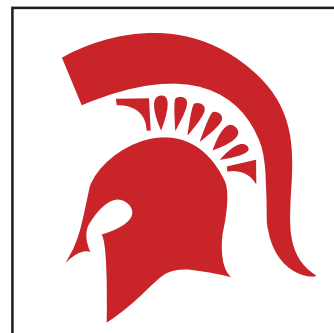
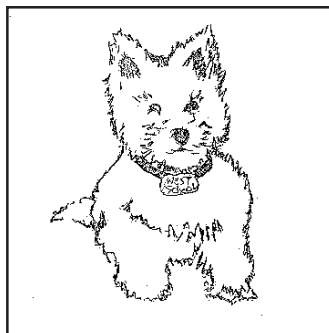


Parent - Student Handbook

2006 - 2007



Glencoe School District #35



Glencoe School District #35, 620 Greenwood Avenue, Glencoe, Illinois 60022, 847-835-7800










www.glencoeschools.org

The mission of the
Glencoe School District
is to provide each child
with the soundest possible
educational foundation
for life-long learning as a
socially responsible member
of a global society
by dedicating resources
toward the development
of the whole child
within a
secure school environment.

Contents

Board of Education	4
District Office	4
School Buildings and Office Staff.....	5
General Overview	6
Legal Notices	27
Central School.....	33
West School	37
South School	40
2006-2007 School Calendar	43
Index	44

This handbook is intended to provide information about Glencoe School District #35. It represents a summary of Board policies governing the District. A complete library of Board Policies is available to the public in the District #35 Board Office. Throughout the school year this handbook may be amended as necessary. For additional information or clarification, please contact the District or school office staff.

	Mission Statement
	Board of Education & District Information
	School Information
	General Overview
	Legal Notices
	Central School
	West School
	South School
	'06-07 School Calendar

Board of Education

Ms. Catherine Schulte, President 847-835-9644
Dr. Gregory Makoul, Vice-President 847-786-4067

Mr. Robert Bailey 847-242-9408
Mr. Edward Chez 847-835-5078
Mr. Alvin Katz 847-835-8929
Mr. John Myefski 847-835-4240
Mrs. Toria Stender 847-835-0021

2006-2007 Meeting Schedule

	January 8
September 11	February 12
October 16	March 12
November 13	April 9
December 11	May 14
	June 11

Meetings are held in Young Auditorium at Central School beginning at 7:30p.m.

Community members are invited to Board of Education meetings. Each agenda provides time for "Public Comments" when citizens may address the Board.

District Office

Glencoe School District #35
620 Greenwood Avenue
Glencoe, IL 60022
Telephone: 847-835-7800
Fax: 847-835-7805
www.glencoeschools.org

Dr. Cathlene Crawford
Superintendent
Voicemail Extension: 8300
E-Mail: crawforc@glencoeschools.org
Mrs. Denyse Cannon, Secretary

Dr. Jay Howe
Assistant Superintendent for
Curriculum, Instruction and Assessment
Voicemail Extension: 8100
E-Mail: howej@glencoeschools.org

Mr. Tom Dempsey
Director of Pupil Services
Voicemail Extension: 8304
E-Mail: dempseyt@glencoeschools.org
Mrs. Jan Cargerman, Secretary

Mr. Ron Chilcote
Business Manager
Voicemail Extension: 8301
E-Mail: chilcotr@glencoeschools.org
Mrs. Gayle Stone, Secretary

Mr. Jason Kaiz
Assistant Business Manager
Voicemail Extension: 7834
E-Mail: kaizj@glencoeschools.org

Ms. Marilyn Roland
M.I.S. Supervisor
Voicemail Extension: 7813
E-Mail: rolandm@glencoeschools.org

Mrs. Judée Koppenhoefer
Bookkeeper
Voicemail Extension: 7814
E-Mail: koppenhj@glencoeschools.org

Mrs. Jeanne Conte
Payroll Clerk
Voicemail Extension: 7847
E-mail: contej@glencoeschools.org

School Buildings and Office Staff

Central School**Grades 5-8**

620 Greenwood Avenue
Glencoe, IL 60022
847-835-7600
Fax 847-835-7605
www.glencoecentral.org

School Hours: First Bell: 8:15 a.m.
Classes: 8:20 a.m.-3:25 p.m.

Mr. Ryan Mollet, Principal
Voicemail Extension: 8302
molletr@glencoeschools.org
Mrs. Molly Cinnamon, Assistant Principal
Voicemail Extension: 8380
cinnamom@glencoeschools.org

Mrs. Cece Beneda, Secretary
Ms. Elizabeth Budge, Secretary
Ms. Kim Harmon, School Nurse
847-835-7640

West School**Grades 3-4**

1010 Forestway Drive
Glencoe, IL 60022
Phone 847-835-6600
Fax: 847-835-6605
www.glencoewest.org

School Hours: 8:45 a.m.-3:15 p.m.
Grade 3 Lunch: 11:30 a.m.-12:15 p.m.
Grade 4 Lunch: 12:15 p.m.-1:00 p.m.

Mr. David Rongey, Principal
Voicemail Extension: 8272
E-Mail: rongeyd@glencoeschools.org
Mrs. Jean Young, Secretary
Mrs. Marilyn Lobo, Secretary
Mrs. Jill Moss, School Nurse
847-835-6640

South School**Grades K-2**

266 Linden Avenue
Glencoe, IL 60022
Phone: 847-835-6400
Fax: 847-835-6405
www.glencoesouth.org

School Hours:
AM Kindergarten 8:50 a.m.-11:30 a.m.
PM Kindergarten 12:20 p.m.-3:00 p.m.
Grades 1 & 2: 8:50 a.m.-3:00 p.m.
Grade 1 Lunch: 11:30 a.m.-12:15 p.m.
Grade 2 Lunch: 12:25 p.m.-1:10 p.m.

Mrs. Catherine Wang, Principal
Voicemail Extension: 8200
E-Mail: wangc@glencoeschools.org
Mrs. Catherine Michel, Secretary
Mrs. Anneliese Wawrzyniak, Secretary
Mrs. Fay Kovar, School Nurse
847-835-6640
Mrs. Colleen Schwind, Transportation Clerk
847-835-6414



General Overview

Glencoe School District is a child-centered school system dedicated to providing each student with a sound educational foundation for life-long learning in a global society. The underlying goal is preparation of students for the next step in their academic lives.

The District #35 curriculum is broad based, while reflecting an interest in the academic, social, emotional, artistic and physical development of children. Integrated, multi-disciplinary units are key elements of the program, making the learning skills and factual information relevant to each student's experience. Problem-solving and decision-making are encouraged. The District views elementary education as a liberal arts experience best served by the coordinated efforts of parents and the schools.

Behavior Principles For Students, Staff & Parents

At District #35 our goal is to provide a learning environment that encourages students to be courteous with others, responsible for their actions, active participants in the learning process and respectful to themselves and others. It is our intent to assist and teach each child to attempt all tasks to the best of his or her ability. In a positive and safe school environment students can learn about themselves and continue to develop those skills needed to be responsible citizens.

The positive learning environment at District #35 is promoted in part by a structure that:

1. Allows all students the opportunity for uninterrupted learning time
2. Provides reasonable expectations

3. Encourages students to demonstrate problem-solving skills
4. Utilizes natural, logical, and appropriate consequences

We ask for everyone's assistance in reinforcing the District #35 Rights and Responsibilities to ensure a successful school year.

District #35 Rights And Responsibilities

1. **WE HAVE THE RIGHT TO LEARN IN A SAFE ENVIRONMENT.**
I have the responsibility to treat others fairly and with equality, and not to hurt or threaten anyone.
2. **WE HAVE THE RIGHT TO RESPECT OURSELVES AND OTHERS.**
I have the responsibility to respect others' differences and seek help for others or myself when needed.
3. **WE HAVE THE RIGHT TO SHARE OUR THOUGHTS AND IDEAS.**
I have the responsibility to express myself in a proper manner and at an appropriate time, to listen to others, and to allow others these same privileges.

Attendance

Students are expected to attend school on a regular and punctual basis. They are permitted to leave school during the day only with the approval of the office staff. Permission will be granted to leave early in the case of illness, a medical appointment which cannot be changed to non-school hours, or when a parent request is presented.

Parents are asked to schedule family vacations during school holidays to minimize disruptions to student learning.

If a student will be absent from school for any reason, the parent should call the school nurse. Reasons include illness, family emergency, and appointments that cannot be scheduled during non-school hours. Please leave a message on the voicemail system before 9:15a.m. for Central School students and before 9:30a.m. for South and West School students.

If a student is absent from school and the school has not been previously notified by the parents, the school nurse will attempt to call parents within two hours of the beginning of the school day.

If a student must be dismissed early from school, parents should send a note to the teacher indicating the reason for the dismissal, the time of dismissal, and who will pick up the student from school. At the time of dismissal, the student must go to the office and sign out. Students must sign out any time they leave during the school day. At South, West and Central School, students must be released to a parent or other designated adult.

Communication

The Glencoe Public Schools recognize the importance of open and informative communication with students, staff, parents, and community members. Good communication between home and school is a key to maximizing each student's school experience. Parents re-

ceive information about their student's progress and other school-related information in a variety of ways.

Go-To-School Nights are held at each school and all regular meetings of the Board of Education are open with time on the agenda for public comments. A variety of publications are also sent to parents with community and local newspapers invited to cover school activities. The school office staff is another source of information regarding school events and policies. The District web page, www.glencoeschools.org, is also a good source of information.

Parent-teacher conferences are held in the fall and mid-winter. The conference provides an opportunity to share information related to the academic, social, emotional and personal growth of students. This information gives parents and teachers a basis for planning a student's total educational growth. When appropriate, a student may be included in a parent-teacher conference. Parents or teachers may also request additional conferences.

Student progress reports provide formal feedback to parents four times a year. The fall progress report coincides with parent-teacher conferences and gives parents and teachers an opportunity to discuss progress in the first months of school.

Questions regarding assignments, student's progress or other school-related issues should be directed to the classroom teacher, the primary source of information. Contact can be made by letter, e-mail, or telephone; parents may leave a voicemail message for staff throughout the day and after school hours. Teachers will not interrupt class to take phone calls unless there is an emergency. Teachers are encouraged to check their voicemail several times throughout the day.

Report Card Dates

November 10
February 2
April 13
June 8

Voicemail may also be left for the school office staff or principal(s). When a parent has a concern about his or her student or the classroom environment, the parent should first contact the student’s classroom teacher. If after that meeting concerns remain, the parent should then contact the building principal(s). If a parent shares a verbal or written concern about a classroom situation or teacher with the principal, by contractual agreement that communication is then shared with the staff member. Information can then be utilized to better meet the needs of the student.

Communication Devices

A cellular telephone or other electronic device that is otherwise not banned by Board Policy 7:190, cannot be used in any manner that disrupts the educational environment, including using the device to cheat, signal others, or otherwise violate student conduct rules. Unless otherwise banned by Board Policy 7:190, all electronic devices must be kept off and out of sight during the regular school day unless: (a) the supervising teacher grants permission, (b) use of the device is provided on a student’s IEP, or (c) it is needed on an emergency that threatens the safety of students, staff or other individuals.

Directory Information

Throughout the school year, the District may release directory information regarding students, limited to:

- Name
- Address
- Gender
- Grade level
- Birth date and place
- Parents’/guardians’ names and addresses
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics.
- Major field of study
- Period of attendance in school

Early Dismissal Dates
November 20
May 21

Early Dismissal Release Times

South School	2:00 p.m
West School	2:15 p.m.
Central School	2:25 p.m.

Teacher Institute Days
August 23, 24 & 25
January 26
April 20

Parent(s)/guardian(s) may prohibit the release of any or all of the preceding information by delivering a written objection to the building principal.

Early Dismissal/Teacher Institute Days

Throughout the school year Early Dismissal Days and Teacher Institute Days are scheduled for staff to revise and review curriculum, participate in professional growth activities, meet with grade-level colleagues, and articulate with other staff members regarding District-level curriculum issues.

Emergency Information

Each school nurse maintains a file of emergency information for students attending that school. Emergency situations may arise involving the welfare of a student when a parent is not available. The telephone number of a friend, a neighbor, or a family member,

who will be able to take over care and responsibility for the child, should be noted in the emergency information. The school nurse should be notified immediately of any changes to the emergency information.

Emergency School Closings

The Superintendent may close school because of inclement weather, contagious disease, or other emergencies. School closing will be announced on AM Radio: WMAQ 670, WGN 720, WBBM 780, and WLS 890. On television: Fox 32, WGN 9, CBS 2, WMAQ 5, and CLTV. This information is also posted on the district website, www.glencoeschools.org.

Honeywell Instant Alert System

Glencoe School District 35 uses Honeywell's Instant Alert for Schools, a school-to-home communication system. Instant Alert is a web-based communication service that allows for the delivery of a single, clear message with school information, using a variety of communication devices – Telephone, Cell Phone, PDA, E-Mail, and Text Messaging.

The program works by collecting information about your child's family contacts and preferred method of receiving information. In the event of an emergency, you and other designated family members receive communications telling you what is happening and what you should do.

Initially, the system uses the primary phone number and e-mail currently in the school district's Student Information System. It will be up to you to register on-line, modify the contact information, select which communication methods work best for you, and update the contact information as necessary. This ensures that the school district always has the most current information in the event of an emergency. Main-

taining the accuracy of your profile increases the ability of the school to keep you informed. Please be assured this is a secure site and information you provide remains confidential.

Your on-line profile enables you to:

- ❖ Input your personal contact information
- ❖ Select which type of school information you would like to receive on each of your contact devices
- ❖ Send yourself a test text message to make sure your text messaging contact information is entered correctly
- ❖ Add contact information of other caretakers of your children, such as a grandparent or neighbor
- ❖ Designate these caretakers as the main contact for your children if you are out of town

The District uses this communication device for school closings, high-importance notifications, and some general information. Please provide the communication device desired in each of these events.

Instructions for creating your family record follow. To begin the registration process, go to the School District Website (www.glencoeschools.org) and click on the "Family Access" tab and then the "Instant Alert" icon. If you need assistance with your profile, please send an e-mail to InstantAlertHelp@Honeywell.com, or contact Marilyn Roland at the School District (847-835-7813). If you do not have access to a computer, please feel free to come to the school and use our facilities.

Honeywell Instant Alert™ for Schools Parent User Interface

Register and create your account

1. Go to the District Website (www.glencoeschools.org) and click on the “Family Access” tab. Click the “Instant Alert” box. You will be directed to the Honeywell Instant Alert Login page.
2. Click on ‘New User’ below the login boxes.
3. Select “Illinois” (State); “Glencoe School District 35” (School District)
4. Complete the Student Information, using the student name provided at the top of this page (**EXACTLY AS SHOWN**). Insert that child’s birth date. (Fields marked with * are mandatory) Click ‘Submit’.
5. Complete the corresponding Parent information. (Fields marked with * are mandatory) If the page indicates an error, you may need to enter a new ID and/or Password. Click ‘Submit.’
6. After receiving the Confirmation message, click on ‘Proceed’ to get started with “Instant Alert”.
7. If applicable, you will see both parents listed. If both parents are not listed, add as desired. Notification information should be updated for each parent.
8. Note: Remember your Login Name and Password so you may use it to update your profile.

View and check details about yourself and your family members

1. Upon successful login, click on ‘Account Details.’
2. Click on ‘Parent Profiles’ and then your name, to view and edit details about yourself and your family members.
3. Click on ‘Student Profiles’ to view details about your children.

Configure alert settings for yourself

1. Click on ‘Alerts.’ Click on ‘Alert Configuration.’
2. Click on the name of a contact from the list.
3. Click on the tabs (Phone, Email, Text Messaging, Pager) to view this person’s contact device information.
4. Enter contact device information within the gray box and click ‘Add’ to add more contact devices.
5. Click on the check boxes in the appropriate column to select which alert type you would like to have sent to which device. Click on ‘Save’ when complete.
6. For e-mail, text messaging and pagers you may send yourself a test message. Click on ‘Send Test Message’ to check if the address has been entered correctly. Common cell phone text messaging addresses are located in the Help section – click on ‘Help’ while on the ‘Text Messaging’ screen. You can also contact your cell provider to receive your text messaging address.

View History of Alerts

Click on ‘Alerts’ to view Alerts that have been sent to you. Use the calendar icons and ‘Alert Type’ list to filter.

Identify key contacts for your children

1. Click on ‘My Other Contacts.’
2. Click on ‘Add New Contact’ and complete the form. (Fields marked with * are mandatory)
3. Click on the ‘Pick up Rights’ check box if you wish to allow this person the right to pick up your child from school. This person’s name will appear on a report for the school.

4. Click 'Add' OR click 'Save and Configure Alerts' to directly configure alert settings for this contact.
5. Select a child's name from the drop down and click on 'Change Priority' in order to prioritize the contacts for that child. If you want a contact to receive Alerts, click on the 'Yes/No' button in the Contact List.

Set your 'Out of Town' calendar

1. Click on 'Account Details.' Set your travel calendar and still stay in touch with your child's school.
2. Complete the form (Fields marked with * are mandatory); use the calendar icons to specify travel dates.
3. Assign a primary contact while you are away.

For Assistance contact:

Marilyn K. Roland @ 847-835-7813
 or email rolandm@glencoeschools.org or
InstantAlertHelp@Honeywell.com

Enrollment/Residency/Withdrawal

When registering a new student, proof of residence, birth certificate, and up-to-date medical and immunization data must be provided. For school attendance purposes, state law requires the child and parent(s) to maintain their residence within the District attendance boundaries. Residence is defined as the place the family sleeps and eats regularly, and where they spend their weekends and summers regularly. A child will be able to attend Kindergarten if he or she will have reached his or her fifth birthday before September 1 of the academic year of enrollment. A student will be eligible to attend first grade whether or not he or she has attended Kindergarten if he or she will have reached his or her sixth birthday before September 1 of the academic year of enrollment.

A student transferring from the Kindergarten of another school during the term will be admitted to Kindergarten in conformance with the above requirements. A student transferring from a school at a level above Kindergarten will be admitted provisionally at a grade level determined by District staff after conferring with the transferring school staff. The principal and/or the superintendent will make the final grade placement, after a period of observation by the classroom teacher, special services support staff and the principal.

Evidence of age must be presented at the time of enrollment by birth or baptismal certificate. Above the first grade, the transfer record of birth date may be accepted without other proof.

Fees

A fee determined annually by the Board of Education is charged for each student. This fee assists in offsetting costs for instructional materials.

Field Trips

In addition to the educational benefits, field trips offer students opportunities for social growth, experiencing new situations, and extending learning beyond the classroom. Parents are notified of all field trips including: time, location, method of transportation, and purpose. A permission slip signed by the parent(s) is necessary for field trip participation.

Whenever entrance fees, food, lodging, or other costs are involved, the parent shall assume these costs unless otherwise stipulated by the Board of Education. No student shall be excluded from any field trip due to lack of funds. A bus fee for field trips may be set by the Superintendent or designee to help defray the cost of transportation.

Financial Assistance

Glencoe Family Services assists the District in determining the fees for those families requesting assistance. Financial assistance may be given based on income. In order to maintain confidentiality, Glencoe Family Services staff serves as the interviewer of the family and recommends to the School District the level of scholarship to be awarded. Applications may be obtained from the School District Business Office.

The PTO has established the McKeon Scholarship Fund to assist families. The fund is administered through the District Business Office. For more information, inquiries may be made to the Business Manager, building principal or social worker. All inquiries will remain confidential.



Glencoe Educational Foundation

The Glencoe Educational Foundation, established in 1996, is a not-for-profit organization governed by a Board of Directors and assisted by volunteers made up of community members, parents of District #35 students, educators and business professionals. The Foundation is dedicated to raising funds to enhance academic opportunities, encourage innovative educational practices, support enrichment activities, and foster professional growth opportunities for staff members.

Health Guidelines

The Glencoe School District works with families and physicians to promote the health of each student. Screenings provided by the District and conducted by the school nurse are listed in the table at the bottom of the page.

Parents will be notified if their child does not pass a screening. If a parent does not wish to have his or her child participate, he/she is asked to notify the school nurse in writing.

Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months.

Physical Examinations/Immunizations

Students entering kindergarten, fifth grade, and new students are required to have a physical examination recorded on a Certificate of Child Health Examination Form. All students entering school are required to show proof of a second measles vaccination by the first day of school. All students entering kindergarten and fifth grade are required to show proof of the Hepatitis B immunization. All children entering kindergarten must show proof of lead screening.

Students entering any school-operated program for the first time at the Kindergarten level and below are required to show proof of receiving one dose of chickenpox vaccine (varicella) on or after their first

Vision	Hearing	Spine Check
K-5 Annually	K-3 Annually	Grades 5 and 7 Annually
New Students	Grades 5 and 7 Annually	Teacher Referral
Case Study Evaluations	New Students	
Teacher Referral	Case Study Evaluations	

birthday. A physician can confirm past history of the disease – in lieu of vaccination – by having examined the infected child, documenting the parent’s description of the child’s history, or reviewing lab results.

As of July 1, 2005 Public Act 093-0946 (Health Examinations and Immunizations) was amended to include dental health exams. This includes all children in Kindergarten, 2nd grade and 6th grade of any public, private or parochial school. Each of the children shall present proof on the appropriate form of having been examined by a dentist before May 15 of the school year. If a child in grade 2 and 6 fails to present proof by May 15, then the school may hold the child’s report card until one of the following occurs:

1. The child presents proof of a completed dental examination;
2. The child presents proof that a dental examination will take place within 60 days after May 15; or
3. The parents obtain a waiver from the Department of Public Health or provide objection to the dental examination on religious grounds.

Any child who resides in Cook County may obtain free immunizations. For more information, please call the school health office.

For public health reasons, parents are asked to report to the school nurse any cases of strep throat, chicken pox, head lice or other communicable disease.

Students should not be sent to school with an illness that could be spread to others. Please consider your child’s comfort and the welfare of other students when determining whether your child is well enough to attend school.

Indications to keep your child at home:

1. Appearance/behavior: Unusually tired, pale, difficult to wake, confused or irritable with lack of appetite

2. Common Cold: A long-term (chronic) greenish nose discharge, and/or chronic cough are symptoms that should be seen by a doctor.
3. Sore Throat: Especially with fever or swollen glands in the neck
4. Ear Infection: After receiving medical treatment a student may attend school. Untreated ear infections can cause permanent hearing loss and even more serious problems.
5. Fever: Temperature of 100 degrees or higher, confusion, diarrhea, earache, irritability, rash, sore throat, vomiting, cough or headache
6. Vomiting: One or more times within the past 24 hours
7. Diarrhea: Three or more watery stools in a 24-hour period, especially if the student acts or looks ill
8. Eyes: Thick mucus or pus draining from the eye or pink eye. A student may return to school 24 hours after starting treatment.
9. Lice/Scabies: Students cannot return until their hair has been treated with lice shampoo and the dead eggs (nits) have been combed out with a special comb. Students with scabies can return to school after treatment has started.
10. Rash: Especially with fever or itching

Student Medications

The District #35 Board Policy 7:270 – *Administering Medicine to Students* – states:

Students should not take medication during school hours or during school-related activities unless it is necessary for a student’s health and well-being. When a student’s licensed health care provider and parent(s)/guardian(s) believe that it is necessary for the student to take a medication during school hours, they must request that the school dispense the medication to their child/ward and otherwise follow the District’s procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student’s self-administration of, any prescription or non-prescription medication until a completed and signed “School Medication Authorization Form” is submitted by the student’s parents(s)/guardian(s). No student shall

possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures. A student may possess medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent(s)/guardian(s) have completed and signed a "School Medication Authorization Form." The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or the medication's storage by school personnel. Parent(s)/guardian(s) must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of medication or the storage of the medication by school personnel.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

Medication Requirements

Written permission to dispense prescription medicine and non-prescription medicine must be obtained from both the physician and parent. Medication must be brought to school by the parent in a container with pharmacy label clearly marked with the student's name, physician's name, name of medication, dosage and any pertinent instructions. Students should not have medications in their possession. Prior authorization must be obtained to self-administer medications. Parents must assume responsibility for informing the school nurse of any change in medication. Please contact the school nurse to obtain medication permission forms.

Readmission After Illness

After having contracted a contagious disease, the student must bring a release slip from the Health Department or the family physician before being readmitted. All contagious diseases should be reported to the school by parents. This enables the school nurse to notify parents of students who may have been exposed.

Emergency Situations

In the event of an emergency, every effort will be made to contact the parent/guardian at the telephone number provided on the Emergency Information Forms. In the event a student requires emergency healthcare, Glencoe Public Safety will be contacted. Paramedics will transport patients directly to the Highland Park Hospital.

Illness/School Activities

If on a given day, a student is absent during normal school hours due to illness, he or she may not participate in after-school activities on that day.

Policy Concerning Release Time for Students

All requests for release time for students are to be made by parents through the principal or nurse's office.

Medical and dental appointments for chronic conditions should first be sought during out-of-school hours. When it cannot be handled in this manner, release time will be arranged on a schedule which offers the least interference with the student's normal school day.

Requests for release time for non-medical reasons must be considered on their individual merits. Private lessons and other personal appointments during school hours will be considered only in cases of emergency and after every effort has been made to schedule them during out-of-school hours. When such requests are considered, the following shall apply:

1. The principal(s) will discuss the matter with the teacher to determine the student's school status and the possible effect the request might have on schoolwork
2. Parent(s)/Guardian(s) are to submit a written request to the Superintendent of Schools
3. The school will assume no responsibility for lost school time, work missed, or make-up time

A parent request made over the telephone for the occasional dismissal of students will be confirmed by a return call to the home to ensure the request is bona fide.

When students are excused from school to take trips with parents, the school will not send work for the purpose of having the students “keep up with the class”. The student’s absence changes the learning environment and deprives him/her of the learning experiences provided in a classroom setting.

Teachers may wish to suggest useful learning activities related to the trip such as: letters to the class, a daily journal, collections of relevant items, reading and map-work about places visited, mathematics dealing with costs, time, or mileage involved in travel, etc.

Homework

Homework is an important part of the educational process. It helps students learn through reinforcement and practice; develop study skills and habits essential in academic learning; and improve responsibility, self-direction, and enhance independent learning. Each year builds upon the last, encouraging a community of experiences.

Homework is assigned to:

1. Reinforce learning within the class
2. Complete unfinished work
3. Study for tests
4. Prepare oral and written reports
5. Create projects
6. Provide enhancement activities
7. Create extra credit opportunities
8. Extend learning
9. Make up work missed during absence
10. Prepare students for future activities

Students are held accountable for homework assignments. Each teacher provides a means of evaluating assigned work. In some cases students may receive grades, while in other instances, their work may receive a check mark. Incomplete, late or missed homework may require a student to work before or after school, or during recess. In some cases, missing home-

work may affect a student’s grade or progress report.

No Homework Nights

At times circumstances may dictate that “No Homework Nights” be recommended by the administration for the entire school or by grade level. Notification of these nights will be made through the weekly newsletter and/or the classroom teachers. Some circumstances that cause a recommendation would include musical performances at school or religious holidays.

Items Not Allowed In School

Students are asked to refrain from bringing large amounts of money to school. If it is necessary to bring more money than needed to pay for lunch, students are to take that money to the office for safe keeping.

Radios, tape recorders, CD players, laser pointers, televisions and noisemakers are not allowed in school buildings before, during or after school without written permission from the principal(s). Those found in the building will be confiscated and returned only to parents at a conference with the principal(s). Roller blades, skateboards, and non battery-powered scooters must be carried into the building and securely locked in lockers during the school day.

Students are prohibited from using or possessing any cellular radio telecommunication device, pocket pager or similar electronic paging device in any manner that disrupts the educational setting, including using the device to cheat, signal others, or otherwise violate student conduct rules. Unless otherwise banned under Board Policy 7:190, all electronic devices must be kept off and out of sight during the regular school day unless: (a) the supervising teacher grants permission, (b) the use of the device is provided in a student’s IEP, or (c) it is needed in an emergency that threatens the safety of students, staff or other individuals. Any necessary requests for an exception to these prohibitions should be directed to the building principal.

Bringing to school any weapon (workable or not, an-

tique or new), replica of a weapon, or any object which may be used to cause bodily harm is FORBIDDEN in school. Appropriate disciplinary action will be taken, up to and including suspension and/or expulsion from school. Notification to the Glencoe Public Safety Department may also occur. State and Federal laws require that a student who is determined to have brought a weapon, as defined in Section 921, of Title 18, United States Code, to school, shall be expelled for a period not less than one year, except that the expulsion period may be modified by the Board of Education on a case-by-case basis.

The possession, use or distribution of, or any attempt to use or distribute any illegal or controlled substance, including alcohol or drugs, is prohibited on the school grounds before, during or after school or at any school-related activity. Appropriate disciplinary action will be taken for such gross disobedience or misconduct, up to and including suspension and/or expulsion from school. Notification to the Glencoe Public Safety Department may also occur.

Gang Activity Prohibited

Students are prohibited from engaging in any gang activity. A “gang” is any group of 2 or more persons whose purpose includes the commission of illegal acts.

No student shall engage in any gang activity, including, but not limited to:

1. Wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other thing that may show membership or affiliation in any gang.
2. Committing any act or omission, using any speech, either verbal or non-verbal (such as handshakes and gestures) showing membership or affiliation in a gang, and,
3. Using any speech or committing any act or omission in furtherance of the interests of any gang activity, including but not limited to: (a) soliciting others for membership in any gangs, (b) requesting any person to pay for protection or otherwise intimidating or threatening any person, (c) committing any other illegal act or other violation of School District policies, (d) inciting other students to act with physical violence upon any other person.

Students engaging in any gang-related activity will be subject to one or more of the following actions: removal from extracurricular and athletic activities, conference with parent(s)/guardian(s), referral to Glencoe Public Safety, suspension for up to 10 days, or expulsion not to exceed 2 calendar years.

Kindergarten Eligibility

For school attendance purposes, state law requires the child and parent(s) to maintain their residence within the District attendance boundaries. Residence is defined as the place the family sleeps and eats regularly, and where they spend their weekends and summers regularly. A student will be able to attend Kindergarten if he or she will have reached his or her fifth birthday before September 1 of the academic year of enrollment. Evidence of age must be presented at the time of enrollment by birth certificate, passport or baptismal certificate. Please contact the school office for a detailed list.

Proof of residence, as identified in the following document. A physical examination, and evidence of immunizations, as required by state law, must be received by the first day of school.



Requirements and Actions that Must Be Completed

Person Seeking to Enroll a Student:

Must Present a certified or registered birth certificate for the student

Must present proof of residency within the District by providing the required number of documents from each of the following categories:

Category I (one document required)

- Most recent property tax bill and proof of payment, e.g. cancelled check or form 1098 (homeowners)
- Mortgage Papers (homeowners)
- Signed and dated lease and proof of last month's payment, e.g. cancelled check or receipt (renters)
- Letter from manager and proof of last month's payment, e.g. cancelled check or receipt (trailer park residents)
- Housing letter (military personnel)
- Letter of residence from landlord in lieu of lease
- Letter of residence is to be used when the person seeking to enroll a student is living with a District resident. (7:60-E2)

Category II (3 documents showing proper address are required)

- Driver's License
- Vehicle Registration
- Voter Registration
- Most recent cable television bill and/or credit card bill
- Current public aid card
- Most recent gas, electric, and/or water bill
- Current library card
- Receipt for moving van rental
- Mail received at new residence

If one exists, must present court order, agreement, judgment or decree that awards or gives custody of the child to any person (including divorce decrees that award custody to one or both parents).

Non-Parent Seeking to Enroll a Student:

Must complete and sign a "Statement of Custody, Control and Responsibility of a Student by a Non-Parent" form (7:60-E3).

Must present a completed "Statement of Transfer of Custody, Control and Responsibility to a Non-Parent." (**Not** required if the natural or adoptive parents are unavailable.)

IMPORTANT:

The School District reserves the right to evaluate the evidence presented, and merely presenting the items listed in the enrollment procedure does not guarantee admission.

WARNING:

If a student is determined to be a nonresident of the District for whom tuition must be charged, the persons enrolling the student are liable for non-resident tuition from the date the student began attending a District as a non-resident.

A person who knowingly enrolls or attempts to enroll in this School District on a tuition-free basis a student known by that person to be a non-resident of the District is a Class C misdemeanor, except in very limited situations as defined in State law (105 ILCS 5/10-20.12b(e)).

A person who knowingly or willfully presents any false information regarding residency of a student for the purpose of enabling that student to attend any school in that district without the payment of a nonresident tuition charge is guilty of a Class C misdemeanor (105 ILCS 5/10-20.12b(f)).

Library Learning Centers/Computer Labs

Each building maintains a fully equipped Library Learning Center (LLC). Books may be checked out for two weeks and renewed as often as necessary. Many other resource materials including videos, encyclopedias, illustrations, and recordings are available for student use. Students are responsible for paying for any lost materials. The LLC is open daily at Central School from 8:00a.m.-4:00p.m. The computer labs are open to students between 8:00-8:30a.m. and 3:25-4:00p.m. at Central, as well as 8:10-8:40a.m. at West School. Students need a pass to enter Central School before 8:00a.m. During these times, students may work on assignments requiring computer software. Students are welcome to explore the educational software on the network. Computer labs are not available for video games or other non-school usage. Specific procedures for student use are issued at the beginning of the school year.

Lost-and-Found

Each building maintains a lost-and-found area. Parents and students are encouraged to check this area as soon as they notice an item missing. Due to the large number of items that accumulate throughout the year, it is necessary to periodically clear unclaimed items. Parents are notified of these dates at each school. Unclaimed items are donated to charity.

Non-Custodial Parents

Unless prohibited by a court order to the contrary, the District will, upon the request of either parent of a student whose parents are separated or divorced, provide the requesting parent with copies of any documents relating to: the student's academic progress; the student's emotional and/or physical health; notices of school-initiated parent-teacher conferences; notices of major school-sponsored events which involve parent-student interaction; and the school calendar. The weekly newsletter for each school is also available on the District web page at www.glencoeschools.org. In the event the right of one parent to visit or have con-

tact with a child has been prohibited by court order, it is the responsibility of the custodial parent to provide the school principal with a copy of the court order and to ensure that the order is kept current. This is required to provide school personnel with a legal basis for restricting such contact in the school setting. If a court order has expired, and another order prohibiting contact has been entered, the custodial parent should provide the principal with a copy of the new order.

Parent Absence From Home

Parents are asked to inform the school, in writing, if they will be out of town for an extended period of time. The classroom teacher needs to know of parental absences in case of emergency. The office staff also needs the name of the person caring for the student. If the student is not staying at home, please include the name, address and telephone number of where the student can be reached. Parents should also include how they may be contacted in case of emergency.

Parent Teacher Organization (PTO)

The Glencoe PTO is a non-profit educational organization. In Glencoe, the PTO believes in and demonstrates a strong partnership among parents, school staff and administration, while also maintaining an important connection among the schools, family and community resources. The PTO provides unique cultural arts programming and activities for students, support and assistance to staff, and parent education and community avenues for families, all of which contribute to a healthy, challenging and rewarding Glencoe School experience. In addition to the Honeywell Notification System, the PTO maintains a back-up calling tree to inform parents of school closings due to inclement weather or emergencies. Those calls are made at an early hour in order to assist parents needing to arrange for childcare.



Placement Information

The placement process considers each student's academic, social and personal needs and is designed to create balanced classrooms. The process includes the following components:

1. The instructional staff at each student's current grade level (including support staff, special teachers, and the principal) work together as a team to place students into instructional groups.
2. The support staff, special teachers, and the principal review the instructional groupings and suggest changes.
3. The teachers at each student's current grade level review the instructional groups and suggest additional changes.
4. Principals from receiving schools participate in discussions and decision-making regarding the creation of instructional groupings. The instructional team makes final placement decisions, including teacher assignment.

Parents may provide information concerning a student's social, emotional or academic development. This information is also considered in creating class assignments. Parents are asked to refrain from making requests for specific teachers. Negative requests may only be honored if a parent has had previous experience with a staff member. Parents should not feel obligated to write a letter concerning placement. However, if parents have unique and special information, they may forward written comments to the building principal by the first Friday in April of each school year.

As a result of the careful and thoughtful process followed in formulating class placements, we do not make changes once the placements are completed and notifications mailed to parents.

Release Of Students

Students will not be released to anyone other than their parent(s)/guardian(s) or other authorized individuals. A parent/guardian must notify the school if any court-

approved custodial agreement impacts the release of a student to a non-custodial parent. Written documentation must be provided to the school.

Religion/Religious Holidays

The Supreme Court has ruled that public schools may not sponsor religious practices, but may teach about religion. In the Glencoe Public Schools, the historical and contemporary significance of religious holidays may be included in the curriculum when such study serves the District's academic goals of educating students about history and cultures and when it is presented in an unbiased and objective manner. Students may ask to be excused from classroom discussions or activities related to particular holidays, even when these are treated from an academic perspective.

Students may be excused from school to observe a religious holiday within their tradition without penalty on scholastic attendance records. A parent/guardian should give written notice to the building principal five school days before the student's anticipated absence. Students are allowed a reasonable number of excused absences. Students may be asked to complete make-up assignments or examinations relating to these absences.

A committee comprised of members of the school community developed the Holiday Guidelines.

Residence

Resident Students

Only students who are residents of the District may attend a District school without a tuition charge, except as otherwise provided below or in State law. A student's residence is the same as the person who has legal custody of the student.

A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall com-

plete a signed statement, stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the District, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. In addition, the child's natural or adoptive parent, if available, shall complete a signed statement or Power of Attorney stating: (a) the role and responsibility of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

A student who has been a permanent resident of the District during any school year whose family moves out of the District during that school year will be permitted to attend school for the remainder of that school year without the payment of tuition. A student who has been a permanent resident of the District whose family temporarily vacates their residence within the District for the renovation, repair or reconstruction of that residence that makes the residence uninhabitable will be permitted to continue to attend school in the District without the payment of tuition during such time as is reasonable required for the renovation, repair or reconstruction of a residence. The Superintendent or designee on behalf of the Board may require, as a condition to qualifying for the benefits afforded under this paragraph, that the family of any student seeking to attend school in the District without the payment of tuition under the provisions of this paragraph periodically provide the District with documentation and other evidence required by the Superintendent or designee from time to time, including a sworn affidavit, that (a) details the extent of the renovation, repair or reconstruction of the residence undertaken, (b) establishes that the renovation, repair or reconstruction of the residence has or will render the residence temporarily uninhabitable, (c) establishes that the family is

continuously pursuing the renovation, repair or reconstruction of the residence with reasonable diligence, (d) provides an estimate indicating the time for completion of the renovation, repair or reconstruction of the residence, and (e) affirms and evidences the intent of the family to return to and reestablish their permanent residence in the residence undergoing renovation, repair or reconstruction upon the completion of the renovation, repair or reconstruction of the residence.

When a student's change of residence is due to the military service obligation of the student's legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation if the student's custodian made a written request. The District, however, is not responsible for the student's transportation to or from school.

If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District, but will be living within the District within 60 days after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of State law, and must not be charged tuition.

Requests for Non-Resident Student Admission

Non-resident students may attend District schools upon the Superintendent's recommendation, approval of the School Board, and subject to the following:

1. The student will attend on a year-to-year basis. Approval for any one year is not authorization to attend the following year.
2. The student will attend the school designated by the School Board.
3. The student will be accepted only if there is sufficient room and sufficient available educational resources.
4. The student's parent(s)/guardian(s) will be

charged the maximum amount of tuition as allowed by State law.

5. Transportation to and from school shall be the responsibility of the parent(s)/guardian.

If the person seeking to enroll a student intends to move into the District but will not physically reside in the District until after the student would be scheduled to begin classes, enrollment will be permitted only upon the tender of a deposit equal to the tuition for the balance of the current semester, and delivery to the District of proof of such person's intent to move into the District as required by the Superintendent.

To qualify a student for enrollment in District 35, the person seeking to enroll the student must furnish to the Superintendent or his or her designee one of the following:

An agreement to purchase residential property in District 35, signed by seller and such person as buyer, which recites a closing date no later than the end of the semester of student's enrollment;

A copy of a lease, signed by landlord and such person as tenant, giving such person occupancy of a house or apartment in District 35 no later than the end of the semester of student's enrollment;
or

Such other evidence as is required by the Superintendent to demonstrate that the person will reside in District 35 no later than the end of the semester of student's enrollment.

If the person and the student move into the District and present proof of residence in the District required by the Superintendent within 60 calendar days of their beginning classes, the District will return the tuition deposit in full.

If the person and student move into the District after the expiration of the 60 calendar day period, they will be charged tuition from the date the student began

classes until the date on which they established their residency in the District, and any unapplied amount of their tuition deposit will be refunded.

If the person seeking to enroll a student has still not moved into the District by the end of the semester during which they enrolled the student, he or she may appear before the Board prior to the start of the next semester to request permission to continue enrollment of the student in the District. Permission to continue enrollment of the student in the District may be granted or withheld by the Board at its discretion.

In the event the Board grants permission to continue enrollment of the student in the District, continued enrollment will be permitted only upon tender of a deposit equal to the tuition for the entire next semester. If the person and the student move into the District during the subsequent semester they will be charged tuition from the first day of the semester until the date on which they established their residency in the District, and any unapplied amount of their tuition deposit will be refunded. Under no circumstances may enrollment pursuant to this section be extended beyond the end of the current school year, or the completion of two consecutive semesters, whichever applies.

Respect For School Property

Students should be respectful of all school property. Students should not deface school furniture, walls, ceiling, floors or equipment and should not tamper with fire alarms, fire extinguishers, or any electrical systems.

The Board will seek restitution from students and their parent(s)/guardian(s) for vandalism or other student acts which cause damage to school property.

Responsible Citizenship/Discipline

The District maintains high standards of behavior in the classroom, in the hallways, in the lunchrooms and

on school premises by reinforcing and teaching the following objectives:

1. Respect for one's education and the education of others
2. Development of self-esteem
3. Respect and consideration for others; the rights of others including teachers, staff, peers, and all students within the school
4. Respect for one's own personal property, other students' property and the school's property
5. Development of a safe, clean, and caring environment within each class and school

Discipline in the schools should represent the highest values and principles held within the family and throughout society. As such, the school should complement good citizenship, positive modeling, and the teaching of self-respect at home and in the community. Cooperation and communication between the school and home are essential in the development of these values and behaviors.

All members of the school community will serve as role models in helping students attain these objectives. These objectives contain both general concepts and some specific rules. Behavior problems or situations not specifically addressed will be resolved with reference to the District's objectives.

A student with a disability who violates student disciplinary rules shall be disciplined in accordance with federal and state law. All procedural safeguards required by the IDEA and Section 504 of the Rehabilitation Act shall be in place. The District has Behavior Intervention Guidelines for students who require an individual behavior management plan that complies with Public Act 87-1103. Copies of the guidelines are available from the Director of Pupil Services.

Discipline Procedures

Effective discipline within the schools results from several factors:

1. Teachers, using their professional training and

experience, establish positive relationships with students, consistently enforce expectations developed by the District and themselves (for their classrooms), implement a strong and motivating educational program which meets the needs of all students, and maintain good communication with parents.

2. The staff at each school has expectations for student conduct and clear procedures for implementing disciplinary measures, including steps beyond the classroom.
3. Effective communication must occur with teachers, students, and parents concerning expectations and with the staff concerning procedures for implementation.

In the classroom teachers set forth their particular classroom and school-wide expectations, which are consistent with the District's Objectives for Responsible Citizenship and WE CARE philosophy. All school personnel work to achieve: a positive student attitude, acceptable behavior, and a positive learning environment. Recognition referrals and parent calls are examples of positive reinforcement used throughout the year. Teachers may employ the following discipline strategies: warnings, reprimands, and private conferences with students to develop understanding, behavior plans, contracts and/or agreements. Teachers document, whenever possible, the following immediate steps: parent contact, detention and/or other consequences.

Teachers will consider the following alternatives should problems continue in the classroom: teacher, principal and/or assistant principal discussions and planning (student may be included), teacher and Pupil Service Team discussion (student may be included), and/or consultation with other staff members.

At Central School, a formal discipline referral to the principal or assistant principal is made for repeated misbehavior or misconduct after classroom level steps have been implemented. The teacher will complete a discipline referral form explaining in objective terms

the behavior that prompted the referral. The form is sent to the principal or assistant principal who will then call the student to the office at the earliest convenient opportunity. Parents will receive a copy of the discipline referral form and other communication as warranted.

A student will be sent directly to the principal or assistant principal under the following circumstances, (1) actions were gross acts of misconduct or disobedience, (2) actions posed a safety hazard to himself/herself or others, and/or (3) a teacher needed a non-punitive place for a student to “cool off”.

In this case teachers are expected to follow through on disciplinary measures if appropriate. Under all but the most extreme cases, students are not to be sent to the office without a brief note from the teacher (dated and with the time).

Students sent to the principal or assistant principal may also be asked to write a statement. The principal or assistant principal will provide the teacher and team, when appropriate, with feedback concerning the conference. In working with a student and teacher on a behavioral referral, the principal or assistant principal will attempt to help students understand the problem and assist the student in changing behaviors. The principal or assistant principal may make a recommendation to suspend or expel a student from school for gross or serious misconduct. A recommendation for expulsion is made to the District Board of Education for its consideration and action after a hearing before a hearing officer appointed by the Board of Education. Among possible responses to such a hearing are discussions, contracts, or conferences with a student, teacher, team, parent and counselor. Consequences may include detentions, service projects, and suspensions, etc.

The Pupil Services Team may be asked to assist in working with students who have serious or persistent discipline problems.

At South and West Schools, principal intervention will occur as needed on a case-by-case basis. Parents will be notified in the event of serious discipline issues. South and West School students are subject to the same disciplinary standards as their middle school peers. The principal and appropriate staff will determine appropriate consequences.

Safety

Fire, disaster (tornado), bus evacuation and lockdown drills are conducted throughout the school year. Emergency exit information is posted within each classroom and staff members review procedures on an annual basis. In addition, the District’s emergency handbook outlines procedures for various emergency situations and identifies off-site facilities available in the event evacuation becomes necessary.

Special situations arise within the community from time to time that may impact the safety and welfare of students. School personnel rely upon Glencoe Public Safety to keep them informed of these situations and parents are provided with information as appropriate.

School Visitation

Parents and community members are welcome to participate in scheduled school activities, at the invitation of school administration, teachers, the PTO, and/or Glencoe Educational Foundation. All visitors to the schools must sign in and out of the school office and wear a visitors’ badge. Parents who wish to visit their child’s classroom may do so with advance notice to insure that their visit does not interfere with the instructional program of the individuals within the class. Whenever possible, a teacher will be given 24-hour notice by the Superintendent or her designee of a parent visitation to class. In addition, in order to minimize interruptions to the learning process, we ask that parents refrain from delivering items directly to their child’s classroom after the start of the school day. Items

should be taken to and left in the school office.

Requests for students, not enrolled in District 35, to visit during school hours should be made to the building principal. These requests should be made at least 24 hours in advance and approval is at the discretion of the building principal.

Smoke Free Environment

The use of tobacco on school property is prohibited for all students, school personnel and visitors at all times.

Special Education Services

The District shall provide a free and appropriate public education and necessary related services to all children with disabilities residing within the District, as required under the Individuals With Disabilities Education Improvement Act (“IDEIA”) and implementing provisions of The School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act.

The District philosophy supports the belief that each student should be educated with his or her non-disabled peers as much as possible unless the nature and severity of the disability is such that instruction in the local school is not appropriate. In that event every effort will be made to provide placement as close to the student’s home as possible.

District #35 is one of twenty North Shore Districts which belong to the North Suburban Special Education District (NSSD). The affiliation allows each member district to access additional support services and programs.

Pupil Services Team (PST)

Each building-based Pupil Services Team consists of the Principal, School Social Worker, School Psychologist, Speech and Language Therapist, Inclusion Facilitator, Reading Specialist (at South & West), School Nurse, general and special education teachers and the Director of Pupil Services. The team meets weekly to determine how to best meet the individual learning needs of identified children. All members of the PST assist in the process of developing strategies to meet academic and behavioral needs of identified students. All members of the PST assist in the process of gathering information in order to determine which type of assistance would be most effective for identified students. It is believed that using this system enables staff to be more effective with the use of their time and service. Parents are an integral part of the PST and are encouraged to participate in all aspects of their child’s education. Parents of students receiving special education services have certain rights, which are safeguarded by state and federal statutes.

For additional information, please contact your child’s principal or Mr. Tom Dempsey, Director of Pupil Services, at (847) 835-7808.

Special education services provided to eligible students include:

Intervention Facilitator Services, School Psychologists, and Inclusion Consultants - Work with classroom teachers and parents to develop and implement strategies for identified students with academic and behavior needs. They also conduct comprehensive assessments of eligible students with the goal of obtaining information that will assist the PST in planning and implementing meaningful and effective instructional interventions.

Social Work Services – Social Workers support eligible students on an individual or small group basis and work with classroom teachers and parents to develop and implement strategies for students with identified social-emotional and behavioral needs. As appropriate, the Social Worker conducts assessments of students with the goal of obtaining information that will assist the PST in planning and implementing meaningful and effective instructional interventions.

Teacher Associates – Teacher associates support kindergarten, first grade, special education programs and the Library Learning Centers.

School Nurse – The school nurse monitors medical and health issues as related to learning and supports the implementation of health and substance abuse education activities.

Speech and Language Services – Screenings are provided for all kindergarteners and students new to the district. When indicated, further assessments are completed and eligible students receive services delivered in the classroom or on a pullout basis.

Learning and Behavior Disabilities Resource Programs – Special education staff work with identified students by assessing progress, consulting with teacher and parents, working with eligible students both in and outside of the classroom, managing and implementing Individual Education Plans (IEP's), and assisting with behavior contracts.

Educational and Lifeskills Program (ELS) – This NNSSED-supported program is for children with multiple impairments. It allows for the integration of students into general education classrooms as appropriate. Two NNSSED ELS classrooms are housed in District #35. One is located at South School and one at Central School.

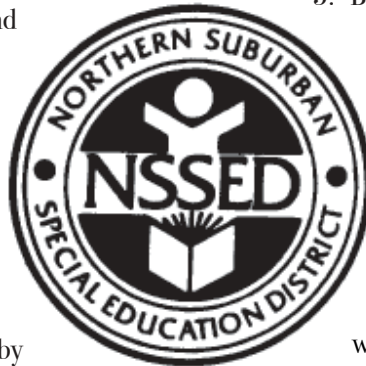
Occupational Therapy Services (O.T) - The District

contracts with NNSSED, and/or outside agencies to provide certified occupational therapists. The O.T. consults with staff, evaluates students, and provides direct services to eligible and identified students with fine motor sensory integration deficits, when these factors affect learning.

Physical Therapy Services (P.T) – Certified physical therapists, contracted from NNSSED, consult with staff, evaluate students, and provide direct services to eligible and identified students experiencing gross motor deficits.

Additional Programs Available through NNSSED:

1. Orthopedic Programs
2. Vision and Mobility Training Services
3. Audiology and Hearing Impaired Services
4. Early Childhood Programs (ECP)
5. Birth to Three Programs (PIE)



Provision of Services to Private School Students with Disabilities

Beginning July 1, 2005, the Individuals With Disabilities Education Improvement Act provides for significant changes in the regulations for parentally-placed private school children with disabilities. Guidance from the U.S.

Office of Education stipulates that evaluation or services are to be provided by the school district in which the private or parochial school is located. Each school district is required to:

1. Identify children with disabilities who are attending a private school located within the school district's boundaries,
2. Consult with the appropriate private school representatives to determine how proportionate share IDEIA funds are to be apportioned if funds are insufficient to serve all children, and
3. Provide services based on the proportionate share to students attending private schools within the school district's boundaries.

Standardized Assessments

Each year the Glencoe Public Schools test students in grades two through eight with authentic and standardized achievement tests. The District uses these tests for several purposes, such as program evaluation. The tests reflect many of the District's curriculum goals in specific subject areas. The composite test results of a grade level provide an objective measure of how well subject matter is being learned. Typically, a student's test scores are not considered in evaluating his or her placement or progress. However, when questions arise about a student's classroom performance, scores may be reviewed as part of a comprehensive evaluation of the student's progress.

The TerraNova Basic Multiple Assessments are utilized as the Illinois Grade 2 Assessment of Reading and Mathematics. The instrument measures student achievement relative to the Illinois Learning Standards. It is a federal requirement since South School receives Title I funding and second grade is the school's highest grade level.

District students also participate in testing required by the Illinois State Board of Education. The Illinois Standards Assessment Test (ISAT) is administered in April. Students in grades 3 - 8 are tested in reading and mathematics. Students in grades 4 and 7 are also assessed in science. The Illinois State Board of Education provides test results.

Student Records

The District recognizes that the collection, maintenance, inspection, and dissemination of relevant student educational records are important to the proper operation of the school system and to the community it serves. The District complies with the Family Educational Rights and Privacy Act of 1974, the Illinois School Student Records Act, and all pertinent regulations, the Individuals With Disabilities Education Act, and the rules of the Illinois Office of Education. All

student educational records are collected, maintained, inspected, disseminated, and destroyed pursuant to these federal and state acts and regulations.

The District may release certain directory information regarding students, except that parent(s)/guardian(s) may prohibit such a release. Directory information shall be limited to: Name, Address, Gender, Grade, Birth Place and Date, Parent/Guardian, Academic Awards, Degrees & Honors, Information in Relation to School-Sponsored Activities, Organizations and Athletics, and Period of Attendance in School.

Parent(s)/Guardian(s) objecting to the release of directory information shall make their objection in writing to the building principal.

Technology Ethics

The use of the District's electronic network shall (1) be consistent with the curriculum adopted by the District as well as varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library media center materials. The District's electronic network is part of the curriculum and is not a public forum for general use.

The Board of Education has adopted an Acceptable Use Policy to insure that students and staff have appropriate access to technology-based information systems. Parents receive a copy of the Acceptable Use Policy. It must be signed and returned to the school before their student will be given access to the global technology in schools. General rules for behavior and communication apply when using electronic networks. The District's Acceptable Use Policy contains the appropriate uses, ethics and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials. Focus is on personal responsibility and use of computers in a positive manner. Illegal copies of copyrighted programs may not be made or used on school computers.

Transportation Safety

The District makes available a transportation program for all students in the District. An outside contractor provides this service. Students utilizing the District transportation program pay a fee. Busing fee schedules are developed using the busing map provided by the Village of Glencoe to determine the distance of a residence from school property lines. The per-pupil charge for transportation services is determined annually by the Board of Education and is based on the cost of transportation services. Fees are paid on a yearly basis and are not pro-rated or refunded except in cases in which the child is not in attendance for the full year. In demonstrable cases of financial hardship, the Business Manager may approve a time-payment plan.

Bus safety procedures are reviewed with students annually and include bus evacuation drills. These drills review safety procedures and emergency exit procedures while students are being transported by bus.

The bus driver must have the cooperation of all passengers. Those who do not cooperate may lose their bus riding privileges. Bus ID cards will be issued to each student riding the bus and must be shown when boarding the bus. If lost, initial replacements may be purchased in the Business Office for \$1.00. Any additional replacements will be \$3.00. Students riding the bus receive bus safety rules and are expected to comply with them.

District #35 buses have seat belts. All bus riders are expected to fasten their seat belts immediately upon taking their seats. The bus will remain stopped until all seat belts are fastened. Seat belts will remain fastened until the bus arrives at the rider's destination.

Bicycles must be locked in racks; inline skates, scooters and skateboards must be put in lockers. If a student chooses to ride a non-battery powered scooter, it should be locked at the bicycle racks. The school does not assume responsibility for bicycles, scooters, skateboards, or inline skates students bring to school.

None are to be ridden on school property. Students are urged to wear helmets, use the safest route to school, and be familiar with bicycle, inline skate, scooter and skateboard safety rules.

Voicemail

District #35 maintains a voicemail system. Staff voice mailbox numbers are published annually. Parents are encouraged to use voicemail to leave messages for staff during the school day. Staff members check their voicemail on a daily basis.

Volunteer Opportunities

By volunteering in the schools, parents and community members create a valued resource for students by sharing expertise, assisting in classrooms, and participating in many enrichment programs. Parents may volunteer to work in the Library Learning Centers, assist in the classroom with writing or publishing activities, assist as a Mighty Acorns Leader, or many other special projects. Please contact the office staff of your child's school if you are interested in learning more about volunteer opportunities.



Legal Notices

Annual Asbestos Notification

The U.S. Congress has enacted the Asbestos Hazard Emergency Response Act. Comprehensive regulations were developed to address asbestos problems in public and private elementary and secondary schools. These regulations require all schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings and implement response actions in a timely manner.

The District #35 asbestos management plan contains information on inspections, reinspections, response actions and post-response action activities, including periodic reinspections and surveillance activities that are planned or in progress. The management plan is available for review in each school office during normal school hours. A reasonable charge will be assessed for photocopying the plan. If you have questions about asbestos related activities, please contact the Business Office at 847-835-7800.

Directory Information

Throughout the school year, the District may release directory information regarding students, limited to:

- Name
- Address
- Gender
- Grade level
- Birth date and place
- Parents'/guardians' names and addresses
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics.
- Major field of study
- Period of attendance in school

Parent(s)/guardian(s) may prohibit the release of any or all of the above information by delivering a written objection to the building principal.

Fee Waivers/ Free Textbook Loan & Free Or Reduced Lunches

District #35 provides students with textbook and supplementary materials. A fee is charged to help cover this cost. Scholarships are available to assist students with the fee. To request a free loan of textbooks, parents should contact the school principal or Business Manager. District #35 also provides free or reduced cost student lunches. To obtain more information concerning these programs contact:

District #35 Business Office
620 Greenwood Avenue
Glencoe, IL 60022 (847) 835-7800

Health Education

As part of the District health education program, students are provided with instruction in recognizing and avoiding sexual abuse as required by The School Code of Illinois, Section 861-866 and 23 Illinois Administrative Code, Section 1.430(a,7). Under these provisions, parents have the right to refuse, in writing, such instruction for their children. Parents wishing to exercise this right should write a letter of refusal for this instruction to their child's principal to cover the current academic year. A letter of refusal needs to be re-submitted for each school year. Parents are also advised that health education includes avoiding and preventing child abduction, drug and alcohol prevention, AIDS and, within the sex education curriculum at pertinent ages, the notion of abstinence until marriage as a method of birth control.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- 1) The right to inspect and review the student's education records within 45 days of the day the School

receives a request for access.

Parents or eligible students should submit to the School principal, a written request that identifies the record(s) they wish to inspect. The School will make arrangements for access and notify the parent of the time and place where the records may be inspected.

2) The right to request the amendment of the student's education records that the parent believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents who wish to ask the School to amend a record should write the School principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent, the School will notify the parent of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent when notified of the right to a hearing.

3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest

if the official needs to review an education record in order to fulfill his or her professional responsibility.

4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

Integrated Pest Management

It is the policy of District #35 to control pest problems in a way that poses the least hazard to human health and the environment. Therefore, an Integrated Pest Management (IPM) program is in place that is compliant with Illinois state law. IPM is a pest control program that combines prevention, non-chemical pest control methods, and the appropriate use of pesticides with preference for products that are the least harmful to human health and the environment. By addressing and correcting the root causes of pest problems, IPM can provide long-term, economical pest control while minimizing the potential risk posed by frequent pesticide applications.

The success of IPM depends on the involvement of many individuals. Students, school staff, administrators and parents are all participants in the IPM program. To have a positive impact on the District's goal to reduce pest problems, the following are requested when using school facilities:

1. Report pest sightings to a staff member
2. Clean up leftover or spilled food and beverages immediately
3. Store food, including animal food, in tightly sealed containers in designated areas

4. Keep refrigerators, vending machines, and micro-waves clean and free of spills
5. Do not prop open windows, screens or doors that could allow pests to enter the school buildings
6. Remove trash
7. Keep areas dry and report leaks
8. Do not pressure school staff to apply pesticides; there are other effective means of controlling pest problems
9. Do not tamper with sticky traps, bait stations, bait boxes, or traps to monitor or kill pests

Please remember that spraying pesticides in school buildings without notifying parents and staff is illegal under Illinois state law. Notification will be made through the District website:

www.glencoeschools.org.

For more information on the District's pest control practices or IPM, contact the Business Manager.

Telephone: 847-835-7800

Fax: 847-835-7805

Student Medications

The District #35 Board Policy 7:270 – *Administering Medicine to Students* – states:

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent(s)/guardian(s) believe that it is necessary for the student to take a medication during school hours, they must request that the school dispense the medication to their child/ward and otherwise follow the District's procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parents(s)/guardian(s). No student shall possess or consume any prescription or non-prescription medication on school grounds or at a

school-related function other than as provided for in this policy and its implementing procedures. A student may possess medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent(s)/guardian(s) have completed and signed a "School Medication Authorization Form." The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or the medication's storage by school personnel. Parent(s)/guardian(s) must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of medication or the storage of the medication by school personnel.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

Medication Requirements

Written permission to dispense prescription medicine and non-prescription medicine must be obtained from both the physician and parent. Medication must be brought to school by the parent in a container with pharmacy label clearly marked with the student's name, physician's name, name of medication, dosage and any pertinent instructions. Students should not have medications in their possession. Prior authorization must be obtained to self-administer medications. Parents must assume responsibility for informing the school nurse of any change in medication. Please contact the school nurse to obtain medication permission forms.

Nondiscrimination

Equal educational opportunities shall be available for all ages without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, economic and social condition, or actual or potential marital or parental status.

Accommodating Individuals with Disabilities

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities on an equal basis to those without disabilities and will not be subject to illegal discrimination. Whenever necessary, the District may provide to persons with disabilities separate or different aids, benefits, or services from, but as effective as, those provided to others. Individuals with disabilities should notify the building principal or superintendent if their disability will require special assistance or service and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program or meeting.

Equal Education Opportunities

School Board Policy 7:10 is a Sex Equity Policy which seeks to insure that all facilities and programs for one sex are comparable to the facilities and programs provided to the other sex for the same or equivalent activities. The District maintains a Non-Discrimination Coordinator. Persons who believe they have not yet received equal opportunities should report their claims to the Non-Discrimination Coordinator. The Coordinator's name and address are as follows:

Dr. Cathlene Crawford
620 Greenwood Avenue
Glencoe, IL 60022
(847) 835-7800

Sexual Harassment

It is the policy of the Glencoe School District #35 to provide for its students an educational environment free of unwelcome sexual advances and other verbal or physical conduct or communications constituting sexual harassment as defined and otherwise prohibited by state and federal law. Discrimination on the basis of sex is also prohibited. All allegations of sexual harassment shall be referred to the building principal. The principal shall proceed immediately with an in-

vestigation and shall adhere to the District Policies. A student engaging in sexual harassment will be subject to discipline, up to and including expulsion. The following serve as District Complaint Managers:

Dr. Jay Howe	Mrs. Catherine Wang
Board of Education Office	South School
620 Greenwood Avenue	266 Linden Avenue
Glencoe, IL 60022	Glencoe, IL 60022
(847)835-7800	(847)835-6400

School Discipline

The District's Board Policy prohibits gross disobedience or misconduct that includes, but is not limited to:

1. Insubordination to school personnel, including failure to follow directions or to produce student identification or passes
2. Possession, use, or distribution of, or any attempt to use or distribute, any illegal or controlled substance, including alcohol and drugs
3. Intimidation of, or any attempt to intimidate, school personnel or other students
4. Fighting with, or any attempt to assault, school personnel or other students
5. Intentional damage to, destruction of, or any attempt to damage or destroy, school property or property of school personnel or other students
6. Verbal abuse of school personnel or other students, use of profane words or gestures

Any endangering of the physical or psychological well-being of school personnel or other students by conduct or actions, including:

1. Improper release of school fire alarm(s) or tampering with fire extinguishers
2. Starting, or attempting to start, a fire on school property
3. Setting off, or attempting to set off, explosive devices on school property
4. The possession, use or display of a dangerous

weapon or any reasonable facsimile of a dangerous weapon

5. Repeated incidents of misbehavior, including repeated refusal to comply with school rules
6. Truancy, i.e., absence from school or classes without a valid cause during a school day or portion thereof; provided, however, no student shall be subject to punitive action for chronic truancy, as that term is defined in the School Code, unless supportive services and other school resources have been provided to the student
7. Any other acts which directly or indirectly jeopardize the health, safety and welfare of other school personnel and students

Failure to adhere to these objectives shall be dealt with promptly and firmly. Consequences offered by teachers and/or administrators must take into account the age of the child, the nature and/or severity of the violation, the history within this school year of the student, the most timely method of teaching positive lessons while offering appropriate consequences, and the right of the student to present his or her views. These consequences should be logical and may include conferences (student and student/parent), detentions, service projects or other appropriate measures.

Suspension of students is solely the responsibility of the principal(s) and follows School Board Policy 7:200:

Students guilty of gross disobedience or misconduct may be suspended and/or expelled from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed.

The following are suspension procedures:

Before suspension, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.

A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger

to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.

Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule which was violated, and a notice to the parent(s)/guardian(s) of their right to a review of the suspension. A copy of a notice shall be given to the Board of Education.

Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board of Education or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate.

Expulsion is the exclusion of a student from school for a period of time greater than ten school days, but for no longer than 180 school days. The principal or assistant principal may make a recommendation to expel a student, but only the Board of Education can take action to expel after a hearing to consider the administrator's recommendation. If the recommendation to expel is made, written notification of the expulsion hearing is sent, notifying the parent(s)/guardian(s) of the reasons for the proposed expulsion, including any violated school rule.

A hearing officer shall conduct a suspension review or expulsion hearing. A written summary of the evidence shall be submitted to the Board for its consideration and action.

Teachers have the right and responsibility to maintain order in the classroom. In the event of a discipline-related incident, due process shall be followed.

District #35 does not advocate or support the use of corporal punishment. The District will establish and maintain a parent/teacher advisory committee to address discipline policy and guide-

lines. Student discipline is addressed in the following district documents: School Board Policies, Student Discipline 7:190 and Corporal Punishment 5:230, Collective Bargaining Agreement, Glencoe Board of Education, School District #35 and Glencoe Education Association 1999-2004; Article X: Student Discipline. It is an administrative requirement to review the school rules and disciplinary procedures at the beginning to the school year and in late-winter or early-spring. It is the right of a teacher to temporarily exclude a pupil from a class due to gross misconduct of the student. It is the right of a teacher to be informed of the disciplinary consequences given a student. It is the right of employees to protect themselves against assault related issues (Article XII; Assault on Employees).

Searches

In order to maintain safety, order and discipline in District #35, searches of students, their personal belongings, and their assigned student lockers may be necessary. Student lockers are the property of the Board of Education in which the student has no reasonable expectation of privacy. The administration may search school property, including lockers, through the use of specially trained dogs to locate illegal substances.

State/Federal Programs

Glencoe School District #35 receives monies from the State of Illinois and Federal Programs such as: Reading Improvement Program, Title I, Title II (Teacher Quality), Title IV (Drug Free Schools), and Title V (Innovative Programs). As specified in many of these grants, parents and community members are encouraged to submit ideas that may be pertinent to these grants. To learn more about these programs, contact the District Office at 847-835-7800.

Title I

District 35 has been awarded Title I funds. These funds are used for reading and math support at South School. In accordance with federal law, parents of chil-

dren attending South School have the right to inquire if their child's teacher meets the requirements for a "highly qualified" teacher. All teachers at South School meet the U.S. Department of Education and state definition of "highly qualified" teacher.

The District maintains programs, activities, and procedures for the involvement of parents/guardians of students receiving services, or enrolled in programs, under Title 1. These programs, activities, and procedures are described in District-level and School-level compacts.

The District-Level Parental Involvement Compact contains:

- (1) the Districts' expectations for parental involvement,
- (2) specific strategies for effective parent involvement activities to improve student academic achievement and school performance, and
- (3) other provisions as required by federal law.

The School-Level Parental Involvement Compact contains: (1) a process for continually involving parents/guardians in its development and implementation, (2) how parents/guardians, the entire school staff, and students share the responsibility for improved student academic achievement, (3) the means by which the school and parents/guardians build and develop a partnership to help children achieve the State's high standards, and (4) other provisions as required by federal law.

Truancy

Truancy is identified as an absence without valid cause for a portion of the school day or longer. If a student is determined to be truant, the principal or designee(s) will make a reasonable effort to promptly telephone the parent. The District may use resources within the school (social worker, psychologist, nurse, etc.) in an attempt to cooperatively find a solution to the truant behavior. If these interventions prove to be ineffective and the truancy persists, the District may use community resources such as the Juvenile Officer of Glencoe Public Safety or Truant Officers of the Educational Service Region of Cook County.



Central School

The academic home for students in grades five through eight is Central School. It is well equipped to serve the oldest students in the District. In addition to large, bright classrooms, it has a comprehensive multimedia Library Learning Center, three computer labs, two gymnasiums, two auditoriums, instrumental and choral music rooms, an art studio and Technology Education Labs.

The rich and diverse program at Central School reflects the District's concern with the needs of the whole child: academic, social, physical and emotional. The curriculum expands the student's knowledge base in each academic area, encourages critical thinking skills and provides opportunities to apply higher level thinking skills.

Curriculum areas of mathematics, language arts, science, reading, social studies, modern languages, music, art, technology and physical education emphasize practical applications and hands-on learning opportunities.

Subject areas are frequently integrated and novels are read across the curriculum. All fifth graders receive instruction on a musical instrument.

Each member of the dedicated and talented staff at Central School creates his or her own approach to implementing the objectives of the curriculum. The variety of teaching styles and techniques that result allows students to experience the benefits of cooperative, individualized and teacher-directed learning.

The years at Central School provide rich opportunities for students to study, to learn and to apply what they have learned in increasingly sophisticated ways.

Advisory

Every Central School student is assigned to a Advisory teacher with whom there can be a close and rewarding relationship. In grades five and six, the primary Advisory teacher serves in this role, and in grades seven and eight, the Advisory teacher may be either an academic or special subject teacher from those grade levels. The Advisory is intended to be a forum for providing important information for students as well as a communication link between home and school.

Sample Home Advisory:

- Organization
- Teasing and Bullying
- Behaving Responsibly
- Self Esteem
- Peer Pressure
- Goal Setting
- Cultural Awareness
- Drug and Alcohol Awareness

Goals for the Central School Advisory Program

1. To establish a trusting relationship between students and adults in the school
2. To help build a respectful school community
3. To establish a heightened sense of individual and group responsibility through service activities and volunteering
4. To reinforce sound decision-making skills.
5. To aid communication among students and between students and adults in the school community

Assemblies

Assemblies are scheduled on a regular basis and are designed to be educational and enjoyable. They provide one of the few opportunities to practice formal audience behavior. Students are expected to be respectful during the performance. Talking, whispering, whistling, foot stamping and booing are not acceptable audience behaviors.

Attendance

Fifth and sixth grade teachers take attendance daily, while seventh and eighth grade teachers take attendance each period. Seventh and eighth grade teachers also check their attendance each period with the daily absence information.

A student returning to school must bring a parent note concerning the absence to the Nurse's Office before the beginning of school.

Students may be asked to come in before or stay after school to make-up work and tests following an illness. Long illnesses require a different plan. If a student will be absent for a week or longer, parents should call the Advisory teacher who will contact the other teachers. Homebound tutoring or home-to-school phone services are available for illnesses over two weeks' duration.

Awards

Students are honored at Awards Assemblies for service to the school, academic achievement, and other appropriate areas. Students may receive "Recognition Referrals" at any time of the year. In the classroom, teachers recognize students for many reasons including academic, social, and behavioral progress.

Before And After School

Students are expected to arrive at school by 8:15a.m.

Students may arrive earlier if school personnel request their presence, an early pass has been issued at the request of the student's parents, or the bus arrives early. Students who arrive early will remain outside, except during inclement weather. The front entrance and the Board of Education entrance are the indoor waiting areas in poor weather.

The main doors to Central School open at 7:30 a.m. Students are required to sign in at the main office before going to a classroom, LLC or activity.

A number of before and after school programs are available for student participation. Fee based programs include: A.M. Art, Intramurals, and Interscholastic Sports. Those programs sponsored by the Glencoe Parent Teacher Organization do not require a fee and include clubs such as Creative Writing, Math Explorers, Homework Club, Literacy Magazine, Chess Club, and Tech Club.

The District also offers before school instrumental and vocal ensembles for student participation.

The school day ends at 3:25 p.m. After dismissal, students are to leave the building immediately unless involved in an after-school activity. Students are expected to leave the building at the conclusion of the activity. Students attending after-school functions (Junior High Project, sporting events, etc.) are expected to remain in the appropriate area.

Closed Campus

Students must stay on the school grounds from the time they arrive (even if first period has not yet started) until dismissal or until they are picked up by the bus or a parent.

Corridor Courtesy

Students are asked to keep the corridors open to traffic by walking to the right. They are asked not to block traffic by standing in groups, to pass through corri-

dors quietly, and to be considerate to others in the halls and classrooms. Trash should be discarded in the containers provided. Students are asked to keep the school clean by picking up paper from the floors.

Dress Code

The appearance of students at Central School should reflect the atmosphere of a learning environment. Students should be dressed appropriately for school and weather conditions. Hats, caps, coats and gloves are to be kept in the lockers assigned to students and are not to be worn in the classrooms. Reasonable standards of cleanliness and decency also promote a good learning environment for all. Adequate protective footwear must be worn at all times. Hats and bandanas are not to be worn in the building.

To ensure the rights of all students are protected, the following guidelines are followed:

1. Modes of dress or appearance, which are disruptive to the progress of the educational program, are not allowed.
2. Skirts and shorts should be no shorter than the fingertips of a student's hand when the student's arms are at his or her sides.
3. Tops with spaghetti straps need to have a shirt worn over them and the abdomen needs to be covered.
4. Jeans and other pants need to be pulled up on the hip, with no undergarment showing.
5. Modes of dress advertising illegal substances and/or paraphernalia, tobacco and violence are not allowed.
6. Modes of dress that display obscenities or other expressions either harmful to the normal development of the younger and less mature students or offensive to the reasonable sensibilities of students, faculty or other personnel are not allowed.

The principal or assistant principal is the final authority for judging the appropriateness of a student's appearance.

Homework

The Central School staff believes in the educational value of homework and important objectives that it accomplishes. Homework assignments are given at each grade level appropriate to the student's age. Teachers at each grade level have developed common expectations for the scope and quantity of homework. All students are expected to complete assigned work independently unless specifically stated otherwise by the teacher. Copying of homework assignments, papers, quizzes or tests is viewed as plagiarism and cheating and will have a minimum consequence of all children being involved receiving zero points on the assignment in question. Parents are encouraged to contact their child's teacher or Advisory teacher with homework-related questions or concerns.

Some teachers may assign a homework partner. (Check with the Advisory or grade level teacher.) If a student is absent and has a homework partner, this student will be able to gather materials and worksheets for the absent student. These worksheets can be left in the school office or taken home. When a student is absent he or she should alert the homework partner as soon as possible.

Interscholastic Sports

At Central School, students have an opportunity to participate in an intramural athletic program. Fall, winter and spring activities are open to all students regardless of skill level. Interscholastic sports are available at seventh and eighth grades. More information about these programs is provided at the opening of school and from the Physical Education Department throughout the year.

Central School Code of Conduct for Successful Activities Participation

1. Be responsible when participating as a team member by demonstrating good sportsmanship
2. Respect the referee or judge's decision. The decision is final and one should not argue with the call or decision
3. Represent Central School with dignity and pride
4. Set a good example for your fellow students
5. Demonstrate a positive attitude toward your coach and help build team spirit throughout the season
6. Always participate to the best of your ability and encourage the team regardless of the score

Maintaining passing grades and proper behavior is required to participate in interscholastic sports or activities. Students who receive poor behavior ratings, discipline referrals, or who receive a "U" average for the previous two weeks of academic work in any class (including outside reading program) will be placed on probation. During the two-week probation period, it is expected that the student correct any deficiencies. Should the student's poor behavior or poor academic progress continue, the student shall be declared ineligible for practice, games, or participation in competition for the next two-week period. A student will be declared immediately ineligible whenever receiving more than one "U" on any report or whenever misbehavior is significant or repeated.

Lockers

All lockers are supplied with combination locks. Advisory teachers assign each student a locker and lock at the beginning of the school year. Students are asked to keep their combinations confidential and to keep their lockers locked at all times to ensure the safety of their valuables.

Progress Reports

Progress reports are sent home on an as-needed basis. For courses in which test grades provide a basis for

grading, the following is a general rule:

A=100-90%, B=80-89%, C=70-79%, D=60-69%, U=Unsatisfactory Below 60%

Service Projects

Service to the school and community is encouraged at Central School. The Student Council and the Eighth Grade Executive Cabinet often design service projects. Students may post signs advertising special service projects only after receiving permission from the principal or assistant principal.

Student Council

The Student Council is the student governing body of Central School. Representatives from each Advisory meet with the elected officers and the faculty advisor. They assist in planning school activities, making recommendations and discussing ways to improve Central School.

Representatives and alternates are elected by Advisory. Members of the Council elect officers. There is one Student Council for fifth through seventh grade. In addition, the eighth grade class elects its own officers who constitute the Eighth Grade Executive Cabinet. The Cabinet is responsible for helping to make the eighth grade year a special experience.

Tardiness

The Central School staff value teaching time and make every effort to use the time allotted in the most productive ways. Students who are consistently late to class will have notification sent home regarding patterns of tardiness to class and a disciplinary referral will be made to the assistant principal.

Telephone Calls

Only emergency telephone calls will be relayed immediately to teachers and students.



West School

Glencoe's intermediate school for third and fourth graders is a bright and friendly learning environment. Greeted by smiling staff as they enter in the morning, students make their way through halls filled with colorful displays, including student artwork.

The staff and students at West School work daily to help build a strong school community. The program at West School models the value of inclusion, respect, and support for oneself and others.

A rich, integrated curriculum reflects the District's focus on the needs of the whole child, academic, social, physical and emotional. The curriculum is developmentally based and individualized as needed to insure that each child reaches his or her maximum potential academically and socially.

The program includes literacy, math, social studies, science, music, art, physical education, Spanish and library/research skills. The development of effective study skills and work habits is encouraged and fostered throughout the program, as is the integration of technology. Students at West School frequently come together for grade-centered activities or the sharing of special student projects.

Celebrations

Birthday celebrations may be arranged in advance with the classroom teacher. These are generally limited to the last half-hour of the day. We ask that a parent check with the teacher before finalizing the treats for the party to insure that food allergies or special needs are addressed. In order to keep students from being excluded, we ask that party invitations be sent from home and not distributed at school.

Daily Schedule

The school day begins at 8:45 a.m. Students may begin to enter the building at 8:35 a.m. We encourage students to arrive on time to ensure they have a smooth start to their day and begin the day's activities with their classmates.

There are two lunch periods at West School. Third grade students have lunch between 11:30a.m. and 12:15p.m., while fourth graders have lunch between 12:15p.m. and 1:00p.m. Students have approximately 20 minutes to eat lunch and 25 minutes for recess. Students bring their lunches to school. Each morning the lunch crates are collected and refrigerated until the scheduled lunch times. Soft lunch bags are recommended to allow room in the refrigeration units for all lunches. The student's name should be clearly marked on the outside of the lunch bag.

Milk is available for students. A one-time milk fee is collected at the beginning of the school year. The PTO sponsors a "Special Lunch" program. Information about this program is sent home in advance. Prepayment for the year is required. Information about these fees is mailed at the beginning of the school year.

Discipline/Behavior

Students at West School are expected to treat one another with respect and to be respectful of the property and rights of others. The primary responsibility for maintaining appropriate behavior rests with the staff and administration of the school. Parents will be contacted when a student's behavior interferes with the safety and welfare of other students. The District behavior policies outlined in this handbook also apply to West School.

Dress Code

The appearance of students at West School should reflect the atmosphere of a learning environment with care and respect for oneself and others. Students should be dressed appropriately for school and weather conditions. Hats and bandanas are not to be worn in the building.

1. Modes of dress or appearance, which are disruptive to the progress of the educational program, are not allowed.
2. Skirts and shorts should be no shorter than the fingertips of a student's hand when the student's arms are at his or her sides.
3. Tops with spaghetti straps need to have a shirt worn over them and the abdomen needs to be covered.
4. Jeans and other pants need to be pulled up on the hip, with no undergarment showing.
5. Modes of dress advertising illegal substances and/or paraphernalia, tobacco and violence are not allowed.
6. Modes of dress that display obscenities or other expressions either harmful to the normal development of the younger and less mature students or offensive to the reasonable sensibilities of students, faculty or other personnel are not allowed.

The principal is the final authority for judging the appropriateness of a student's appearance.

Field Trips

A variety of field trips are planned throughout the year. Students must have a completed permission slip on file before they are allowed to participate in any off-site activities. Parent volunteers are welcome, but numbers may be limited due to space constraints. In addition, unless otherwise noted, siblings may not be brought along on field trips.

Most field trips require an additional expense, which is listed on the permission slip. Anyone unable to afford the expense should note this on the permission slip and request a whole or partial scholarship.

Playground Rules/Recess

When students are on the playground, they should maintain appropriate behavior and demonstrate good sportsmanship. Excessively rough play and contact sports are prohibited. To ensure that students remain safe, those students who cannot maintain appropriate behavior may lose their recess privileges. Parents will be notified of significant problems that occur. Playground equipment is available for the students and we ask that students leave personal balls, jump ropes, etc. at home.

Student Council

The Student Council at West School is designed to give both third and fourth grade students an opportunity to learn about and engage in the democratic process. Sessions of the Student Council are scheduled during the school year. Elected third grade students attend one meeting during the year and report back to their class. Each fourth grade class elects two representatives and an alternate to serve during each term. The Student Council projects include school service, community service and foster a sense of school community.

Transportation Procedures

Morning Arrival

Morning staff supervision begins at 8:25 a.m. and the first bell rings at 8:35 a.m. Students who walk or ride their bikes are asked to enter through the main entrance. The bike racks are located at the northeast corner of the school site (in front of the building). A helmet is recommended and bikes should be locked in the bike rack during the school day. Students who are driven to school may be dropped off at the sidewalk on Willow Tree Lane.

Afternoon Dismissal

All students who ride the bus are asked to wait in front of West School in the designated lines for each bus. Parent drivers line up on Forestway Drive and Willow Tree Lane for pick-up at the walkway near the driveway. Staff members will supervise the pick-up location. Students are not allowed to cross through parked cars on Forestway Drive and Willow Tree Lane. We ask that students request the assistance of the crossing guards to ensure their safety.

At West School, we ask for transportation notes only when students are going home with a friend on the bus, traveling on a different bus, or getting off at a different stop. We do not require a note from home if students are walking, biking or using a car pool.



South School

Glencoe students in kindergarten through second grade attend South School, a warm, welcoming learning environment. Reflecting the District's child-centered philosophy, South School is concerned with the whole child: academic, social, physical and emotional. The broad-based curriculum includes literacy, mathematics, language arts, social studies, science, technology, music, art, Spanish, physical development and Library Learning Center time.

The curriculum at South School maximizes learning and success for each child. Support services are available to those who might benefit from additional assistance in mastering the basics of reading, math and written expression. Non-graded report cards measure a student's progress in relation to a set of objectives in each subject area and the student's own pattern of learning.

The program includes a half-day kindergarten program with morning and afternoon sessions and full-day first and second grade.

Celebrations

Parties celebrating students' birthdays are special times in primary classes. "Manageable" treats such as cupcakes, cookies, etc. may be sent to school for your child to share with classmates. Parents are asked to contact the teacher three days prior to the day they wish to celebrate their child's birthday. Please confirm a time in advance with the classroom teacher. Check with the teacher regarding specifics for summer birthdays. To ensure the safety of all students, lighting candles is not permitted. We ask that invitations for home parties be sent from home rather than delivered at school.

Field Trips

Field trips may be taken by bus, private car (if the destination is within Glencoe), or by walking. Parents are informed of the purpose, date and mode of transportation and are required to sign a permission slip for their child to participate. Without parent permission, students will be required to remain at school.

Most field trips require an additional expense which will be listed on the permission slip. Anyone unable to afford the expense should contact the building principal for scholarship details.

Lunch

There are two 40-minute lunch/recess periods each day. Students have 20 minutes to eat lunch and 20 minutes for recess. First Grade lunch/recess is scheduled from 11:30a.m.-12:15p.m. Second grade lunch recess is from 12:25p.m.-1:10p.m.

Students bring their lunches to school. Each morning the lunch crates are collected and refrigerated until scheduled lunch times. Soft lunch bags are recommended to allow room for all the lunches in the refrigeration units. Please mark the student's first and last name clearly on the outside of lunch bags.

Milk is available for students. A one-time milk fee is collected at the beginning of the school year. The PTO also sponsors a "Special Lunch" program. Information about this program is sent home in advance. Prepayment for the year is required. Information about fees is mailed at the beginning of the school year.

Playground Guidelines

Students are expected to treat each other with respect, kindness and courtesy at all times. On the playground students share the equipment, using it as it was intended. This applies to before school, at lunch recess, class recess time and after school.

General Guidelines

1. Balls, jump ropes, and miscellaneous playground equipment is to be taken out to the playground by staff only. Students are asked to leave personal toys at home.
2. Stones, sticks, bark chips and other objects should be left on the ground.
3. Snowmen and snow forts are to be constructed at the west end of the playground. Snowball throwing is not permitted.
4. Students are to remain on the playground during recess.

Slides

1. Students should sit down, feet first before sliding.
2. One person slides down at a time.
3. Students should wait until the previous child is off the slide before sliding down.
4. Stones, sticks, bark chips and other objects should be left on the ground.
5. Slides should only be used to go down.
6. Students should slide down immediately rather than sitting at the top of the slide for extended periods.

Climbing Equipment

1. Students should climb and hang by their hands only.
2. Students are asked to refrain from standing on the top of the climbing equipment.

Transportation

Students enter South School through the Linden Avenue or Jackson entrance at 8:40 a.m. Supervision begins at 8:30 a.m. In case of inclement weather students may wait in the hallway.

Changes in a student's normal mode of transportation require notice to the school.

If a student is going home with another child, please plan where the children are to meet after school. The bike rack area and the flagpole are convenient locations.

Take a minute each morning to confirm after-school plans with your child. Changes in after-school plans should be made in emergency situations only. Please keep in mind that changes can be confusing to children.

Early Dismissal Information

The "early dismissal" section of the transportation form should be filled out for all early dismissals and given to the teacher upon the student's arrival to school. When picking up a student, parent(s) or authorized person must come to the office and sign out the student. If the child is returning to school that day, the school nurse or office staff should be notified of his or her return.

Bike Riders and Walkers

Students who ride their bikes or walk to school should always use the crosswalks. They should never cross between cars, even if they are parked. Those going east should always cross Linden Avenue in the front of the school where a staff person can cross them safely. Bikes must always be walked on school grounds and across streets. A bike helmet is required. Bikes should always be locked in the bike racks during the school day. Scooters must be packed away in a student's locker.

Car Riders

Students arriving or departing by car should only be dropped off in the yellow striped fire lane on Linden Avenue. We ask that students never walk between cars, even if they are parked and that drivers never cut in front of others in the car line.

If the driver of a car does not wish to wait in the car line, they should park the vehicle in an identified parking space and walk to meet the student in front of the school building.

Please make an effort to avoid parking in the fire lane and crosswalks even for “just a minute”. It is illegal and the NSSD buses need access to these areas. Please remember our neighbors at South School and do not block driveways.

Bus Riders

Students should arrive at the bus stop at least 5-10 minutes early. When the bus arrives, students should form a straight line to board the bus, and wait for the bus to come to a complete stop before moving toward the bus.

Students should go to their seats and fasten seat belts. All students are required to wear seat belts while on the bus. The driver is in charge of the bus and is to be obeyed and treated with respect at all times.

Students should use good manners, talk quietly, keep their hands to themselves and stay in their seats. There should be no talking when the bus comes to a railroad crossing.

Drivers stop only at designated stops. There is no stop at West School unless designated as the student’s regular bus stop. West School has asked our cooperation in this matter.

Additional Information for A.M. Kindergarten

The morning kindergarten school day is 8:50 a.m.-11:30a.m. If a kindergarten student rides the bus to school, he or she will be picked up at the regular stop

indicated on the bus pass. They may be riding with other South and West Students.

Morning kindergarten car riders, walkers, and bikers are dismissed at the fire lane in front of South School at 11:30a.m. If no one is there to meet the student, he or she will be taken to the school office and the parent(s) will be notified.

Children riding buses go home or to the Park District.

It should be noted that the Kindergarten children may have a different bus driver on the mid-day route. There are no assigned seats on the bus. Children will be dropped off as close to their home as possible. A responsible person that the bus driver recognizes should meet the bus each day. If there is no one to meet the bus, the driver will bring the child back to South School and the parents will be notified to pick up the child.

Additional Information for P.M. Kindergarten

The afternoon kindergarten school day is 12:20p.m.-3:00 p.m. Teachers meet the children at 12:20p.m. at the entrance on the playground (near the music room)

Afternoon kindergarten car riders, walkers, and bikers stand in line by the classes. In inclement weather, they stand in the hallway by the music room.

Car riders are dropped off in front of the school building. Drivers are asked not to park or stand in the fire lanes as the afternoon kindergarten buses unload in this area.

Bus riders are picked up as close to their homes as possible or at the Community Center (Park District) and brought to the front of South School. There are no assigned seats on the buses. If a bus should arrive at the school before 12:15p.m., students are to remain on the bus until there is supervision present. It should be noted that children may have a different bus driver on the mid-day route than the after-school route.

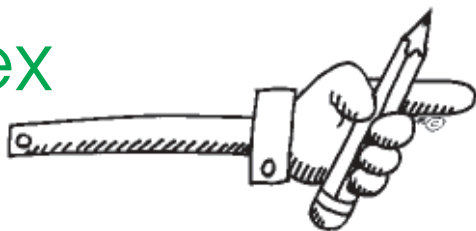
2006-2007 School Calendar

Glencoe School District #35

August	23	Wednesday	Teacher Institute Day
	24	Thursday	Teacher Institute Day
	25	Friday	Teacher Workshop Day
	28	Monday	First Day of Student Attendance ½ day
September	4	Monday	Labor Day – No School
	5	Tuesday	First Day of Kindergarten Attendance
October	2	Monday	Yom Kippur - No School
November	21	Tuesday	Parent/Teacher Conference Day
	22-24	Wednesday-Friday	Thanksgiving Break – No School
December	22	Friday	Winter Break Begins
January	8	Monday	School Resumes after Winter Break
	15	Monday	Martin Luther King Jr. Day – No School
	26	Friday	Teacher Institute Day – No School
February	16	Friday	Parent/Teacher Conferences
	19	Monday	Presidents’ Day – No School
March	26	Monday	Spring Break Begins
April	2	Monday	School Resumes after Spring Break
	6	Friday	Good Friday – No School
	20	Friday	Teacher Institute Day – No School
May	28	Monday	Memorial Day – No School
June	5	Tuesday	8 th Grade Graduation
	7	Thursday	Last Day for Kindergarten
			<i>(If no Emergency Days are used.)</i>
	8	Friday	School Term Ends for 1 st -7 th Grades
			<i>(If no Emergency Days are used.)</i>
	1	Monday	Summer School Begins
July	4	Wednesday	Independence Day - No School
	6	Friday	Summer School Ends

Note: The official school calendar provides an additional five days between Monday, June 11 and Friday, June 15, 2007, to make up days lost due to emergency school closings.

Index



A		Financial Assistance	12	Residence	20
Advisory	35	Free Or Reduced Lunches	29	Respect For School Property	22
Annual Asbestos Notification	29	Free Textbook Loan	29	Responsible Citizenship	22
Attendance	7	C		Rights & Responsibilities	6
B		Gang Activity Prohibited	16	S	
Behavior Principles	6	General Overview	6	Safety	24
Board of Education	4	Glencoe Educational Foundation	12	School Discipline	32
C		H		School Office Staff	5
Central School	35	Health Education	29	School Visitation	24
Assemblies	36	Health Guidelines	12	Searches	34
Attendance	36	Homework	15	Sexual Harassment	32
Awards	36	Honeywell Instant Alert	10	Smoke Free Environment	25
Before And After School	36	I		South School	42
Closed Campus	36	Illness/School Activities	14	Celebrations	42
Communication	7	Individuals with Disabilities	32	Field Trips	42
Communication Devices	8	Integrated Pest Management	30	Lunch	42
Corridor Courtesy	36	Interscholastic Sports	37	Playground Guidelines	43
Dress Code	37	Items Not Allowed In School	15	Transportation	43
Homework	37	K		Special Education Services	25
Interscholastic Sports	37	Kindergarten Eligibility	16	Standardized Assessments	27
Lockers	38	L		State/Federal Programs	34
Progress Reports	38	Legal Notices	29	Student Medications	13,31
Service Projects	38	Library Learning Centers	19	Student Records	27
Student Council	38	Lost And Found	19	T	
Tardiness	38	M		Teacher Institute Days	8
Telephone Calls	38	Medication Requirements	14,31	Technology Ethics	27
D		N		Telephone Calls	38
Directory Information	8, 29	No Homework Nights	15	Title I	34
Discipline Procedures	23	Non-custodial Parents	19	Title I	34
District Office Staff	4	Nondiscrimination	31	Transportation Safety	28
E		P		Truancy	34
Early Dismissal/Institute Days	8	Parent Absence From Home	19	V	
Emergency Information	14	Parent Teacher Organization	19	Voicemail	28
Emergency School Closings	9	Placement Information	20	Volunteer Opportunities	28
Emergency Situations	12	Policy Concerning Release Time	14	W	
Enrollment/Residency/Withdrawal	11	R		West School	39
Establishing Student Residency	17	Readmission After Illness	14	Afternoon Dismissal	41
Equal Education Opportunities	32	Release Of Students	20	Celebrations	39
F		Religion/Religious Holidays	20	Daily Schedule	39
Fees	11	Report Card Dates	7	Discipline/Behavior	39
Fees Waivers	29			Dress Code	40
Field Trips	11			Field Trips	40
				Playground Rules/Recess	40
				Student Council	40
				Transportation Procedures	40

Courtesy of Office of Curriculum, Instruction and Assessment (CIA)
6/2005