

Parents' Guide  
To  
Kindergarten



**2007-2008 School Year**

**Waukegan Community Unit School District #60**

Division of Academic Affairs  
1201 North Sheridan Road  
Waukegan, Illinois 60085

**Dr. Donaldo Batiste, Ph.D.,**  
Superintendent

*“Working Together to Build a Better Tomorrow!”*

## **Waukegan Community Unit School District 60**

1201 N. Sheridan Rd.  
Waukegan, Il 60085  
(847) 336-3100

### **Elementary Schools**

**Hector Rodriguez**  
**Principal**  
**Carman-Buckner Elementary**  
520 Helmholtz Ave.  
(847) 360-5465

**Tierney Eppinger**  
**Principal**  
**Glenwood Elementary**  
2500 Northmoor Ave.  
(847) 360-5469

**Patricia Ross**  
**Principal**  
**H. R. McCall Elementary**  
3215 McAree Rd.  
(847) 360-5480

**Renee Sams,**  
**Principal**  
**John Clark Elementary**  
601 Blanchard Rd.  
(847) 360-5466

**Joyce Meyer**  
**Principal**  
**Greenwood Elementary**  
1919 North Ave.  
(847) 360-5470

**Angel Figueroa**  
**Principal**  
**North Elementary**  
410 Franklin St.  
(847) 360-5481

**Jose Lara**  
**Principal**  
**Clearview Elementary**  
1700 Delaware Rd.  
(847) 360-5467

**Marilyn Krajenta**  
**Principal**  
**Hyde Park Elementary**  
1525 Hyde Park Ave.  
(847) 360-5471

**Minerva Vega**  
**Principal**  
**Oakdale Elementary**  
2230 McAree Rd.  
(847) 360-5482

**Linda Meczyk**  
**Principal**  
**Andrew Cooke Magnet Elementary**  
522 Belvidere St.  
(847) 360-5463

**Dr. Sharon LaViolette**  
**Principal**  
**Little Fort Elementary**  
1775 Blanchard Rd.  
(847) 360-5478

**Barb Steinseifer**  
**Principal**  
**Washington Elementary**  
110 S. Orchard Ave.  
(847) 360-5483

**Zenaida Figueroa**  
**Principal**  
**Glen Flora Elementary**  
1110 Chestnut St.  
(847) 360-5469

**Elouise Jones**  
**Principal**  
**Lyon Magnet Elementary**  
800 S. Elmwood Ave.  
(847) 360-5479

**Karen K. Bales**  
**Principal**  
**Whittier Kindergarten Center**  
901 N. Lewis Ave.  
(847) 360-5577

## **Philosophy**

The Principles of Appropriate Practice for Kindergarten Children

1. All areas of development are important: physical, social, emotional, and intellectual.
2. Children learn best from first-hand experiences and when they have real objects to manipulate.
3. A meaningful integrated curriculum that is developmentally appropriate will provide opportunity for growth.
4. Children are provided opportunities to work in small groups and develop positive peer group relationships.
5. A variety of teaching materials and methods is necessary for children at the Kindergarten level.

## Registration

Kindergarten students will register in the spring. Those who are not registered at this time may register in the summer before school starts. Dates and times are published in local newspapers and on local media. In accordance with Section 10-20.12 of the School Code of Illinois, no child is eligible for admission to kindergarten unless the child is five years old on or before September 1. An original birth certificate with the raised seal must be supplied at the time of registration.

## Fee Days

Students are to pay fees at registration.

If students or parents are unable to pay at registration, they are asked to contact the school and make arrangements for fee payments.

**Students are not to enter school until fee payment arrangements have been made.**

Checks may be made payable to "Waukegan Public Schools. Fee rates are determined by the Board of Education.

## Residency

A pupil's residence is deemed to be the residence of the person who has legal custody of the pupil.

Legal custody means:

1. Custody exercised by a natural or adoptive parent with whom the pupil resides;
2. Custody granted by court order to a person with whom the pupil resides, when custody is granted for reasons other than to gain access to District educational programs;
3. Custody exercised under statutory guardianships, by an adult caretaker relative receiving aid under the Illinois Public Aid Code when the student resides with the caretaker for reasons other than to gain access to District educational programs; and
4. Custody exercised by an adult who has assumed and exercises regular legal responsibility for the pupil.

In general, only resident pupils of a school district may attend the District's schools without payment of tuition.

Any person who knowingly enrolls or attempts to enroll a pupil known by that person to be a

nonresident of the District shall be guilty of a Class C Misdemeanor. Submission of false information regarding a pupil's residency for the purpose of enabling the pupil to attend District schools without payment of tuition shall be guilty of a Class C Misdemeanor.

## Shots and Physicals

All students must have proof of a current physical and dental exam and up-to-date shot records or they will

## School Sessions

Time of arrival and dismissal and length of the sessions varies with each school. Check with your school office for further information.

Plan for your child to arrive at school on time. A practice walk to school or bus stop will help you estimate the length of time your child will need to arrive at school at the proper time. There is no supervision available for students who arrive early.

**Habitual tardiness or absences deny your child the opportunity to participate fully in their education and may hinder their progress in school.**

## The First Day of School

Before the first scheduled day of school, students and parents/guardians are invited to a scheduled "Meet and Greet" day and time to meet the child's teacher and see the classroom. Letters will be sent home prior to the start of school with this information.

If your child walks to school, accompany him or her to the designated drop off spot. It is best not to linger at the door, even if your child is experiencing some anxiety.

**Pin a card to your child's clothing with your child's full name, address, telephone number and bus number if he or she rides a bus to and/or from school.**

Pick up your child at the assigned school exit.

**You may continue this pattern as long as it is necessary, but it is hoped that your child will quickly gain confidence, with your encouragement.**

## Evaluating your child's performance in school

- Your child is evaluated twice each year, once in January and in June, when a final report card is sent home the last day of school.
- The kindergarten report card has only two grades:
  - 4 Exceeds Standards
  - 3 Meets Standards
  - 2 Below Expectations
  - 1 Not demonstrating skill
  - X Not yet introduced
- The skills listed on the report card are skills needed for success in school. A child is ready for school when a certain level of physical, mental, emotional, and social maturity has been reached. Reaching this level depends on the individual child's growth and previous experiences.
- Teachers are interested in your comments, concerns, and questions so they may work with you to best educate your child. Feel free to visit your child's class or to set up additional conferences. Please give advance notice so your child's teacher can be adequately prepared with any information that may be of interest to you.
- Twice a year you will be invited to attend a parent and teacher conference. At this meeting you and your child's teacher will share information about your child and his/her school progress. Please make every effort to attend these meetings.

## For your child's social and emotional growth

1. Encourage your child to do his/her best and give praise when he/she does.
2. Encourage your child to have playmates.
3. Encourage your child to share and solve his/her own quarrels as often as possible.
4. Avoid pressuring your child or comparing him/her with other children.
5. Occasionally leave your child with other trusted adults.
6. Teach your child to respect and accept directions from adults other than his/her parents.
7. Give your child small responsibilities at home and follow up to be sure he/she carries out these jobs.
8. Teach your child basic manners:
  - a. Use "please" and "thank you"

- b. Wait his/her turn
- c. Wait for others to finish speaking before talking

## For your child's safety

1. Teach your child his/her full name, address and phone number.
2. Show your child the safest and most direct route to and from school.
3. Teach your child simple traffic rules:
  - a. Walk on the sidewalk.
  - b. Cross only at the corners and crosswalk.
  - c. Know and obey all traffic signals, crossing guards, and patrols
  - d. Never run into the street.
  - e. Go directly home from school or to a trusted place, where you have told him/her to go.
  - f. Never accept rides or treats from strangers.
4. If there is a change in your child's after-school routine or he/she must leave school during the school day, please notify the school in writing or in person.

## Parents can help the teacher and the child

- Dress your child comfortably enough to allow for full participation in school activities, including daily recess outdoors.
- Teach your child to tie, button, zip and put on mittens, boots and ***gym shoes*** without assistance.
- Attach mittens to coat sleeves.
- Label all of your child's garments: sweaters, jackets, coats, boots, mittens, hats, and scarves.
- Have overshoes large enough to fit easily over your child's shoes.
- **Don't take your child out of school for vacations, attendance is the utmost importance to learning.**

## Parents can help the school

- Call the school when your child is going to be absent. Send a note explaining all absences and tardiness.
- *Immediately* inform the school of **any** change in **address, telephone and emergency numbers**, or after school routine.
- Call the school if you have questions about school communications.

- Send all money in a sealed envelope labeled with your child's name, amount, and purpose of money.
- Attendance is crucial and your child needs to be in school.
- If your child usually rides the school bus and someone is going to pick them up instead, the parent must send a note to the teacher with the child and/or call the school at least one hour before dismissal.

### Regulations for Prescribed Medication

- All medicine administered at school *must* be prescribed by your physician; this includes over-the-counter, non-prescription medicine (including cough drops, throat lozenges, etc.)
- Medicine prescribed for administration one, twice, or three times a day will *not* be given at school unless prescription reads a specific time of administration which occurs during school hours.
- Prescription medicine container *must* bear a current prescription label (it is suggested that you ask your pharmacist to provide two labeled containers at the time the prescription is filled)
- Prescribed over-the-counter medicine *must* be in the original container labeled with the child's name.
- Parent or other responsible adult should bring medicine to school. Children may *not* carry medicine to or from school.
- The only exceptions are inhalers for students with severe asthma and Epi-pens for students with severe allergies
- Parent must return the completed Administration of Medication at School form or Self-Administration of Asthma Inhalers and/or Epi Pens signed by doctor and parent, *before* medicine may be administered.
- Parent is responsible for removing unused medicine from school at the end of prescribed regime. Medicine not removed by the end of the school year will be discarded.
- On half-days of school, medication will not be given unless specifically ordered by the physician. Since kindergarten is a half-day program, a physician must specifically order all medications.

- The first dose of a medication **MUST BE GIVEN AT HOME** so that parents can observe any adverse side effects.

Failure to comply with the above regulations will result in medicine *not* being administered. In such case, parent will be notified to come to school to administer the medicine.

These regulations are for the protection of your child. We recognize that prescription medicine for children must be carefully supervised by the parent and that the parent must be sure that all medicine is taken as prescribed. This is best accomplished in the home.

### For Your Child's Health

1. Find a doctor you can call when needed.
2. Inform the school nurse of any health problems.
3. Keep school notified of changes in phone numbers. We must be able to reach you or a family member in case of an emergency or illness.
4. Your child needs the following to be productive in school:
  - a. Adequate night's sleep
  - b. A nutritious breakfast
  - c. Clean clothing in keeping with the weather
  - d. Proper bathing – daily
  - e. Dental care – brush teeth twice daily and have annual checkups
  - f. Annual physical examinations
5. Teach your child practical health habits:
  - a. Wash his/her hands after using the bathroom
  - b. Cover mouth when coughing or sneezing (dispose of used tissue properly)
  - c. Wash hands before eating
6. Keep your child at home and consult the doctor for the following symptoms:
  - a. Sore throat
  - b. Nausea and/or vomiting
  - c. Diarrhea
  - d. Red and watering eyes
  - e. Earache
  - f. Fever
  - g. Rash
  - h. Sores that are draining
7. Call the school to report your child's absence.

**Waukegan Public Schools  
Community Unit District #60  
Office of School Health Service (847) 360-5418**

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**HEALTH REQUIREMENTS FOR NEW STUDENTS**

The State of Illinois and the Waukegan Board of Education require that each student must provide proof of having met the following health requirements for school entrance:

1. **EVIDENCE OF A PHYSICAL EXAMINATION** by a licensed doctor (using the “Certification of Child Examination” form) completed after August of the year before entering.
  - A. Students transferring from Illinois Schools will provide a physical examination dated after August 1<sup>st</sup> of the year before entry into pre-school, kindergarten or first grade, fifth grade, or ninth grade, whichever is most recent.
  - B. Students transferring from schools outside Illinois will provide a physical examination within one year of entry. The physical must be comparable to an Illinois physical in order to be accepted. The school nurse will notify you if it is comparable.
  - C. Students age six or below are required to have a lead screening as part of the health examination prior to admission to preschool or kindergarten.
2. **MEDICAL VERIFICATION OF COMPLETE IMMUNIZATION HISTORY** against DPT/TD, (diphtheria, whooping cough, tetanus), polio, measles, mumps, rubella, varicella (chickenpox) and the Hepatitis B series.
3. **MEDICAL VERIFICATION AND RESULTS OF A TUBERCULOSIS SKIN TEST** completed after August 1<sup>st</sup> of the year before entry into pre-school, kindergarten or first grade, fifth grade, or ninth grade, whichever is most recent.
4. **MEDICAL VERIFICATION OF DIABETES SCREENING**
5. **A DENTAL EXMINATION** is required for Kindergarten, 2<sup>nd</sup> and sixth grade.

**ALL HEALTH REQUIREMENTS SHOULD BE TURNED IN BY THE FIRST DAY OF SCHOOL.**

**AFTER OCTOBER 15<sup>TH</sup>, YOUR CHILD WILL NOT BE ALLOWED TO ATTEND SCHOOL UNLESS ALL HEALTH REQUIREMENTS ARE TURNED IN.**

*APPOINTMENT DATES WILL NOT BE ACCEPTED*



## You are your child's first teacher

Parents are teachers. Daily routines in the house and neighborhood can be made into important basic learning experiences

### **Read to your child each day**

1. Encourage your child to follow along with the print and picture(s).
2. Describe such picture details as colors, locations, likenesses, and differences, amounts and shapes.
3. Ask your child to point out objects that you name.
4. Let your child tell the story back to you or explain what you read.
5. Encourage your child to speak in complete sentences.
6. Stop in the middle of the story and ask what might happen next (your child might have many imaginative answers).
7. When talking about the picture in the book, teach your child the meanings of such words as: over, under, on, in, out, in front of, behind, and other similar words.

### **Talk to your child as you do things together**

1. Name the foods as you shop.
2. Name the clothes and parts of the body as you dress.
3. As you walk, visit places or work together around the house, group like things together by color, shape, purpose, use, etc. For example: Put the cans in the cupboard; the tools in the toolbox; your toys in the toy box.
4. Compare sizes, heights, and weights in such things as people, feet, hands, shoes, blocks, etc.

## **Children learn through their senses**

### ***Through seeing:***

Color, size, shape, position (above, between, below), amount

1. Common words can be written on paper to label objects in your home (use lower case letters and place at child's eye level).
2. Increase memory by displaying a series of objects and asking your child to name the one you took away or to rearrange them in the order you first placed them.
3. Have your child group things according to color, size and shape.
4. Put a certain number of objects in a box. Have your child put the same number of things in another box.
5. Point out numbers of TV channels, clocks, and calendars.

### ***Through hearing:***

Intensity (loud, soft), range (high, low), tempo (fast, slow), rhythm patterns

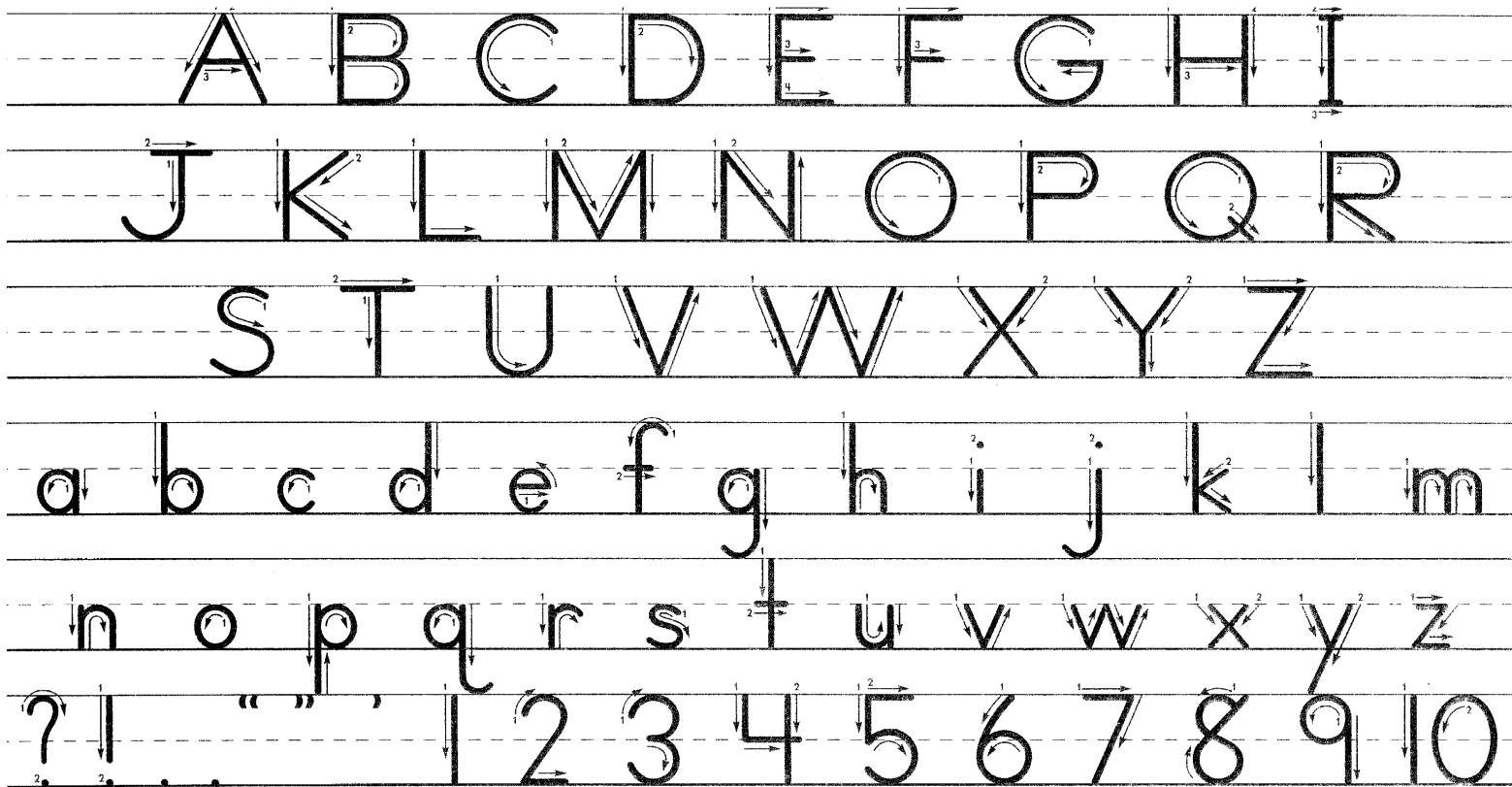
1. Go for a listening walk; have your child identify what is making each sound they hear.
2. Play tapping games. You tap a pattern; let your child try to do it exactly as you did.
3. Give your child simple directions to follow: "Knock on the door, then sit in the big chair." "Put the book on top of the table, then put the rug under the table."
4. Increase listening skills by using games. You say "1, 3, 6, 2". Your child says, "1, 3, 6, 2". You say "apple, banana, orange, raisin". Your child repeats the words in the same order. Start with two words and work up to 3, 4, 5, or more things in a series.
6. Teach your child poems such as "1, 2, Buckle My Shoe" or "10 Little Indians".

### ***Through touching:***

Shape, size, texture (hard, soft, smooth, rough), weight, amount

1. Have your child trace hands, feet, letter, and numbers in the sand or on sandpaper.
2. Encourage your child to use a variety of objects that will be used in school: Crayons, paste, scissors, pencils, paper, paints, clay, and puzzles.
3. Have your child close his eyes and group things according to shape, size, or texture.
4. Counting pennies can be fun and rewarding! If your child can count to ten, teach him/her to touch an object for each number.

Encourage your child to write in lower case letters except when capitals are appropriate, such as the first letter of his/her name.



## Books for parents to share with pre-school children

“There is no substitute for books in the life of a child”

Mary Ellen Chase, Recipe for a Magic Childhood

The Waukegan Public Library has available in the main library and bookmobiles the following list of books which parents can read to their pre-school children.

### Time in General

Buckley – Little Boy and the Birthdays  
Francoise – What Time is it Jeanne Marie?  
Hutchins – Clocks and More Clocks  
Schlein – It’s About Time

### Days, Weeks, Months

Brown – A Child’s Goodnight Book  
DeRegniers – May I Bring a Friend?  
Embereley – Night’s Nice  
Goudey – The Day We Say the Sun Come Up  
Hutchins – Good Night Owl  
Schneider – Follow the Sunset  
Sendak – Chicken Soup With Rice  
Shulevitz – One Monday Morning

### Numbers

Carle – One, Two, Three to the Zoo  
Eichenberg – Dancing in the Moon  
Emberley – One Wide River to Cross  
Francoise – Jeanne Marie Counts Her Sheep  
Hoban – Count and See  
Ipcar – Brown Cow Farm  
Langstaff – Over the Meadow  
Oxenbury – Numbers of Things  
Peppe – Circus Numbers  
Sendak – One Was Johnny

### ABC’s

Alexander – ABC’s of Cars and Trucks  
Duvoisin – A for the Ark  
Eichenberg – Ape in the Cape  
Garten – The Alphabet Tale  
Greenaway – A, Apple Pie  
Falls – ABC Book  
Matthiesen – ABC, an Alphabet  
Munari – ABC  
Oxenbury – ABC of Things  
Sendak – Alligators All Around  
Wildsmith – Brina Wildsmith’s ABC

### Colors

Duvoisin – House of Four Seasons  
Emberley – Green Says Go  
Lionni – Little Blue, Little Yellow  
MacDonald – Red Light, Green Light  
Provinsen – What is Color?  
Steiner – My Slippers Are Red  
Ungerer – Rufus  
Wolff – Seeing Red  
Zolotow – Mr. Rabbit and the Lovely Present

### Spring

Ets – Gilberto and the Wind  
Getz – Hamilton Duck’s Springtime Story  
Ginsburg – Mushrooms in the Rain  
Hutchins – The Wind Blew  
Keats – Jennie’s Hat  
Krauss – The Happy Day  
McCloskey – Make Way for Ducklings  
Mizumura – I See the Winds  
Tresselt – Rain Drop Splash  
Yashima – Umbrella  
Zion – No Roses for Harry

### Shapes

Bendick – Shapes  
Budney – A Kiss is Round  
Emberley – The Wing on a Flea  
Reiss – Shapes  
Schmiderer – The Alphabeast Book  
Ungerer – Snail, Where are You?  
Ungerer – One, Two, Where’s My Shoe?  
Wildsmith – Wildsmith’s Puzzle

### Summer

Ets – Play With Me  
Fisher – Going Barefoot  
Freeman – Rainbow of My Own  
Goudey – Butterfly Time  
Graham – The Storm Book  
Keats – Over in the Meadow  
Mizumura – Way of an Ant  
Zolotow – Summer Is

### Stories without words

Alexander – Bobo’s Dream  
Alexander – Out! Out! Out!  
Amoss – By the Sea  
Anno – Anno’s Alphabet  
Anno – Anno’s Britain  
Anno – Anno’s Counting Book  
Anno – Anno’s Flea Market  
Anno – Anno’s Italy  
Anno – Anno’s Journey  
Anno – Anno’s U.S.A.  
Anno – Top Turvies  
Ardizzone – The Wrong Side of the Bed  
Bang – The Gray Lady and the Strawberry Snatcher  
Briggs – The Snowman  
Bruna – A Story to Tell  
Bruna – Another Story to Tell

**Stories without words** (continued)

Burton – The Elephant’s Nest  
Carroll – The Chimp and the Clown  
Carroll – The Christmas Kitten  
Carroll – Rolling Downhill  
Carroll – What Whiskers Did  
Crews – Truck  
Dr. Groat – Alligator’s Toothache  
DePaola – Flicks  
DePaola – The Hunter and the Animals  
DePaola – Pancakes for Breakfast  
DePaola – Sing, Pierrot, Sing  
Felix – The Further Adventures of the Little Mouse  
Felix – Trapped in a Book  
Florian – The City  
Goodall – The Ballooning Adventures of Paddy  
Pork  
Goodall – Creepy Castle  
Goodall – An Edwardian Holiday  
Goodall – An Edwardian Summer  
Goodall – An Edwardian Christmas  
Goodall – An Edwardian Season  
Goodall – Jacko  
Goodall – The Midnight Adventures of Kelly, Dot,  
and Esmeralda  
Goodall – Naughty Nancy  
Goodall – Paddy Pork’s Holiday  
Goodall – Paddy Goes Traveling  
Goodall – Paddy Goes Underseas  
Goodall – Paddy Pork’s Odd Jobs  
Goodall – Paddy’s New Hat  
Goodall – Shrewbettina’s Birthday  
Goodall – The Story of an English Village  
Goodall – The Surprise Picnic  
Goodall – Victorians Abroad  
Hammond – The Bumbershoot  
Hartelius – The Chicken’s Child  
Heller – Lilly a the Table  
Hoban – Look Again  
Hogrogian – Apples  
Hughes – Up and Up  
Keats – Clementina’s Cactus  
Kent – The Egg Book  
Kojima – The Flying Grandmother  
Krahn – Arthur’s Adventures in the Abandoned  
House  
Krahn – The Biggest Christmas Tree Ever  
Krahn – Catch That Cat  
Krahn – The Creepy Thing  
Krahn – A Funny Friend From Heaven  
Krahn – The Great Ape  
Krahn – Here Comes Alex Pumpernickel  
Krahn – Little Love Story  
Krahn – The Mystery of the Giant Footprints  
  
Krahn – Robot-Bot-Bot  
Krahn – Sebastian and the Mushroom

Krahn – The Self-Made Snowman  
Krahn – Sleep Tight, Alex Pumpernickel  
Krahn – Who’s Seen the Scissors  
Lindblom – Let’s Give Kitty a Bath  
McCully – Picnic  
McKenna – The Fox and the Circus Bear  
Mari – The Apple and the Moth  
Mari – The Chicken and the Egg  
Mari – The Tree and the Seasons  
Mayer – Ah-choo  
Mayer – A Boy, a Dog, and a Frog  
Mayer – Bubble, Bubble  
Mayer – Frog, Where are You?  
Mayer – The Great Cat Chase  
Mayer –Hiccup  
Mayer – One Frog Too Many  
Mayer – Oops  
Meyer – Hide and Seek  
Morris – Lucky Puppy! Lucky Boy!  
Oakley – Graham Oakley’s Magical Changes  
Ormerod – Moonlight  
Ormerod – Sunshine  
Park – Charlie Bob’s Fan  
Rockwell – Albert B. Cub and Zebra  
Roennfeldt – A Day on the Avenue  
Sasaki – Snow  
Schick – Making Friends  
Schweninger – A Dance for Three  
Spier – Peter Spier’s Christmas  
Spier – Peter Spier’s Rain  
Stevenson – Grandpa’s Great City Tour: An  
Alphabet Book  
Tafari – Early Morning in the Barn  
Turk – Max Versus the Cub  
Turk – A Surprise for Max  
Turk – The Rope Skips Max  
Turkle – Deep in the Forest  
Ueno – Elephant Buttons  
Ungerer – One, Two, Here’s My Shoe  
Ungerer – Snail, Where Are You?  
Ward – The Silver Pony  
Wetherbee – The Wonder Ring: A Fantasy in  
Silhouette  
Wezel – The Good Bird  
Wezel – The Naughty Bird  
Winter – The Bear and the Fly  
Winter – Sir Andrew  
Wondriska – Long Piece of String  
Young – The Other Bone  
Young – Up A Tree  
Zacharias – But Where is the Green Parrot?

## **Ideas To Help Your Child Succeed and Prepare For Kindergarten!**

1. Help your child LISTEN and LEARN to follow directions when you or others talk to him/her.
2. Read to your child EVERYDAY! Take your child to the Waukegan Public Library or to the bookmobile.
3. Count with your child, EVERYDAY! Count toys, crayons, books, etc...COUNT!
4. Help your child recognize shapes: circles, triangles, rectangles, squares, and diamonds. Example: Our clock is a circle; books are squares; windows are rectangles.
5. Help your child recognize the letters of the alphabet. Name the letters on the cereal box and milk carton.
6. Help your child recognize colors; red, yellow, orange, blue, black, brown, purple.
7. Help your child recognize his name, address, and telephone number.
8. Help your child learn to share materials and take turns.
9. Help your child to accept not being first at every activity and game he/she plays.
10. Help your child learn to be responsible for putting on his/her coat, jacket, mittens, boots, gym shoes, book bag, etc. by himself/herself.
11. Talk with your child about their day!
12. Write with your child.
13. Broaden your child's experiences by visiting different stores.
14. Help your child achieve by encouraging him/her to solve problems and be responsible.
15. Allow your child to express knowledge in ways that do not involve paper and pencil.

**Dr. Donaldo R. Batiste -Superintendent**  
**Mr. Jules A. Gaudin - Deputy Superintendent & Chief Operations Officer**  
**Dr. Mary L. Lamping - Chief Academic Officer**  
**Dr. Jeanne Kearby – Executive Director for Instructional Services**  
**Mr. Brian Luosa – Executive Director for Business**  
**Mr. Fred Howard – Executive Director for Human Resources**



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