



2025-2026

# Family Handbook

**OSWEGO COMMUNITY UNIT SCHOOL DISTRICT #308**

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**Grande Park Elementary School**

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[www.sd308.org](http://www.sd308.org)

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## **Grande Park Elementary School Mission Statement**

Grande Park Elementary School...Positively working together  
to achieve our goals with Grizzly Pride!

## **Vision Statement**

We are a forward-thinking school committed to preparing all students for college/career readiness in a rapidly changing world by equipping them with critical thinking skills, diverse perspectives, and the core values of character, while ensuring equity and rightful presence for every individual within our educational community. We strive to create an inclusive environment where every student is supported, valued, and empowered to succeed, regardless of background or circumstance.

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**School Improvement Goals for the upcoming school year will be determined in the fall of 2025. This information will be shared with parents as soon as it becomes available.**

## ATTENDANCE

Grande Park's school day begins at 9:00am and students are dismissed at 3:45pm.

### ATTENDANCE POLICY

Parents are required to call the office at **630-551-9701** by 9:00am each day their child is absent and give the reason for the absence. You may also call the night before (attendance line is 24 hours). **Parents may email an absence by emailing [gpattendance@sd308.org](mailto:gpattendance@sd308.org).** Please include all pertinent information as well. 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:

- Full Day Kindergarten-Fifth Grades 150 minutes (1/2 day) or 300 minutes (whole day)
- Half Day Kindergarten 155 minutes

Grande Park 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 of **3 or more days** 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 form section in the back of handbook). 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 or check the district website. An automated phone message will be sent to all registered households informing them of any school closings. In order to receive messages through our Blackboard system, please make sure all information in Home Access is always kept up to date. You may also check the district website at [www.sd308.org](http://www.sd308.org). **PLEASE DO NOT CALL THE SCHOOL.**

### STUDENT ARRIVALS

Students may begin arriving at Grande Park at 8:45am. Students transported by cars can enter through doors #1, 3 & 5. **Please do not release students from cars until staff members are present.** Drivers will be directed by staff members in the drop-off line. Students should exit their vehicles from the curbside only. Buses will unload students on the backside of the building. **STUDENTS MAY NOT BE DROPPED OFF OR PICKED UP BY CAR IN THE MAIN PARKING AREA OR THE BUS AREA.** Upon entering the building, students will be directed to their homerooms to sit outside of their classrooms.

At 9:00am the bell signaling the beginning of the school day will ring. Any students arriving after 9:00am are to use the main entrance doors and report to the office before going to the classroom. Students must be escorted in by an adult and signed in.

### STUDENT DEPARTURES

#### Bus Riders

Students who ride buses will be dismissed by their teachers and depart through door #7. **Our buses are fully loaded and students will not be allowed to ride a bus other than their own.** So that there is no confusion as to whether your child is riding the bus or whether you are picking him/her up after school, please have a note or a phone call to the Grande Park Office by 3:00pm that day indicating that your child will be picked up and by whom. Please include your child's full name, the name of your child's teacher, the date, and your signature. When we have your note by 3:00pm, we are able to get the message to your child and his/her teacher. **IF WE DO NOT HAVE A NOTE, YOUR CHILD WILL RIDE THE BUS AS USUAL.**

### Parent Pickup

All children being picked up in a vehicle will report to the gymnasium and wait for their names to be called. Vehicles will enter the main parking in front of Grande Park Elementary School and form two lines in front of the school. Once two lines have been set, no movement of cars will be allowed. Traffic cones will be used to prevent cars from moving.

Parents should have a sign placed in their front window letting staff know which students they are picking up. Staff members located outside will use their radios to notify staff members in the gymnasium which students should exit door #4.

Parents should stay in their vehicles as staff will assist students. When the "All Clear" signal is given, a staff member will remove one traffic cone and allow that line of cars to exit the parking lot by driving around and in front of Murphy Junior High School. All vehicles must head north (turning right only) out of the parking lot onto Grande Park Boulevard. When the first line of cars has exited, a staff member will send the next row of cars.

The staff members will then direct the waiting cars into two lines in front of the school and the process will continue for as many "rounds" as needed.

## **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!

Students that are walking or riding a bike home will exit door #5 and proceed to the crosswalk areas north or south of the school. Crossing guards are provided to help our students cross the streets nearest our school safely. Bike racks are located near the playground. Motorized scooters and hoverboards 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).**

### Early Dismissal Procedure

Send a note to the teacher. Your child will be called to the office when you arrive to sign him/her out in the office. Please do not e-mail as teachers may be absent.



## GRANDE PARK ELEMENTARY SCHOOL PROCEDURES

### A.L.I.C.E. (Alert, Lockdown, Inform, Counter, Evacuate)

Community Unit School District 308 has taken many steps in an attempt to prevent any violent event at our schools, including training students and staff on updated safety and lockdown procedures to keep them safe during a threat or attack. Today, government agencies, including the US Department of Education, have spent considerable resources researching active shooting events. Their findings have resulted in a change in guidance - a movement away from a lockdown-only approach. A.L.I.C.E. (alert, lockdown, inform, counter and evacuate) protocols are used almost exclusively in all new guidance for schools.

#### **The A.L.I.C.E. protocol includes:**

**Alert:** Get the word out! State “Armed Intruder” in the building instead of the use of codes. Use clear, concise language to convey the type and specific location of the event.

**Lockdown:** Good starting point. We will continue to Lockdown students in secure areas.

**Inform:** Continuation of the use of clear, concise language to convey the type and specific location of the event. Communication keeps the intruder off balance and allows for good decision-making.

**Counter:** Apply skills to distract, confuse and gain control.

**Evacuate:** Reduce the number of potential injuries and get to safety.

### ALLERGY ALERT

We have several students at Grande Park 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 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.

### BREAKFAST/LUNCH AND CAFETERIA SERVICES

Grande Park has breakfast and hot lunch available for children to purchase. **PushCoin is the system to manage accounts.**

Free or reduced price breakfasts and lunches will be available for families who qualify. Those 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. **No balloons, treat bags that contain food or decorating of desks will be allowed.**

- 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, e-mail addresses, 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 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 must be fingerprinted through the office and 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 or e-mail the teacher **before 10:00am on the second day** of absence so that the books can be gathered and assignments written down in time for pickup at 3:30pm. If another student is to bring the work home, please 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. **Reporting a child's absence must always be called into the school's Absence Line (630-551-9701) or emailed to [gpattendance@sd308.org](mailto:gpattendance@sd308.org) regardless of homework requests.**

## 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 area is kept near the front office. 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 semester 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° F (including wind chill)**. Please have your child dress appropriately for outside recess. Snow pants, boots, hats, gloves and coats are required to play in the snow.

## REPORT CARD POLICY

The progress of each student will be reported three times a year. At the end of the first trimester parent conferences will be scheduled. Spring 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.

## 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.

## 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. Parade will be at 2:15pm)	2:30 to 3:30 pm
December 19	Winter Holiday Party	11 to 12 pm
February 13	Valentine Party and card exchange	2:30 to 3:30 pm

Up to four (4) room parents/guardians may attend each party and will need to sign-up through Sign-up Genius prior to the party. Each party will have a separate sign-up. The designated volunteers will be able to begin signing in with the office fifteen (15) minutes prior to the start of the party. Photo ID is required. On Halloween, all parents, guardians, and relatives are welcome to watch the parade that takes place outside at 2:15 p.m. ***Younger and older siblings of students may not attend room parties.***

## 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 teacher will decide if this will take place in the morning or afternoon based on their schedule. Healthy snacks are encouraged. 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.

## USE OF TELEPHONES

Students who wish to make arrangements to go home with another student need to make those arrangements at home **but will not be allowed to ride a bus other than their own to another student's 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 will be relayed to them.

## USE OF CELL PHONES/MOBILE DEVICES

All district elementary schools have the following cell phone expectations:

- Cell phones/mobile electronic devices may be used by students only before 9:00 a.m. and after 3:50 p.m. except as provided in the exceptions listed above (p. 44 of rights & responsibilities)
- Cell phones/mobile electronic devices are not to be used by students during school hours (9:00 a.m.- 3:50 p.m.) unless authorized by a teacher or administrator. Prohibiting student use of cell phones/mobile electronic devices during school hours includes: classrooms, library, common areas, health office or restrooms rooms, outside areas, and during lunch or transition times between classes.
- It is permissible to wear items like SMART watches as long as they are set to sleep mode or silenced mode where distractions need to be minimized. This allows individuals to still have these devices on their person for convenience or emergency purposes, while being considerate of the surrounding environment by ensuring they do not cause disruptions.
- Students may seek staff permission or report to the office to use a cell phone/mobile electronic device during school hours for an urgent/personal reason.

Failure to abide by the expectations of the elementary mobile electronic device procedures may include the following consequences: verbal/written warning, parent guardian contact and/or meeting, securing a student's cell phone/device in the office until transferred to a parent/guardian, as well as additional disciplinary consequences related to insubordination, disruption, or other conduct/gross misconduct per the Rights and Responsibilities code.

## VISITOR POLICY

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

- All doors are locked. Visitors will enter door #2 (main door) and ring the bell located outside to the right of the main door.
- All visitors must show a photo ID and it will be processed through our Raptor system. Visitors will be signed in on the computer and 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.

**Please see the following administrative procedures in regards to access to classrooms and personnel.**

Access to classrooms and personnel is permitted in limited situations by Section 105 ILCS 5/14-8.02(g-5), amended by P.A. 96-657. Guidelines follow:

1. These guidelines apply to access requested by the parent/guardian of a student receiving special education services or being evaluated for eligibility, an independent educational evaluator, or a qualified professional retained by or on behalf of a parent/guardian or child. A qualified professional means “an individual who holds credentials to evaluate the child in the domain or domains for which an evaluation is sought or an intern working under the direct supervision of a qualified professional, including a master’s or doctoral degree candidate.” These individuals are referred to in this procedure as visitors.
2. Visitors will be afforded reasonable access to educational facilities, personnel, classrooms, and buildings and to the child. To minimize disruption, reasonable access means that the parent(s)/guardian(s) or qualified professional retained by or on behalf of a parent/guardian or child is allowed access once per school quarter for up to one hour or one class period. A visitor may request the authorized administrator to grant longer or additional observations based on individual circumstances and provide any supporting documentation in support of such a request. A professional evaluator can request longer or additional observations in his or her initial request. The administrator may grant, deny, or modify the request, and the administrator’s decision shall be final.
3. Visitors must comply with:
  - a. School safety, security, and visitation policies at all times.
  - b. Applicable privacy laws, including those laws protecting the confidentiality of education records such as the federal Family Educational Rights and Privacy Act and the Illinois School Student Records Act.
  - c. Board policy 8:30, Visitors to and Conduct on School Property. Visitors may not disrupt the educational process.
4. If the visitor is a parent/guardian, he or she will be afforded reasonable access as described above for the purpose of:
  1. Observing his or her child in the child’s current educational placement, services, or program, or
  2. Visiting an educational placement or program proposed for the child by the IEP team.

If the visitor is an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child, he or she must be afforded reasonable access of sufficient duration and scope for the purpose of conducting an evaluation of the child, the child’s performance, the child’s current educational program, placement, services, or environment, or any educational program, placement, services, or environment proposed for the child, including interviews of educational personnel, child observations, assessments, tests, or assessments of the child’s educational program, services, or placement or of any educational program proposed by the IEP team, services, or placement. If one or more interviews of school personnel are part of the evaluation, the interviews must be conducted at a mutually agreed upon

time, date, and place that do not interfere with the school employee's school duties. The Building Principal or designee may limit interviews to personnel having information relevant to the child's current educational services, program, or placement or to a proposed educational service, program, or placement.

6. Prior to visiting a school, school building, or school facility, a visitor must complete 6:120-AP2, E1, Request to Access Classroom(s) or Personnel for Special Education Evaluation and/or Observation Purposes. This form serves to:

a. Inform the Building Principal or designee in writing of the proposed visit(s), the purpose, and the duration, and

b. Identify requested dates/times for the visit(s) to facilitate scheduling.

7. The student's parent/guardian must consent in writing to the student being interviewed by the named evaluator as part of a visit. The parent/guardian will grant this consent by completing 6:120-AP2, E1, Request to Access Classroom(s) or Personnel for Special Education Evaluation and/or Observation Purposes.
8. The student's parent/guardian, or the student, if he or she is over the age of 18, must execute an Authorization to Release Student Record Information before an independent educational evaluator or a qualified professional retained by or on behalf of a parent/guardian or child will be given access to student school records or to personnel who would likely release such records during discussions about the student. If a student is over the age of 12 and the records contain mental health and/or developmental disability information, the student must also be requested to sign the Authorization to Release information before any observation by or disclosure of school student records or information to a visitor.
9. The visitor must acknowledge, before the visit, that he or she is obligated to honor students' confidentiality rights and refrain from any re-disclosure of such records. The visitor will provide this acknowledgment and agreement by completing 6:120-AP2, E1, Request to Access Classroom(s) or Personnel for Special Education Evaluation and/or Observation Purposes.
10. The Building Principal or designee will attempt to arrange the visit(s) at times that are mutually agreeable. The Building Principal or designee will accompany any visitor for the duration of the visit, including during any interviews of staff members.
11. If the visitor is a professional retained by the parent/guardian, the visitor must provide identification and credentials before the visit.
12. This procedure applies to any public school facility, building, or program and to any facility, building, or program supported in whole or in part by public funds. The student's case manager or other District designee must facilitate such visit(s) when the student attends a program outside of the School District, such as at a private day program or residential program, provided it is supported in whole or in part by public funds.

## VOLUNTEERS

Grande Park values the involvement of parents. If you would like to become a regular volunteer at the school, please stop by the office for more information.

## SCHOOL RULES

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

### DRESS CODE

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

Student Dress- Per Board Policy 7:160, Student Appearance, student dress is the collective responsibility of the students, parents/guardians, and school district to ensure that student attire must not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. At times, restrictions imposed on the way a student dresses may be necessary to support the overall educational goals of the school.

In relation to student dress, and to align with the district's equity statements:

- Students should be able to dress and style their hair for school in a manner that expresses individuality without fear of discipline or body shaming. The District does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protected hairstyles such as braids, locks, and twists. The District also does not prohibit the right of a student to wear or accessorize the student's graduation attire with items associated with the student's culture, ethnic, or religious identity or other characteristic or category protected under the Illinois Human Rights Act.
- Students have the right to be treated equitably. Dress code enforcement shall not create disparities, reinforce or increase marginalization of any group, nor be more strictly enforced because of racial identity, ethnicity, gender identity, gender expression, gender nonconformity, sexual orientation, cultural or religious identity, household income, body size/type, or body maturity.

Clothing must include the following:

- Top
- Bottom
- Footwear

Students must wear adequate clothing covering private parts in opaque material (not able to be seen through).

Students may wear religious and cultural headwear.

Clothing/jewelry/personal items that students may not wear or carry includes:

- Displays of comments, pictures, slogans, symbols or designs that include weapons or that are obscene, profane, lewd/vulgar, or symbolize/represent hate speech, profanity or sexual innuendo
- Displays of comments, pictures, slogans or designs that are drug, tobacco, or alcohol related
- Association with, or promoting, any gang affiliation

Students' dress must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. Specifically, the following is prohibited at school or at school-sponsored events:

- Clothing which depicts graphics, wording, comments, pictures, slogans, symbols or designs with sexual, vulgar, lewd or indecent meanings or connotations, including hate speech, or clothing which by community standards is indecent for purposes of educational or school activity.
- Clothing which depicts the use of weapons, drugs, tobacco, alcohol, or illegal substances.
- Clothing or accessories intended to identify with a gang or with a group whose purpose or effect is to cause or forecast substantial or material interference with the operation of the school or school activities or the safety and security of students or staff.

Clothing that significantly interferes with the learning environment, which may include hats or hoods that do not fall into the above categories, or presents safety concerns for educational/extracurricular experiences (e.g. science, kinetic wellness, etc.) with safety-based requirements, will be addressed/enforced equitably by administration.

### 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, including parent drop-off or pick-up. Allergies are also a consideration in this policy.

### PLAYGROUND GUIDELINES

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

1. Students are to play away from the front of the building, away from the windows, and are to stay on the playground side of the school. For safety reasons, students must stay off of the school parking lot. 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 principal.
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. Students need close-toed shoes with backs. No flip-flops are to be worn at recess for safety purposes.

### 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.

### STUDENT DISCIPLINE/BEHAVIOR CODE

Please refer to *School 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 the student's name.

It is the student's responsibility to help keep our building, our books, and all of our school property in good shape. Fines may be issued to students who destroy, damage, or lose school property.

Students 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.

Items that may interfere with the educational process, the rights or safety of staff and students are prohibited on district property including, but not limited to:

1. Skate shoes
2. Laser lights/pens
3. Personal items including curricular materials being used for non-curricular activities (i.e. fidget spinners, toys, including but not limited to dolls, stuffed animals and trading cards)
4. All unauthorized use of personal electronic devices including, but not limited to, cellular telephones, video recording devices, personal digital assistants (PDAs), personal computers, iPods, or mp3 players, or other electronic devices that can access the Internet and in any manner disrupt the educational environment or violate the rights of others



(including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules). Devices must be kept off and out of sight during the regular school day unless approved by the building administration. If the administration has reasonable suspicion to believe that the content of cellular phones or other electronic devices is inappropriate, the administration reserves the right to view the content of these devices.

5. Backpacks (full-size) will not be allowed to be carried by students during the school day. Administration may approve, at their discretion, the carrying of smaller bags (such as small “drawstring-style” bags) to carry materials during the school day.

## **SPECIAL PROGRAMS**

### GIFTED EDUCATION PROGRAM

School District #308 recognizes that gifted and academically talented students have academic needs that may require differentiated educational practices to challenge them to their full learning potential. Grade levels 3-5 academically talented students are provided with opportunities for differentiated extensions of the regular classroom curriculum in their identified academic areas of reading, language arts, or math through enrichment, acceleration, or differential of the curriculum. Gifted students are cluster grouped in their regular classrooms, which are homogeneous or heterogeneous curriculum settings.

The Gifted Program identification process screens and selects students based upon standardized achievement and ability testing given in second and fifth grade, teacher observation checklists, and student grade point average. A program identification matrix determines final participation. Parents and students are notified of this recommended program participation.

### ART

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

### LEARNING CENTER

Our Library Media Center functions as a library, with a research area and as a classroom. Most of the books and magazines can be taken out of the Library Media Center to be enjoyed at home and at reading times during the school days. Books and magazines are checked out for one week and can be renewed for additional weeks. Lost or damaged books must be paid for and an additional charge of \$.60 for sending out notices is added to the charge. If lost books are found, the cost of the book is returned. Students with overdue books are not allowed to check out more books until the overdue books are returned. Parents are allowed to check out books with the approval of the Library Media Specialist. Activities are planned by the teachers and the Library Media Specialist in order to follow the grade level curriculum. The Library Media Center also helps with coordinating equipment and meeting the needs of the staff.

### LEARNING BEHAVIOR SPECIALISTS

The Learning Behavior Specialists at Grande Park provide individualized instruction in reading, language, and mathematics for students with specific learning disabilities or other identified disabilities. Students work in a small group setting, as well as receiving support from LBS teachers during

instruction within the regular classroom. Students also learn study skills, organizational skills and learning strategies, which they need in order to develop independence in the regular classroom setting.

## MUSIC

The music specialist strives to help 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. Annual musicals are performed by Grades 3 & 5.

## PHYSICAL EDUCATION PROGRAM

The primary goal of the physical education program is to provide a variety of lifetime and fitness activities that will benefit all students at Grande Park. We strive to motivate students to lead healthy, active lifestyles both in and beyond the classroom. Our core curriculum includes health and fitness education, soccer, volleyball, basketball, hockey, tumbling, bowling, and softball. Students will perform the FitnessGram physical fitness assessment twice per year (Fall and Spring). Students will be assessed on two to three core curriculum components per trimester.

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 Grande Park Elementary 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 the MTSS (Multi-Tiered System of Supports) Team, 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.

## READING SERVICES

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Our part-time reading specialist will identify those students who are not achieving the reading skills level of their class as designated by the school improvement plan of Grande Park Elementary School. Reading specialists of District #308 will screen all kindergarten children. A reading screening is also given to some new students to District #308, to children in need of re-screening, and upon the request of a classroom teacher. 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. Parents will be notified upon intake into the program.

## HEALTH SERVICES

### SCHOOL NURSE

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

The school health specialist 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 health specialist 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 health specialist for evaluation of injuries or conditions that occurred away from school or at home as these are not under school jurisdiction.

The school health specialist 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 A 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 health specialist 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 health specialist'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. A vision exam by an eye doctor is now required for all kindergarteners.

## 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 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 health specialist or the office.

### Non-prescription Medications

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 sixth 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.

#### EYE EXAMINATIONS

Beginning with the 2008-09 school year, the Illinois Department of Public Health and Illinois State Board of Education requires all incoming kindergarten students to submit an eye exam by an eye doctor.

## DISTRICT 308 ELEMENTARY HOMEWORK GUIDELINES

### I. PURPOSE

At the elementary level the purpose of homework, when assigned, is to reinforce or extend classroom learning for individual student success.

### II. 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.

### III. LENGTH

On average:

- K-2 Fifteen Minutes/Day
- 3-5 Thirty Minutes/Day
- No Homework Over Extended Breaks

### IV. EXAMPLES

Included, but not limited to:

- K-2: Daily reading, sight words practice, special projects, math practice, etc.
- 3-5: Anticipatory preparation, daily reading, math practice, special projects, study guides, etc.

*\*\*If your child will be absent for more than 5 days for a reason other than personal illness, serious illness in the home, death in the family, or legal quarantine, please complete the proper District #308 form and return it to the classroom teacher (see forms section of handbook).*

# Regular Program And Early Dismissal Times 2025-2026

<u>School/Program Name</u>	<u>Start Time</u>	<u>End Time</u>
<b><u>Regular Schedule:</u></b>		
District High Schools	7:20	2:26
District Jr. High Schools	8:10	3:05
Full Day Kindergarten – 5 <sup>th</sup> grades	9:00	3:45
AM Kindergarten	9:00	11:35
<b><u>Early Dismissal Times – Five Hour Days:</u></b>		
District High Schools	7:20	12:20
District Jr. High Schools	8:10	1:10
Full Day Kindergarten – 5 <sup>th</sup> grades	9:00	2:00
AM Kindergarten	9:00	11:35
<b><u>Early Dismissal Times:</u></b>		
District High Schools	7:20	10:50
District Jr. High Schools	8:10	11:40
Full Day Kindergarten – 5 <sup>th</sup> grades	9:00	12:30
AM Kindergarten	9:00	11:35