

Boulder Hill Elementary School



Student-Parent
Handbook
2016-2017

OSWEGO COMMUNITY UNIT SCHOOL DISTRICT #308

District Administrative Center

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Superintendent of Schools

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Ali Mehanti

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

www.sd308.org

BOULDER HILL ELEMENTARY SCHOOL

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Principal

Mr. Paul Southwell

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Website:

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BOULDER HILL ELEMENTARY SCHOOL

Our Mission:

In partnership with our families and communities, Community Unit School District 308 will educate all students to reach their highest potential

Belief Statement:

Boulder Hill Elementary School supports the Community Unit School District #308 Pathway to 2020 by having high academic and behavioral expectations for all students

CALENDAR OF EVENTS – 2016-17
BOULDER HILL ELEMENTARY SCHOOL

2016

August

- 10 Class Assignments Online after 4:00pm
- 15 Preview Night 5:00-7:00pm
- 16 Bingo Night – 7-9pm
- 17 First Day of School (Full Day)– Gr. 1-5
- 18 Kindergarten Round Up 9:30 am
- 19 First Day of Classes – Kindergarten
- 25 CURRICULUM NIGHT – 6:00 – 7:30 pm
- 29 - 9/2 4th / 5th Grade STAR Testing

September

- 1 First PTA Mtg., 7-8p
- 1 Room Rep Orientation, 8-9p
- 5 LABOR DAY – No School
- 6 - 12 2nd / 3rd STAR Testing
- 13 Lifetouch Picture Day
- 13 - 19 Kinder / 1st STAR Testing
- 20-23 Make-up STAR Testing
- 23 Teacher Institute Day - No student Attendance
- 26 - Oct. 14 - DRA/EDL testing for DL / DBE classrooms

October

- 5 F/F & Kindergarten & 1st Grade Gym Night, 6-7p
- 6 PTA Mtg, 7-8pm
- 7 Grandparent's Day 8:30-10:00 am
- 10 Columbus Day – No School
- 11 - Nov. 4 - Rush Copley and NIU Student Surveys
- 14 Bingo Night 7-9pm
- 18 Kindergarten - End of First Trimester
- 21 End of 1st quarter
- 21 4 Hour Student Attendance - School Improvement Day - No Kindergarten
- 31 Halloween Parties 2:00 Parade – 2:30 – Room Parties

November

- 7 - 18 CogAT Testing (All of grade 2, grades 3-5 as needed)
- 2 Full-Day Student Attendance
Parent/Teacher Conferences (Flex Hours)
- 3 5-Hour Student Attendance - Dismissal at 1:45 pm
Parent/Teacher Conferences (4:00 - 8:00 PM)
- 4 No School - Parent/Teacher Conferences
- 10 PTA Mtg, 7-8p * Changing this meeting to 2nd of month due to P/T conferences
- 10 5th Grade Musical 7:00 - 9:00
- 11 Bingo Night 7-9pm
- 19 Holiday Store
- 19 Chip Shoppe product Pick-up
- 23-27 No School Thanksgiving Vacation

December

- 1 PTA Mtg, 7-8p
- 7 F/F & 2nd & 3rd Grade Gym Night, 6-7p
- 16 Bingo Night 7-9pm
- 20 Holiday Room Parties (Kdg only) 2:35 pm
- 21 Holiday Room Parties (Grade 1-5) 9:45 am
- 21 4 Hour Student Attendance-School Improvement Day-End of 2nd Quarter -
No Kindergarten Attendance
- Jan 9 First day back after Winter Break

2017

January

- 9 School Resumes – Students Return from Winter Break
- 1/9-2/10 ACCESS Testing
- 11-18 4th / 5th STAR Testing
- 12 PTA Mtg, 7-8p * Changing this meeting to 2nd Thur of month due to Winter Break
- 16 MARTIN LUTHER KING DAY – No School
- 19-25 2nd / 3rd STAR Testing
- 20 Bingo Night 7-9pm
- 27 Bring your Very Important Person to school day #1
- 1/26-2/1 Kinder / 1st STAR Testing

February

- 2 PTA Mtg, 7-8pm
- 8 End of Kindergarten Trimester 2
- 8 Father & Son Olympic, 5:30-7 pm
- 10 ACCESS Testing Ends
- 10 Bingo Night 7-9pm
- 14 Valentine Room Parties – 2:30 pm
- 14 Valentine's Day Parties 2:30-3:30 pm
- 17 Daddy Daughter Dance 6:45-8:30 pm
- 20 PRESIDENTS' DAY – No School
- 23 S.T.E.M. Night (Reading Math and Science Night) 6:00 - 7:30 PM

March

- 2 PTA Mtg, 7-8pm
- 4 Fun Fair, 11-3pm
- 8 F/F & 4th & 5th Grade Gym Night. 6-7pm
- 10 4-Hour Student Attendance - School Improvement Day - No Kindergarten
- 10 End of 3rd Quarter
- 17 Bingo Night 7-9pm
- 22 Parent Teacher Conferences – Teacher Lunch
- 22 Full-Day Student Attendance--Parent/Teacher Conferences (Flex Hours)
- 23 Full-Day Student Attendance--Parent/Teacher Conferences (Flex Hours)
- 27 - 31 Spring Break – No School

April

- 6 PTA Mtg, 7-8pm
- 13 Teacher Institute Day (Students are not in attendance)

- 14 **No School - District Closed**
- 17 **No School - District Open**
- 21 **Bingo Night 7-9pm**

May

- 1-5 **Teacher Appreciation Week**
- 4 **Last PTA Mtg, 7-8pm**
- 12 **Bring your Very Important Person to school day #2**
- 19 **Bingo Night – 7-9pm**
- 19 **Field Day**
- 22 **Field Day Rain Date**
- 26 **Last Day of School – Full Day - End of 4th Quarter - End of Kindergarten Trimester 3
(provided no emergency days used)**

ATTENDANCE

The Boulder Hill School day begins at 8:45 a.m. and students are dismissed at 3:35 p.m.

ATTENDANCE POLICY

Parents are required to call the office at **630-636-2901** by 9:25 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 9:55 a.m.

Boulder Hill School 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. The Superintendent 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 & DISMISSAL

Arrival:

There will be adult supervision in the morning from 8:15-8:45. The bell rings at 8:45.

Any student entering the building between 8:15 – 8:30 must proceed either to the cafeteria to eat breakfast or to the LRC to be supervised. At 8:30, students will be dismissed to their grade level hallways where they are expected to sit and silently read until they enter the classroom at 8:45.

Students riding the bus will be dropped off on the west lot. Students will enter the recess doors (Door 9) and go to their respective spots.

Students walking should use the north (front) entrance (Door 1). There will be adult supervision at the corner of Boulder Hill Pass and Seneca.

Students using parent drop off will use the east lot. Students will enter door 4 by the gym.

After 8:45, students are considered tardy, and must enter through the front doors and accompanied by an adult. It is required that **adults sign students in** if tardy.

Breakfast Program:

Boulder Hill Breakfast Program will begin **Wednesday, August 17, 2016**, in the school cafeteria. Students may purchase and eat the following breakfast items in the cafeteria until 8:45. After 8:45, 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

Schedule of Program

8:15 Students may begin to enter the building and may advance to the cafeteria. As kids finish their breakfast in the cafeteria, they dispose of their waste and remain there for supervision until 8:30. Students may not take any breakfast food to the classroom with the exception of fresh fruit and vegetables.

8:30 Students may proceed to their grade level hallways to read quietly until 8:45.

8:40 Aramark discontinues serving breakfast.

8:45 All students should be in their classrooms following appropriate morning procedures. All entrances to the building will be locked, except for the front door to the office.

Dismissal:

There will be adult supervision at the 3:35 dismissal bell.

Students riding the bus will exit the building through the west (recess) doors, head toward the west lot and board the buses.

Students walking will exit the building through the north (front) doors and use the Boulder Hill Pass/Seneca intersection if they need to cross the street. There will be a crossing guard to assist them across the street.

Students being picked up will remain in the building, seated by the gymnasium near door 4. Parents who pick up their students will be given a sign with their last name printed on it. For efficient dismissal, please put the sign on the dashboard so that the adults can radio to the staff inside the building the children's names as the cars pull through (please leave the sign until your student is secured in your vehicle).

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.

BOULDER HILL SCHOOL PROCEDURES

ALLERGIES-SEVERE FOOD AND OTHER ALLERGIES

The health and safety of our children is of utmost importance. We currently have many students with a wide range of known severe allergies to various nuts, milk products, wheat, soy, strawberries, eggs, and other allergens. Unfortunately, in addition to those students with known allergies, every year a number of our 308 students with no known allergies have reactions to food ingredients as well.

Please know **parents can continue to send daily healthy snacks for their own children as they have in the past.** However, parents, students, staff, parent organizations and outside food vendors can no longer send class snacks; treat bags or food of any kind to be shared with others at school.

We will continue to celebrate the many accomplishments of our students and special events. There are numerous alternative opportunities schools/teachers/parents/organizations can consider in recognition of student accomplishments, birthdays and/or holidays and classroom rewards such as:

- Donating a book to your school or classroom library with your child's name inside.
- Having your child bring a favorite book for the teacher to read to the class.
- Providing classmates with colorful pencils, stickers, or erasers.
- Businesses can offer coupons as incentives rather than sponsor classroom parties.
- Completing a craft in the classroom with non-food based materials.
- Be creative!

These added measures will continue to ensure that these special events are not only fun, but most importantly, safe for our students. We appreciate your support.

FOOD ITEMS IN THE CLASSROOM

While we discourage the presence of food in the classroom at all times, there are times when it may be appropriate for classroom events. **Due to the wellness policy in Oswego CUSD #308, the following guidelines must be followed:**

- All food items must be *store bought and individually portioned*. The original label must accompany the food.
- The teacher must be aware of all food items that are being brought into the classroom.

SNACKS

A snack break is provided for students. 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). 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.

All food items must be *store bought and individually portioned*. The original label must accompany the food

Please keep in mind any food allergies that may be present in your child's classroom when sending a snack with your child. For more information on healthy snacks, an extensive list 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

BIRTHDAYS

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.

It is not our intent to prevent students from enjoying their birthdays; however, every child's instructional time is valuable, and needs to be as free from disruptions as possible. Ideas for celebrating your student's special day within the classroom are listed below. Individual classroom teachers may provide additional guidelines for birthdays at their discretion, and often have very creative ways of celebrating birthdays for children to feel special for more than just one day.

Non-food celebration ideas:

- A book or set of books for the classroom
- Pencils
- Stickers
- A magazine subscription
- A visit from a special guest (parent, relative, Principal)
- Special recognition by the classroom teacher (crown, bulletin board, etc.)

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.**

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. Staff will check their voicemail boxes at least once per work day to ensure a timely response.

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. 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 advanced information about proposed activities.

Parent chaperones who accompany classrooms 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 mobile phone calls during the field trip.

HOMEROOM ASSIGNMENTS

During the school year, changes in your child's classroom placement may occur. This may involve changing his/her homeroom teacher. This does not occur frequently. If, however, your child's classroom placement warrants a change, you will be contacted to discuss this possibility with the teacher.

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 ideas. Please feel free to contact us at school.

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 10:00 a.m. **on the second day** of absence so that the books can be gathered and assignments written down in time for pickup at 3:30 p.m. 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.

LOST AND FOUND

A Lost and Found box is kept in the hallway outside the cafeteria. 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.

LUNCH AND CAFETERIA SERVICES

Boulder Hill through Aramark has breakfast and a hot lunch available for children to purchase. Student breakfasts and hot lunches can be purchased on a day-to-day basis or for a several day period. Parents can purchase student meals via Internet, phone or by sending money in a marked envelope including child's name and amount to school to be added to the lunch account.

Free or reduced price breakfasts and lunches will be available for families who qualify. Application forms will be distributed on the first day of school. 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.

Restaurant food may not be brought in for students for any reason, including birthdays or forgotten lunches. Boulder Hill School does not have the staff available to deliver outside lunches to students on a daily basis, and the practice can be disruptive for other students.

Students are not allowed to bring in carbonated beverages (soda, energy drinks, etc.) for lunch.

Parents, guardians, and other relatives are permitted to have lunch with their children in the cafeteria. Children may also be signed-out at lunchtime for the full forty minutes. 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.

Gum is not permitted at school.

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° F**. Please have your child dress appropriately for outside recess.

Students will be allowed to play in the snow at recess only if they are wearing snow pants and snow boots. At no time is snow or other objects to be picked up from the playground floor for the safety of all students.

REPORT CARD POLICY

The progress of each student will be reported four times a year. At the end of the first quarter parent conferences will be scheduled. Third quarter conferences are optional, and may be requested by the teacher or parent. 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.

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. Similarly, any child who cannot participate in recess is assumed to not be able to participate in physical education unless they have a doctor's note to the contrary.

ROOM PARTIES

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

October 31	Halloween Parade (in costume) followed by the room party	2:00 p.m.
December 19	Winter Holiday Party (Kindergarten only)	2:35 p.m.
December 21	Winter Holiday Party (Grades 1-5 only)	9:45 a.m.
February 14	Valentine Party and card exchange	2:30 p.m.

A limited number of room parents are designated to coordinate the room parties. Room parents are organized through the PTA. Only those room parents designated for that party will be permitted into the classrooms for parties.

Only those room parents designated for that party will be permitted into the classrooms for parties. Younger and older siblings of students may not attend room parties. Room parents may sign in no sooner than 20 minutes prior to the party.

In the same manner that edible treats are not permitted for birthday celebrations, food items are not permitted at our holiday parties.

Halloween Notes:

All parents, guardians, and relatives are welcome to come and watch the costume parade.

Costume Guidelines:

- The use of masks is strongly discouraged. Children need to be able to see out of their masks. Otherwise, they will be asked to carry them or wear them backwards.
- No coloring of hair will be allowed in the building. It is recommended that this be done after school hours in preparation for the evening holiday activities.

- Make-up is not to be worn to school in the morning. Any make-up applied before the parade as a part of a costume must be something that the student can apply by themselves without assistance.
- Weapons (swords, knives, guns, pikes, light sabers, etc.) are prohibited. They will be set aside by the staff and returned to the student at the end of the school day.
- When choosing costumes for your child, please remember that this is a school parade. Costumes should be in keeping with our general dress code. Costumes that are suggestive, violent, or representative of topics inappropriate for a public school setting should be reserved for home use.

USE OF TELEPHONES

Students who wish to make arrangements to go home with another student need to make those arrangements at home. A student may ride home with another student on the bus if BOTH have a note from home. If a student has left something at home, the teacher will decide whether or not a phone call to parents is necessary. We ask that parents avoid calling to speak to individual students. However, messages left with the main office will be relayed to the students. Please inform the office of any change in a students' route home immediately.

VISITORS POLICY

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

- All doors throughout the building will remain locked. You must enter at door 1 and ring the doorbell to gain admittance into the building (after identifying yourself and your purpose for entry). You must have a state issued ID.
- All visitors must go to the office to sign in upon arrival and sign out when leaving. Visitors are asked to wear a visitor badge during their visit.

All parents are encouraged to visit the school; however, visitations **must be prearranged** with the teacher(s) in order to minimize interruptions. Visitations are discouraged during the beginning and ending weeks of the year and during testing sessions. It is suggested that visits be limited to a 35-40 minute period. Younger children may not accompany visitors. A visitation does not necessarily infer a parent conference. Parent conferences should be scheduled with the teacher before or after school.

Children from other schools or younger brothers and sisters are not permitted to visit school with your child during school hours and are not permitted to attend room parties or Field Day with their parent.

VOLUNTEERS

Boulder Hill values the involvement of parents. If you would like to become a regular volunteer at the school, please stop by the office to speak with an administrator or talk to your child's teacher for more information. Kendall County has a specific volunteer policy that is required that includes being fingerprinted before beginning to volunteer.

SCHOOL RULES

Classroom rules and consequences are developed collaboratively each fall by students and their teachers. The students of Boulder Hill are expected to follow the rules posted in each classroom.

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.

Students may not color or style their hair in a manner that is distracting to other students in the learning environment.

Elementary School Consequences

- 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 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 a bite. Past experience has dictated that it is advisable not to have pets at school at any time. Allergies are also a consideration in this policy.

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 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 boys and girls will, of course, remain seated while riding and be considerate of others.

SNOWBALLS

Students are not permitted to pick up or throw snow and ice.

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, stereos, tape recorders, cameras, jewelry, sports or other collector cards, skateboards, roller blades, and hard balls or bats, etc. Cell phones must remain in the students' backpacks and in the silenced mode. Boulder Hill 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 PROGRAM

The Oswego School District 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 **language arts or math through enrichment, acceleration, or differentiation** of the curriculum. **Gifted** students are cluster grouped in their regular classrooms which are heterogeneous curriculum settings. 2nd Grade testing takes place late in January with identification taking place in the spring, **with a similar process being used to screen any 3rd, 4th, or 5th grade student that is not currently being serviced through our program and was not tested in 2nd grade.**

The **Gifted** Program identification process screens and selects students based upon **standardized testing such as the STAR Math, STAR Reading, the Cognitive Achievement Test (CogAT), academic grades, and input from a student's classroom teacher via the use of the Scales for Rating the Hope Scale. This tool allows for teacher observation and input into the review process.**

A panel of professionals will review all available data to make professional judgments on the identification and placement of students in gifted education services for the 2015-16 school year. This panel is comprised of: a general education classroom teacher, a teacher-specialist in gifted education, a building principal, a school psychologist, a central office administrator with expertise in instruction, a mathematics specialist, a language arts specialists, a special education specialist, the assistant superintendent for teaching and learning, and the director of special programs. This information will be a critical foundation for identification of late bloomers, move-ins and students who may have general intellectual ability and creativity, giftedness in mathematics and giftedness in reading.

ART

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

CHARACTER COUNTS! and SECOND STEP

Boulder Hill 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.

Additionally, all elementary schools in the district use a curriculum called Second Step to teach Social and Emotional Learning (SEL). Second Step is used from Kindergarten through Fifth

grade at least once a week for one half hour session in every classroom. For more information on Second Step, please contact your child's teacher or the Boulder Hill office.

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.

Resource Teachers

The Special Education Resource staff at Boulder Hill 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. In addition, students with needs other than learning disabilities, including but not limited to educational autism,

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 Boulder Hill. Our core curriculum of activities includes soccer, tumbling, volleyball, basketball, roller-skating, softball, hockey, and health education (Grade 5). Students will also perform the Oswego Fitness Challenge twice per year. These evaluations include sit-ups, pull-ups, standing long jump, shuttle run, 50-yard dash, and endurance run (440 yards - Grade 1-3; 600 yards - Grade 4-5).

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.

SOCIAL WORK SERVICES

We at Boulder Hill School 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 for Social Work support through the building Mutli-Tiered Systems of Support (MTSS) team. In addition, social workers meet students needs through special education services, 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 inservice 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.

TITLE I READING SERVICES

In consultation with district guidelines, the Reading department attempts to identify those students who are not achieving the reading skills level of their class as designated by the school improvement plan of Boulder Hill School. Students are screened for Reading support primarily through the use of the STAR Reading and Early Literacy tests, followed up by the administration of the Fountas and Pinnell Benchmark Assessment System. Students who require additional reading support work with specifically trained teachers and assistants in small groups or individually to help students improve their reading skills and strategies. Parents will be informed if their child is placed in a specialized reading program. Some children may be placed on a waiting list.

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.

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

Beginning with the 2005-2006 school year, 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.

HOMEWORK GUIDELINES

I. DEFINITION (K-12)

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

II. BELIEFS (K-12)

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

Homework CAN:

- A. extend the academic program and increase the amount of time that students actively engage in learning,
- B. be an effective means for increasing student responsibility, self-discipline and accountability,
- C. provide parents with insights into the school's curriculum and expectations for students,
- D. contribute to higher levels of student achievement.

III. TYPES/PURPOSES (K-12)

- A. Preparation: Assignments given prior to the classroom lesson. Its purpose is to get students to think and formulate ideas before the lesson. Example: reading, considering a question, gathering information, questioning others, observing the environment, studying for a test, etc.
- B. Practice: Assignments given following a classroom lesson. Its purpose is to practice, reinforce and master material and/or skills. Examples: answering questions, doing computation, handwriting exercises, using a musical instrument, typing, writing spelling words, etc.
- C. Extension: Assignments that cause the student to transfer a skill and/or concept to a new situation. Students are called upon to use higher level thinking skills. Examples: making a diorama, doing word problems (math), writing an essay, etc.
- D. Creative: Assignments which 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.

IV. RESPONSIBILITIES (K-12)

A. 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 the homework policy.

B. 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/assess/evaluate it, and provide feedback to the student in a timely fashion.
5. Provide assistance to students as needed.
6. Encourage proper study habits.

C. Student:

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

D. Parent:

1. Encourage proper study habits. This includes providing a good place and adequate time for completing homework assignments.
2. Offer assistance and support to students while developing their independence.
3. Monitor student progress and communicate with teachers.

V. 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 and/or students from expending more time on their own initiative.

A. Elementary:

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

VI. LATE/INCOMPLETE HOMEWORK (K-12)

- A. Homework assignments are expected to be completed and handed in on time. Students who turn in a late or incomplete assignment will be dealt with in a fair and equitable manner. The teacher may give reduced credit for the assignment based upon the stated classroom policy.
- B. Situations in which students chronically turn in late or incomplete assignments will be addressed as disciplinary issues. The teacher will give reduced credit for the assignments based upon the stated classroom policy.

VII. MAKE-UP ASSIGNMENT (K-12)

- A. 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.
- B. 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 the elementary grades, teachers will provide students with the assignments upon their return to school.
- C. 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 request an absence form from the office to fill out and return.*

Regular Program And Early Dismissal Times
2015-2016 School Year

<u>School/Program Name</u>	<u>Start Time</u>	<u>End Time</u>
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Regular Schedule:

District High Schools	7:30	2:30
District Jr. High Schools	8:00	3:00
District Elementary Schools	8:45	3:35

**No Kindergarten attendance on the first day of school.*

Early Dismissal Times – Four Hour Days:

District High Schools	7:30	11:30
District Jr. High Schools	8:00	12:00
District Elementary Schools	8:45	12:45