a 1/2 day or the whole day, excluding lunch periods, as follows:

- Kindergarten-Fifth Grades 150 minutes (1/2 day) or 300 minutes (whole day)

Students must arrive at school before the following times to avoid being marked absent:

- Kindergarten-Fifth Grades 10:10am

Old Post Elementary adheres strictly to the Student Absence Policy as stated in District 308's "Student Rights and Responsibilities Code" publication.

Extended Absence: If an extended absence is anticipated for reasons other than illness, the parent or guardian is to complete the proper District 308 form stating the reasons for the absence. This form is to be submitted to the classroom teacher (see the office for the form). Submission of the form does not necessarily mean the absence will be excused.

EMERGENCY SCHOOL CLOSING

During inclement weather, if there is any question whether school will or will not open, parents are asked to listen to the radio. Stations WBIG (AM 1280), WSPY (FM 107), WGN (AM 720), or WKKD (FM 96, AM 1580) list Oswego closings. **PLEASE DO NOT CALL THE SCHOOL. SD308 will send a connect ed message via phone and email if school will be closed.** You may also check the district website at www.oswego308.org.

STUDENT ARRIVAL/BREAKFAST

There will be adult supervision in the morning from **8:30-9:00am**. The **first** bell rings at **8:45am**. Breakfast is available at **8:30am**. Students not eating breakfast may enter the building at **8:45am**.

- At **8:45am**, bus riders and walkers will enter through Door #1 and proceed to the morning line-up in the gym.
- **Car riders will enter through door 10.**
- Staff members begin crossing guard duties and assisting students exiting cars at **8:40**.
- Walkers from behind the school and bike riders may enter the gym through Door #8 between **8:45 and 8:50**.
- Parents wishing to bring students to school for breakfast between 8:15 and 8:30 may follow these procedures:
 - Park in the side parking lot; please do not park in either of the circle drives.
 - For your child's safety, please escort your child/children to Door #6 behind the school, where you will be met by a staff member supervisor. One of the supervisors will let the students into the cafeteria through Door #6 (in the back of the school). Students will be expected to sit at one of the cafeteria tables and eat their breakfast.
 - Students may purchase and eat the following breakfast items in the cafeteria until **9:00am**. After **9:00am**, the breakfast will become a brown-bag option to take to the classroom to eat at a time of teacher discretion. Aramark payment and procedures are similar to the lunch payment and procedures. A selection of packaged foods will be offered through Aramark, including:
 - Cereal
 - Muffins
 - Yogurt (Trix Strawberry and Strawberry banana)
 - Granola bars
 - Muffins
 - Fresh fruit (apples, bananas, oranges)
 - Bagel and cream cheese
 - English muffin and sun-butter

DISMISSAL

There will be adult supervision at the **3:50** dismissal bell.

- Walkers and car riders will be dismissed through Door #10.
- Parents should have their **YELLOW** sign placed in their front window letting staff know which students they are picking up.
- Kids Connection students will be dismissed to the cafeteria.

- Bused students will be dismissed at **3:50pm** through Door #3. Staff members will monitor students as they exit the building. **IF WE DO NOT HAVE A NOTE, YOUR CHILD WILL RIDE THE BUS AS USUAL.**
- All parents and students are asked to use sidewalks and not walk through the front circle drive.
- Avoid parking in front of the school between **3:30 - 3:55pm**. The front circle is a bus zone. It is illegal to pass a bus that is loading or unloading children
- Crossing guards are provided to help our students cross the streets nearest our school safely. Bike racks are located near the playground. Motorized scooters are not allowed on school premises.
- Any change in your child's normal dismissal routine must be sent in a note to the teacher (this includes any after-school activities).

For the safety of our students, the law states that there is no talking on hand-held cell phones while in a school zone.

Please drive slowly through the parking lot, and please observe these guidelines. Saving a few minutes is not worth risking the lives of our students and staff. In general, the parking lot is emptied within 10 - 15 minutes of the dismissal bell. Everyone's patience and cooperation is appreciated!

EARLY DISMISSAL PROCEDURE

Send a note to the teacher with the specific time you will be picking up your child and the purpose of the early release. Your child will be called to the office when you arrive to sign him/her out in the office.

INCLEMENT 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 and seated by classrooms.
- Teacher Assistants and teachers will take our walkie talkies to the pick-up. As parents pull up, it is imperative to have the yellow signs in the window with their child's name to 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 or #10. This will prevent students from standing outside in bad weather (rain, sleet, thunder, and 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 will move more slowly BUT safely. Your patience is required. To facilitate a speedier line, PARENTS. Will be provided with name cards that they need to display in their window.

VISITORS/VOLUNTEERS

Volunteers and Visitors are welcomed at Old Post!

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 show a driver's license or state i.d., 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 testing sessions. 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 who do not attend Old Post, including brothers and sisters, are not allowed to visit school with your child during school hours.

ALLERGIES

We have several students at Old Post with severe allergies, which will require your cooperation and watchfulness.

If these students come in contact with any of their identified allergies, students could break out in a rash, hives, have difficulty breathing and may go into shock. In order to keep the building safe for all students with identified allergies, here are some ways you can help:

- Please do not send to school edible treats with the ingredient of the student's identified allergy
- If your child eats a food that a child in class is allergic to prior to school, please wash hands.
- Do not store food items in your child's book bag to which another child in class may be allergic.
- Educate your child on being sensitive to others and their potential allergies.

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

CAFETERIA SERVICES

Old Post has breakfast and hot lunch available for children to purchase. Pushcoin is a prepayment system that allows you to make deposits into your children's meal accounts via the web. Checks for meal accounts (made payable to **SD308**) may also be sent to the Cafeteria. Please indicate the student name on the check.

Free or reduced price breakfasts and lunches will be available for families who qualify. Applications may be made online via <http://www.sd308.org/Page/4862>. Families wishing to complete a paper application may pick up a form at any school office. New applications are required annually to participate in the program.

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

Due to limited space in the lunchroom during lunchtime, only students may stay for lunch. If a Parent/Guardian would like to have lunch with his/her child, it will be necessary for the Parent/Guardian to sign his/her child out in the office, take them off of school property during his/her designated lunch time and return at the end of his/her lunch time. Please pick up and drop off your child promptly at his/her designated lunch time.

BIRTHDAYS AND TREATS

No edible treats are permitted. For many reasons, none of the elementary schools in the district allow birthday treats consisting of food products. Your child's birthday will still be acknowledged in the classroom, but not with food. However, you are welcome to send in non-food items such as pencils, stickers etc., or donate a book to the school library or your child's classroom in honor of your child's birthday.

- Increased class sizes mean more interruptions in learning to celebrate birthdays.
- Offering so many treats so often can contribute to unhealthy eating habits.
- Federal, state and district wellness initiatives are opposed to celebrating with food in the classroom due to a dramatic increase in childhood obesity.
- Food allergies are on the increase, and not having birthday treats in the classroom is one more way to provide a safe environment for students.

CONTACTING YOUR CHILD'S TEACHER

As a matter of policy, school personnel will not give anyone the private telephone number of any teacher or other school staff member. Each staff member has a direct telephone number and email address. Your child's teacher will provide his or her number and email to

you early on in the school year. Calls made during the school day will go directly into the staff member's voicemail.

ENROLLMENT/REGISTRATION

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

FIELD TRIPS

In order for students to participate in field trips, each student must have parent permission to accompany the class on the field trip. Information and permission slips will be sent home from the teacher prior to the field trip.

Parent chaperones who accompany classrooms must be on the District 308 approved volunteer list. Chaperones may not bring siblings of students on field trips. This is simply because chaperones are essential to the safe supervision of students on field trips, and younger siblings can distract their attention away from their assigned group. Chaperones are also asked not to make any phone calls during the field trip.

HOMEWORK REQUESTS

If a student is absent, the school suggests that parents call and make arrangements for homework. Please call the office on the second day of absence so that the books can be gathered and assignments written down in time for pickup at **3:45pm**. If another student is to bring the work home, please leave this information when making your request. If multiple days of absence are expected, please indicate that at the time as well. Refer to the district homework policy in this handbook for further information.

INVITATIONS

Only invitations going to every classmate (or, all boys/girls) may be distributed at school. The school and our teachers will not give out addresses or home phone numbers of our students.

LOST AND FOUND

A Lost and Found box is kept in the gym entrance. If something (clothing, book bag, lunch box, etc.) is lost, students and parents should check this area. Please label your children's

apparel, lunchboxes, backpacks, etc. Unclaimed items will be removed and donated to charitable organizations on a quarterly basis.

OUTDOOR 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 degrees F. Please have your child dress appropriately for outside recess. Snow pants, gloves, and boots are required to play in the snow.

REQUESTS TO REMAIN INDOORS

When children return to school from an illness, it will be assumed that they are in good health and capable of participating in full activities. On occasion, it may be necessary for students to follow a restricted routine. In these cases, parents are asked to send a note with their child requesting that the student be kept indoors for a limit of three consecutive (3) recesses and play periods.

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

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

REPORT CARD POLICY

The progress of each student will be reported three times a year for grades K-5. Towards the end of the first trimester parent conferences will be scheduled. Second Trimester conferences are optional, and may be requested by the teacher or parent. A report card will be available for your child at the end of each trimester through Home Access. Parents are encouraged to request additional conferences whenever the circumstances indicate the need.

SNACKS

A snack break is allowed for students in order that they may keep their brains functioning at an optimum level throughout the day.

- The classroom teacher will decide if this will take place in the morning or afternoon based on their schedule.
- Snacks brought from home should be healthy in nature, and should not consist of “junk food” or “empty calories” (i.e. potato chips, candy, cookies).
- Snacks should be nutritious and consist of fruits, vegetables, dairy or whole grains. However, please keep in mind any food allergies that may be present in your child’s classroom when sending a snack with your child. Examples of “healthy” snacks that are easy to eat in the classroom are: grapes, apples, applesauce, fruit cups, sliced and prepared melon, bananas, oranges, berries, raisins, carrots, celery, yogurt, yogurt drinks, cheese, whole grain crackers such as Triscuits or Wheat Thins.
- For more information on healthy snacks, extensive lists of examples of healthy snacks, as well as a cost analysis, please see the Center for Science in the Public Interest web page at http://www.cspinet.org/new/pdf/school_snacks.pdf

SCHOOL RULES

The students of Old Post are expected to follow all school and classroom rules.

Our 3 expectations school-wide are: **Safe, Respectful, Responsible.**

DRESS CODE

As defined in Oswego District #308 Student Rights and Responsibilities Code publication, the following dress code applies to all District #308 students:

Not to Be Worn During the School Day

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

Clothing May Not Contain:

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

Students must wear clothing that covers their complete "shoulder to mid-thigh" area.

Consequences include:

- 1st Offense - Conference with administrator, change to proper attire, and parent contact
- Repeated Occurrences - Left to discretion of the administrator and may include, but is not limited to in-school intervention or suspension.

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 ALL, 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 a bite. Past experience has dictated that it is advisable not to have pets at school at any time, including parent drop-off or pick-up. Allergies are also a consideration in this policy.

PLAYGROUND GUIDELINES

Safety of the students is our main consideration when on the playground.

1. Students are to play away from the building, away from the windows, and are to stay on the playground side of the school. Only the playground supervisor(s) may retrieve balls.
2. Playground equipment is to be used in a safe and proper manner:
 - a. One person at a time may go down the slide, sitting position only.
 - b. Students may not walk up the slide from the bottom.
 - c. Students may not run between or under the swings. Swing in a forward/backward motion only; no winding or swinging sideways; stop swinging before getting off of the swing.

- d. Pulling or pushing another student on any playground equipment is not allowed.
 - e. High and low bars-hanging by legs and dropping is not allowed.
 - f. Students may not sit on top of the monkey bars/cat walk.
3. Ball-type games are to be played in the open field/grassy areas or on the black top with soft (NERF) or rubber balls only.
 4. The following games are not allowed:
 - a. Tackle football
 - b. Baseball, using hard balls and bats (except under the direction and supervision of a teacher).
 5. Students should never play or be near any delivery truck or machinery.
 6. Students may not climb, hang on, or destroy trees and bushes. Physical contact/fighting is not allowed and will be immediately brought to the attention of the administration.
 7. No throwing of sand, snow, stones, or mulch.
 8. Recess ends when the whistle is blown and students are to line up immediately and quietly for entrance into the building.
 9. Students are to respect the directions of the playground supervisors.
 10. Appropriate footwear must be worn during recess.

SALE OF ITEMS AT SCHOOL

Students are asked not to bring candy, greeting cards or any other items to school to sell. We do not wish to discourage fundraising, 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. Your bus driver will outline for you what you can and cannot do while a passenger on a school bus. It is required to remain seated while riding and be considerate of others.

STUDENT DISCIPLINE/BEHAVIOR CODE

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

STUDENT PROPERTY

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

- Students may not bring valuable items to school, including but not limited to: hand held video games, Ipads, tape recorders, cameras, jewelry, sports or other collector cards, skateboards, roller blades, and hard balls or bats, etc.
- Cell phones / Smart watches must remain the students' backpacks and in the off mode. OLD POST IS NOT responsible for them. These items may be confiscated.
- 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 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.
- Students are to stay on school/public grounds and not enter our neighbors' yards.

SPECIAL PROGRAMS

GIFTED EDUCATION

School District 308 recognizes that gifted students have academic needs that may require differentiated educational practices to challenge them to their full learning potential. Grade levels 3-5 gifted students are provided with opportunities for differentiated extensions of the regular classroom curriculum in their identified academic areas of reading, language arts, or math through enrichment, acceleration, or differential of the curriculum. Gifted students are cluster grouped in their regular classrooms which are heterogeneous curriculum settings. 2nd Grade testing takes place late in November with identification taking place in the spring.

ART

Old Post's Art Program is offered for 60 minutes a week. Students are provided a chance to express themselves by using their creativity and imagination to produce two-dimensional and three-dimensional artwork in a variety of medium. The elementary art curriculum emphasizes the formal art elements and principles in connection with art history, criticism, aesthetics, and production.

CHARACTER COUNTS!

Old Post is a Character Counts! school. Character education is an important part of our school and of every student's school experience. All District 308 schools promote character education through the Character Counts! program.

LEARNING CENTER

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

LEARNING BEHAVIOR RESOURCE

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

MUSIC

The music specialists strive to help 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 Old Post.

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.

SOCIAL WORK SERVICES

We at Old Post are interested in all aspects of your child's development. In that light, the social work program attempts to meet the needs of students whose social or emotional problems seriously impact their learning. Students are referred by their classroom teachers or building administrators and assessed for direct services as schedules permit. In addition, social workers meet students' needs through classroom groups, parent and teacher consultation and crisis intervention services. Please feel free to contact your child's teacher or the principal if you have concerns about your child's social or emotional adjustment to school.

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

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

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

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

HEALTH SERVICES

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

WHEN TO KEEP YOUR CHILD HOME FROM SCHOOL

Parents often have difficulty deciding whether their child is too ill to attend school. In no way are we saying that children should be kept home for every complaint, but that there are some definite symptoms that warrant staying home from school.

Your child is too ill to go to school if he or she has any of the following symptoms:

1. Vomiting and/or diarrhea within the past 24 hours
2. Shortness of breath or wheezing (not controlled with an inhaler if he/she has asthma)
3. A cough that interrupts his/her normal activity, sleep, or wakes other family members at night
4. Rash
5. Drainage from the eye
6. Severe sore throat
7. Fever-if your child has a temperature of 100° (or higher) now or in the past 24 hours he/she may not attend school. Children are to be fever-free for 24 hours, without the use of fever reducing medication, before returning to school.

PROCEDURE FOR INJURED CHILD

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

Our school policy states that if a student cannot participate in PE he/she cannot participate in recess. The student will be assigned to an alternate location during these activities. This is for the student's safety to protect him/her from accidental injury. All PE/recess notes need to indicate when the student may return to PE/recess. If the note says "until further notice," another note from the doctor is required to return to PE/recess. A parent request for a PE excuse is valid for only three (3) days.

SCREENINGS

The school nurse will conduct various screening programs, including vision and hearing to detect any gross areas of difficulty students may be experiencing. The school is not equipped to go beyond the initial screening process. The screening information will be given to the parent/guardians for use in further evaluations if desired. Screenings may be done at the request of teachers, and/or by Public Health requirements.

Special Notice to parents of students in kindergarten, second grade, special education and of new students: the district is required by Illinois law (Public Act 93-504) to inform parents that the vision screenings done in the school setting are not a substitute for a complete eye and vision evaluation by a physician. Our screening does not evaluate the

health of the eye nor the necessary visual skills essential for successful academic achievement. Your child/children are not required to undergo this vision screening if an optometrist or ophthalmologist has signed a report form indicating that an examination has been given within the previous twelve months. The report forms are in your nurse's office. Students wearing glasses or contact lenses are already under a doctor's care and are not screened. You will be notified only if your child fails the screening.

ADMINISTRATION OF MEDICATIONS

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

PRESCRIPTION & NON-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. All non-prescription medications must be provided from home in the original container with the child's name written on it.

ANTIBIOTICS

Short-term antibiotics are often prescribed to be given three times per day. Please check with your child's physician, as often they want the doses spread out over the longest period possible while the child is awake. These medications can be given upon awakening, after school, and at bedtime.

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
- prior to entrance into fifth and ninth grades,

- irrespective of grade, immediately prior to or upon entrance into any public school if that pupil has not previously been examined in accordance
- 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 Illinois Department of Public Health and the Illinois State Board of Education. Pupils failing to meet the required mandates shall be excluded from the attendance centers in Oswego School District #308.

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

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

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

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

DENTAL EXAMINATIONS

The Illinois Department of Public Health and the Illinois State Board of Education require all incoming Kindergarten and Second grade students to submit a current dental examination.

OTHER

HOMework POLICY GRADING

Approved April 2017 - Homework is a necessary part of the District's instructional program. Homework is assigned to further a student's educational development and is an application of a classroom experience. The Superintendent or designee shall provide guidance to ensure that homework is:

1. Is used to reinforce and apply previously covered concepts, principles and skills;
2. Is not assigned for disciplinary purposes;
3. Serves as a communication link between the school and parents/guardians;
4. Encourages independent thought, self-direction, and self-discipline;
5. Is of appropriate frequency and length, and does not become excessive, accordingly to the teacher's best professional judgment; and
6. Is consistently utilized across grade-levels and courses of study

Purpose:	At the elementary level the purpose of homework, when assigned, is to reinforce or extend classroom learning for individual student success.
Grading:	On a student's report card, homework will not be calculated in the grade representing a student's academic achievement. Homework completion can be communicated to parents by documenting as a learning behavior characteristic.
Length:	On Average: <ul style="list-style-type: none">• K-2 Fifteen Minutes/Day• 3-5 Thirty Minutes/Day• No Homework Over Extended Breaks
Examples:	Included, but not limited to: <ul style="list-style-type: none">• K-2: Daily reading, sight word practice, special projects, math practice, etc.• 3-5: Anticipatory preparation, daily reading, math practice, special projects, study guides, etc.

It is expected that all students have developmentally appropriate homework, coordinated within the grade level, on a regular basis. Teachers are responsible to: ensure students and parents understand homework policies; make the homework meaningful; vary the types of homework; individualize as needed; demonstrate how to do; and provide feedback.

Requests for make-up homework are accepted by the school office on the second day of absence by 10:00 a.m. Make-up homework should then be prepared for after-school pick up or sent with a designated student.

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

97-100 A+
93-96 A
90-92 A-
87-89 B+
83-86 B
80-82 B-
77-79 C+
73-76 C
70-72 C-
67-69 D+
63-66 D
60-62 D
Below 60 F

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

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

STANDARDS BASED REPORTING

K-3 Standards-Based Reporting Overview: Our primary purpose for grading and reporting is to communicate growth towards proficiency of targeted learning standards. Standards-based reporting is used to communicate how students perform on a set of clearly defined learning standards. The purpose for a standards-based report card is to identify what a student knows or is able to do in relation to learning standards over the course of the grading period by identifying a student's mastery level for each standard.

Mastery levels indicate the level of proficiency for each standard based on the most recent assessment of the standard. The expectation is for students to reach mastery on grade level standards by the end of the school year.

Levels of Mastery:

- **Mastery (M):** Demonstrates proficiency at this time; may require minimal or no support.
- **Near Mastery (NM):** Demonstrates progress towards proficiency at this time; may require some support.
- **Emerging (E):** Demonstrates limited proficiency at this time; requires frequent support.

Checking Your Child's Progress: The MasteryConnect Parent Portal provides real time information on your child's mastery of standards throughout the grading period while instruction is ongoing, and student opportunities to show growth are provided. Parents are encouraged to login to the MasteryConnect Parent Portal on a regular basis to understand and support their child's current level of mastery. This provides more opportunities for parents and teachers to work in collaboration to support each child's academic needs. Classroom teachers can provide more detail as needed.

SCHOOL SAFETY DRILLS

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

Severe Weather drills will also be held regularly throughout the fall and spring. We require all occupants of the building to participate in these drills.

Old Post also has an Emergency Response Plan to address other emergency situations. Lock Down Drills are held throughout the school year so in the event of an emergency, staff and students will know how to respond to a variety of emergency situations.

SCHOOL PICTURES

School pictures will be taken in the fall and spring. Please see the Old Post's calendar of events for the specific dates.

In the fall, purchase information will be sent home prior to picture day. All students will have their pictures taken so that each student may have a class picture. Additional pictures may be purchased. In the spring, all students will have their pictures taken. Pictures will be sent home to determine if you want to purchase or return to school.

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

ATTENDANCE and TESTING DATES

Student attendance during district-wide and State Assessment Tests is necessary. It is strongly recommended for vacations not be scheduled during these times.

Test	Grade(s)	Dates
STAR	2-5 th grade	August/September December/January April/May
Easy CBM	k/1	August/September December/January April/May
CogAT/ HOPE	All 2 nd grade	October/November 2017
ACCESS	All ELL/ 2 nd language spoken in the home	January/February 2018
ISBE Science	All 5 th Grade	Spring 2018
IAR	All 3-5 th grade	Spring 2018

Student attendance is clearly linked to academic progress. All students who are absent for five (5) days, whether excused or unexcused, will have a letter sent to the parent(s)/guardian(s) from the administration notifying them of the accumulation of days that have been missed. Students who are absent for 10 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.

CELL PHONE PERMISSION SLIP

This form must be signed and returned to the office if a student is going to bring a cell phone to school. I understand that I must keep my cell phone in my backpack at all times. It must be turned off at all times as well. If I do not follow these rules, I understand that a staff member at Old Post Elementary School will take the phone. It will be my parent's/guardian's responsibility to pick up the phone from the Old Post Office.

Student's Name: _____

Grade: _____ Teacher: _____

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Old Post Elementary School

Student Pick-up Procedures

- Drivers are to enter the parent pick-up line through the East parking lot entrance on Old Post Road and proceed to the loading and unloading area forming one line.
- Please drive through the parent pick-up line and have the children board the vehicle from the sidewalk.
- Observing traffic laws and yielding to allow others to enter the drive will facilitate a safe experience for all.
- All families will receive the school-issued yellow signs with the student's last name. Students that are usually transported by bus will also receive this sign in case a parent pick-up need ever occurs. Each yellow card has three signs that can be cut and distributed so that all necessary parties can have the appropriate sign displayed. If you need additional copies or replacements, please contact the office.
- Each vehicle must display the school-issued sign on the passenger-side window when going through the parent pick-up line.
- For security reasons, only the school-issued sign will be accepted. Students will not be released to a vehicle without the school-issued sign. If the appropriate sign is not displayed, park your vehicle in the designated parking spaces of the East parking lot and come to the office to sign out your child(ren).
- On days when there is inclement weather, students will be seated inside the school and will be released as vehicles pull into the loading zone. Please pull forward to fill all available spaces.
- This drop-off and pick-up line will move fairly quickly and smoothly while ensuring student safety if all participants remain in their vehicles and wait their turn. Do not stop to pick up your child at any other location as it creates a hazardous situation for your child and drivers trying to proceed around you.
- The parking lot in front of the school building will be unavailable during arrival and dismissal times due to bus traffic.

Old Post Elementary

Parent Drop-Off/Pick-Up Map

