PARENT STUDENT HANDBOOK

2011-2012

The mission of the
Glencoe School District
is to provide each child
with an 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 28

Central School 41

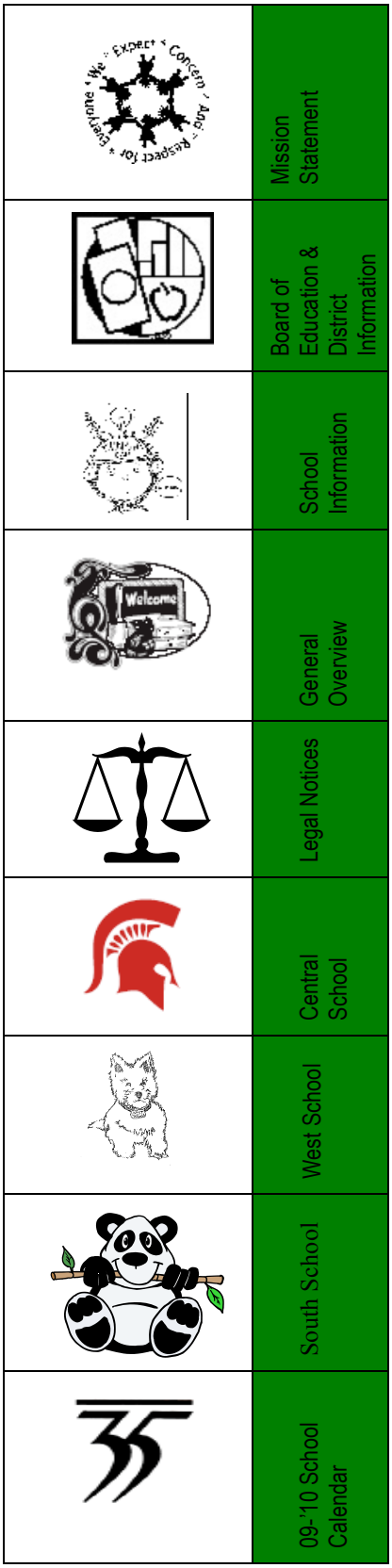
West School 48

South School 51

2011-2012 School Calendar 54

Index 55

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.



Board of Education

Mr. Robert Bailey 847-242-9408

Mr. James Chavin 847-242-9735

Mr. Edward Chez, President 847-835-5078

Mrs. Jean Hahn 847-835-7424

Mr. Gary Ruben 847-835-1271

Mrs. Nancy Shaw 847-835-0800

Mr. Keith Stauber 847-242-0405

2011-2012 Meeting Schedule	
	January 9
September 12	February 13
October 17	March 12
November 14	April 9
December 12	May14
	June 1

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

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

Mrs. Catherine Wang, Director of Curriculum, Instruction and Assessment
Voicemail Extension: 8200
E-Mail: wangc@glencoeschools.org

Ms. Denyse Cannon, Secretary
Voicemail Extension: 7812
E-Mail: cannond@glencoeschools.org

Mrs. Valerie Lamberti
Director of Pupil Services
Voicemail Extension: 7808
E-Mail: lambertv@glencoeschools.org

Ms. Kim Badie, Secretary
Voicemail Extension: 8838
E-Mail: badiek@glencoeschools.org

District Homeless Liaison
Mr. Jason Edelheit
Voicemail Extension: 7813
E-Mail: edelheij@glencoeschools.org

Mr. Jason Edelheit, Director of Finance and Operations
Voicemail Extension: 7813
E-Mail: edelheij@glencoeschools.org

Mrs. Johanna Ortega
Bookkeeper
Voicemail Extension: 7814
E-Mail: merrillk@glencoeschools.org

Mrs. Gayle Stone, Secretary
Voicemail Extension: 7815
E-Mail: stoneg@glencoeschools.org

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

Glencoe School District #35
620 Greenwood Avenue
Glencoe, IL 60022
Telephone: 847-835-7800
Fax: 847-835-7805
www.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.
Grade 5 Lunch: 10:39 a.m. – 11:22 a.m.
Grade 6 Lunch: 11:25 a.m. – 12:08 p.m.
Grade 7 Lunch: 12:11 p.m. – 12:54 p.m.
Grade 8 Lunch: 12:57 – 1:40 p.m.
Dr. Ryan Mollet, Principal
Voicemail Extension: 8302
molletr@glencoeschools.org
Mr. Eddie Kim, Assistant Principal
Voicemail Extension: 8100
kime@glencoeschools.org
Mrs. Elizabeth Budge, Secretary
Mrs. Jennifer Nicastro, Secretary
Mrs. Susan Ross, 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.
Dr. Molly Cinnamon, Principal
Voicemail Extension: 8372
E-Mail: cinnamom@glencoeschools.org
Ms. Laura Supeter, Secretary
Mrs. Anneliese Wawrzyniak, Secretary
Mrs. Fay Kovar, School Nurse
847-835-6640
Mrs. Sue Grabowski, 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

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.

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.

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 building principal. 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 9:15 a.m. for Central School students and before 9:30 a.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 receive 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
- All regular meetings of the Board of Education are open with time on the agenda for public comments
- A variety of publications are sent to parents with community and local newspapers invited to cover events
- School office staff are helpful sources of information regarding events and procedure
- The District web page, www.glencoeschools.org

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.

Report Card Dates
November 4
January 13
April 13
June 8

We value ongoing, respectful communication between home and school to ensure a strong partnership for the benefit of our students. 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. When issues arise, in order for us to work together in a constructive manner, we encourage parents to use a positive problem-solving approach. Teachers will not interrupt class to take phone calls unless there is an emergency. Teachers are encouraged to check their e-mail and voicemail several times throughout the day.

We treasure and rely heavily on parent volunteering to enhance the educational environment. We ask each volunteer to please be mindful of his or her role and focus for the time period.

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 or communicate with 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 in 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

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 and broadcast using the Instant Alert System.

Instant Alert System

Glencoe School District 35 uses Blackboard Instant Alert, a school-home communication system. This web-based communication service 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 system uses the primary phone number and e-mail in the school district's Student Information System. Parents should modify and update their contact information as necessary to ensure the school district has the most current information in the event of an emergency. Please contact Denyse Cannon at 847-835-7812 to update your contact information.

The District uses this communication device for school closings and high-importance notifications.

For Assistance Contact:
Jason Edelheit at 847-835-7813 or edelheij@glencoeschools.org

To Report Updated Information Contact:
Denyse Cannon at 847-835-7812 or cannond@glencoeschools.org

Half-Day Dates
August 29
November 10

Half-Day Schedules
(C) 8:20-11:30 a.m.
(W) 8:45-11:55 a.m.
(S) 8:50-11:40 a.m.

Early Dismissal Date
May 14

Early Dismissal Release Time

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

Teacher Institute Days
August 24, 25 & 26
October 7
April 20

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 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. The student fees collected each school year are used to assist in defraying the cost of consumable educational materials and supplies. Examples of these student materials include but are not limited to items such as: mathematics journals, multiple copies of guided reading books, modern languages work books, spelling/grammar/vocabulary workbooks, print and non-print materials for the Library Learning Centers, Social Studies Alive student journals, etc. Additionally, a portion of the South School fee is designated to assist in defraying the costs associated with a transportation clerk.

Field Trips

In addition to 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 contributes annually to 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 Director of Finance and Operations, building principal or social worker. All inquiries will remain confidential.

Food in Our Schools -General Information and Guidelines

Parents play an important role in their children's eating habits and influence their food choices. We encourage our students to eat a healthy breakfast, snack and lunch in order to have the energy to do their best at school.

The following flyer highlights our shared goals for foods consumed during the school day:

Encouraging healthy foods choices
Managing student allergies
Optimizing instructional time during the school day

Refraining from using food as an incentive
Minimizing requests for students to bring food to school

Parents and school personnel play an important role in influencing students' food choices. Parties, celebrations, and special events at school offer an opportunity for providing healthy options.

Typical foods for school celebrations include cupcakes, candy, cookies, and soda. Even though there is nothing wrong with an occasional treat, unhealthy food choices are frequently the norm rather than the exception.

When meeting with your child's classroom teacher please be mindful that staff members are encouraged to limit the number of parties and celebrations during the school day. For example, all birthdays occurring during the month could be celebrated on one day, all summer month birthdays could be celebrated on one designated date, classroom parties could be limited to Winter Break and Field Day, etc. They are also encouraged to use alternatives to food as ways to celebrate a special event.

Healthy food choice options are encouraged for student snacks and food served at school events such as parties, celebrations, class activities, etc. Foods to limit include:

- Carbonated and caffeinated beverages (soft drinks, tea, & coffee)
- High sugar content candies and desserts
- High fat foods (fried foods fatty meats, buttered popcorn)
- High sodium foods (luncheon meats, chips, salty popcorn, pickles)

If students are bringing foods prepared at home for consumption at school, a note indicating whether any of the following are included in the product should accompany the food items. The following ingredients are responsible for 90% of food allergy reactions in children:

- Peanuts and Tree Nuts
- Milk
- Eggs
- Fish
- Shellfish
- Wheat
- Soy

When bringing food items into the classroom please be mindful of the numerous students and adults who are on special diets, have food allergies, or may be on diets which restrict their consumption of sugar, fat, sodium, etc. **Please check with the classroom teacher for food restrictions.**

We ask for your assistance in keeping food one component of celebrations and activities rather than the main focus. As you work with the classroom teacher to plan an event or celebration please provide students with opportunities to practice healthy food choices. An option open to our parents and staff for consideration is ordering food items for parties or celebrations from Organic Life. More information regarding this option can be found on the PTO website: www.glencoepto.org

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. The screenings provided by the district nurses are listed in the table at the end of this section. 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 Examinations and Screening

By State law all children enrolling in kindergarten or any student enrolling for the first time in our school district is required to provide proof of an eye examination. An eye exam at a minimum shall include: a history, visual acuity, subjective refraction to test visual acuity near and far, as will as any other tests or observations that in the professional judgment of the doctor are necessary. The form needs to be submitted to the school nurse by October 15. Vision screening by the school nurse 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. Religion is the only reason that a family may legally opt out of a screening. If a family opts out due to religious objections a written document must be provided to the school nurse.

Vision	Hearing
1, 2, 3, 4, 6, and 8 Annually	K, 1, 2, 3, 4, 6, and 8 Annually
New Students	New Students
Case Study Evaluations	Case Study Evaluations
Teacher Referral	Teacher Referral

Screenings provided by the District

Physical Examinations/Immunizations

Students entering kindergarten, sixth grade, and new students are required to have a physical examination recorded on a Certificate of Child Health Examination Form. The diabetic screening portion of the physical is required. All students entering school are required to show proof of a second measles vaccination by the first day of school. All students entering fifth grade are required to show proof of the Hepatitis B immunization. All children entering kindergarten must show proof of lead screening. Parents with children entering 6th grade are encouraged to ask their doctor about the need for and value of receiving the Tdap vaccine for 11-12 year olds.

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 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:
The child presents proof of a completed dental examination;
The child presents proof that a dental examination will take place within 60 days;
The parents obtain a waiver from the Department of Public Heath or
The parents 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. A student may return to school when he or she is fever free for 24 hours.
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 can return after the school nurse verifies his/her 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 an epinephrine auto-injector (EPI-Pen®) and/or 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 an epinephrine auto-injector or the storage of any medication by school personnel. A student's parent(s)/guardian(s) must indemnify and hold harmless the School District and its employee and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or 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. If absent for three or more consecutive days due to illness, a release from the physician may be requested for readmission to school.

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, it will be at the administrator's discretion if he or she participates in after-school activities on that day.

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:

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 .
Parent(s)/Guardian(s) are to submit a written request to the Superintendent of Schools.
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 dismissal of students may 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 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 continuity of experiences.

Homework is assigned to:

- Reinforce learning within the class
- Complete unfinished work
- Study for tests
- Prepare oral and written reports
- Create projects
- Provide enhancement activities
- Create extra credit opportunities
- Extend learning
- Make up work missed during absence
- 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 homework 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.

Any music playing devices (such as MP3 or iPods), laser pointers, televisions, remote controls, 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 or electronic paging device in any manner that disrupts the educational setting, including using the device to cheat, signal or communicate with 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, antique 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.

Establishing Student Residency

Requirements and Actions that Must Be Completed	
Person Seeking to Enroll a Student: One From Category I AND Three From Category II	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 print and on-line resources are available for student use. Students are responsible for paying for any lost materials. The LLC is open daily at Central School from 7:30a.m.-4:00p.m. The computer labs are open to students between 7:30-8:15a.m. and 3:25-4:00p.m. at Central School, as well as 8:10-8:40a.m. at West School. Students need a pass to enter Central School between 8:00a.m.-8:15a.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 contact 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 nonprofit 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.

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 or friendship requests. 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.

Registered Sex Offenders

In accordance with P.A. 94-994 parents of children attending school may access information regarding registered sex offenders and violent offenders against youth through the following Illinois State Police websites:
the Illinois Sex Offender Registry: http://www.isp.state.il.us/sor/.
the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry: http://www.isp.state.il.us/cmvo/.

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. A parent/guardian should give written notice to the building principal five school days before the student's anticipated absence. Students may be asked to complete makeup assignments or examinations relating to these absences.

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 complete 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/guardian 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/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 are expected to be respectful of all school property including but not limited to: school furniture, walls, ceiling, floors, doors, windows, or equipment and should not tamper with fire alarms, fire extinguishers, or 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. We support our students in developing skills across the 5 Social and Emotional competencies.

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 Social and Emotional Learning/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. Principal intervention will occur as needed on a case-by-case basis. Parents will be notified in the event of serious discipline issues. 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 for the duration of their visit to the school. 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 eighteen North Shore Districts which belong to the North Suburban Special Education District (NSSED). 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, Occupational Therapist, Reading Specialist, 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.

Special education services provided to eligible students include 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. For additional information, please contact your child's principal or Mrs. Valerie Lamberti, Director of Pupil Services, at (847) 835-7806.

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 NSSED-supported program is for children with multiple impairments. It allows for the integration of students into general education classrooms as appropriate. Two NSSED 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 employs a 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 NSSED, consult with staff, evaluate students, and provide direct services to eligible and identified students experiencing gross motor deficits.

Additional Programs Available through NSSED:
1. Orthopedic Programs
2. Vision and Mobility Training Services
3. Audiology and Hearing Impaired Services
4. Early Childhood Programs (ECP)

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 with Curriculum Based Assessments, authentic tests and standardized achievement tests. The District uses these assessments 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.
District students also participate in testing required by the Illinois State Board of Education. The Illinois Standards Assessment Test (ISAT) is administered in March. 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. Only students who have registered and paid transportation fees are allowed to ride the school buses to and from school.

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.

Students riding bicycles to school must lock the bicycle in racks: inline skates, scooters and skateboards must be put in lockers. 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 must wear helmets, use the safest route to school, and be familiar with bicycle, inline skate, scooter and skateboard safety rules.

Video or Photographic Images

Parent/Guardian(s) objecting to the use of a video or picture including their child on the school district website or publications shall make their objection in writing to the building principal.

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.

Response to Intervention (RTI)

In accordance with the Individuals with Disabilities Education Act 2007 (IDEA), all school districts in Illinois are required to implement "Response to Intervention" programs. RTI matches a leveled response of instruction and intervention with the needs of the individual student. Leveled instruction is categorized into three tiers of support. A determination of the level of support needed is based on student monitoring and on-going data collection. More intensive intervention strategies are provided to students based on their ability to progress in the general education curriculum. Parents work collaboratively with their educational team throughout the RTI process. Educational teams will meet to review a student's response to intervention and determine supports necessary for the student to continue to progress.

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.

Access to Electronic Networks

The District #35 Board Policy 6:235 – Access to Electronic Networks states:

Electronic networks, including the Internet, are a part of the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent or designee shall develop an implementation plan for this policy and appoint a system administrator.
The School District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Curriculum

The use of the District's electronic networks shall (1) be consistent with the curriculum adopted by the District as well as the 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. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.
The District's electronic network is part of the curriculum and is not a public forum for general use.

Acceptable Use

All use of the District's electronic network must be (1) in support of education and/or research, and be in furtherance of the Board of Education's stated goal, or (2) for a legitimate business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic network or District's computers. General rules for behavior and communications apply when using electronic networks. The District's *Authorization for Electronic Network Access* 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.

Internet Safety

Each District computer with Internet access shall have a filtering devise that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering

device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or designee. The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Limiting student access to inappropriate matter as well as restricting access to harmful materials:
2. Student safety and security when using electronic communications;
3. Limiting unauthorized access, including "hacking" and other unlawful activities; and
4. Limiting unauthorized disclosure, use, and dissemination of personal identification information.

Authorization for Electronic Network Access

Each staff member must sign the District's *Authorization for Electronic Network Access* as a condition for using the District's electronic network. Each student and his or her parent(s)/guardian(s) must sign the *Authorization* before being granted unsupervised use.

All users of the District's computers and means of Internet access shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential information is loaded onto the network.

The failure of any student or teacher to follow the terms of the *Authorization for Electronic Network Access*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

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 resubmitted 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.

Education of Homeless Children

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A "homeless child" is defined as provided in the McKinney Homeless Assistance Act and State law.

The Director of Finance and Operations shall act as a Liaison for Homeless Children to coordinate this policy's implementation.

For Assistance Contact:

Jason Edelheit at 847-835-7813 or edelheij@glencoeschools.org

A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school.

The Director of Finance and Operations shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. Transportation shall be provided in accordance with the McKinney Homeless Assistance Act and State law. The Director of Finance shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school. If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian to the ombudsperson appointed by the Regional Superintendent and provide the child or his or her parent/guardian with a written explanation for the denial. Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children shall, after the passage of 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with State law.

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 Education400 Maryland Avenue, SW Washington, DC 20202-5920

Food Allergies

Public Act 96-0349, effective January 1, 2011, addresses safe and supportive environments for students with life-threatening allergies or chronic illnesses. Public Act 96-0349 requires school districts to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules. The intent of this notice is to inform you of your student's rights and protections that promote safe participation in school programs.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify either the Director of Pupil Services or the school nurse. Section 504 protects students from discrimination due to a disability that substantially limits a major life activity. If a student is suspected of having a qualifying disability under Section 504, the school will convene a Section 504 team to determine eligibility and as needed, appropriate supports and services to address the student's individual needs. Under Section 504, a student with a physical or mental impairment which substantially limits a major life activity, such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, and learning, may meet the definition of a student with a disability. If the student has a qualifying disability, the 504 team will look at how the disability limits access to school programs and whether the student is eligible for protection from discrimination under Section 504. If the student is protected under Section 504, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that the student can access his or her education as effectively as students without disabilities. Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504.

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 microwaves 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, IPM, or to register to receive written notification prior to application of pesticides on grounds or property contact the Director of Finance and Operations, Telephone: 847-835-7800
Fax: 847-835-7805

Registered Sex Offenders

In accordance with P.A. 94-994 parents of children attending school may access information regarding registered sex offenders through the Illinois State Police website at www.isp.state.il.us.

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 an epinephrine auto-injector (EPI-Pen®) and/or 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 an epinephrine auto-injector or the storage of any medication by school personnel. A student's 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 an epinephrine auto-injector and/or 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

Harassment

The District 35 Board Policy 7:20 states:
No person, including a District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; nationality; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
    a. Substantially interfering with a student's educational environment;
    b. Creating an intimidating, hostile, or offensive educational environment;
    c. Depriving a student of educational aid, benefits, services, or treatment; or
    d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.
An allegation that a student was a victim of any prohibited conduct perpetrated by another student shall be referred to the Building Principal, Assistant Building Principal, or Dean of Students for appropriate action.
The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. At least one of these individuals will be female, and at least one will be male.

Nondiscrimination Coordinator:

Name	Dr. Cathlene Crawford
Address	620 Greenwood Avenue
Telephone No.	(847) 835-7812

Complaint Managers:

Name	Jason Edelheit	Catherine Wang
Address	620 Greenwood Ave. Board of Education	620 Greenwood Ave. Board of Education
Telephone No.	(847) 835-7800	(847) 835-7800

The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate sexual harassment, such as by including this policy in the appropriate handbooks.

Any District employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

The District 35 Board Policy 7:180 states:

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important District goal.

Bullying on the basis of actual or perceived race, color, nationality, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

For purposes of this policy, the term *bullying* means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student in reasonable fear of harm to the student's person or property.
2. Causing a substantially detrimental effect on the student's physical or mental health.
3. Substantially interfering with the student's academic performance.
4. Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying, intimidation, and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

The Superintendent or designee shall develop and maintain a program that:

1. Fully implements and enforces each of the following Board policies:
   a. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing intimidating, or bullying a student based on an actual or perceived characteristic that is identified in the policy. Each of those characteristics is also identified in this policy's second paragraph.

b. 7:190, *Student Discipline*. This policy prohibits students from engaging in hazing, bullying, or any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct; prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, or other comparable conduct.

c. 7:310, *Restrictions on Publications and Written or Electronic Material*. This policy prohibits students from: (i) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (ii) creating and/or distributing written, printed, or electronic material, including photographs and Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

d. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use. It subjects any individual to the loss of privileges, disciplinary action, and/or appropriate legal actions for violating the District's *Authorization of Electronic Network Access*.

Full implementation of the above policies includes: (a) conducting a prompt and thorough investigation of alleged incidents of bullying, intimidation, harassing behavior, or similar conduct, (b) providing each student who violates one or more of these policies with appropriate consequences and remedial action, and (c) protecting students against retaliation for reporting such conduct.

2. Examines the appropriate steps to understand and rectify conditions that foster bullying, intimidation, and harassment; this contemplates taking action to eliminate or prevent these disruptive behaviors beyond traditional punitive disciplinary actions.

3. Includes bullying prevention and character instruction in all grades in accordance with State law and Board policy 6:60, *Curriculum Content*. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.

4. Fully informs staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes: (a) communicating the District's expectation – and the State law requirement – that teachers and other certificated employees maintain discipline, and (b) establishing a process for staff members to fulfill their obligation to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.

5. Encourages all members of the school community, including students, parents, volunteers, and visitors, to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.

6. Actively involves students' parents/guardians in the remediation of the behavior(s) of concern. This includes ensuring that all parents/guardians are notified, as required by State law, whenever their child engages in aggressive behavior.

7. Communicates the District's expectation that all students conduct themselves with a proper regard for the rights and welfare of other students. This includes a process for commending or acknowledging students for demonstrating appropriate behavior.

8. Annually communicates this policy to students and their parents/guardians. This includes annually disseminating information to all students and parents/guardians explaining the serious disruption caused by bullying, intimidation, or harassment and that these behaviors will be taken seriously and are not acceptable in any form.

9. Engages in ongoing monitoring that includes collecting and analyzing appropriate data on the nature and extent of bullying in the District's schools and, after identifying appropriate indicators, assesses the effectiveness of the various strategies, programs, and procedures and reports the results of this assessment to the Board along with recommendations to enhance effectiveness.

10. Complies with State and federal law and is in alignment with Board policies. This includes prompting the Board to update the policy beginning every 2 years after its initial adoption and filing this policy with the Illinois State Board of Education after the Board adopts or updates it.

This policy is not intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 or 4 of Article 1 of the Ill. Constitution.

School Discipline

The District 35 Board Policy 7:190 states:
The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling:
   a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
   b. Any anabolic steroid unless being administered in accordance with a physician's or licensed practitioner's prescription.
   c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
   d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions.
   e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
   f. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
   g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

   Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.
4. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the *Weapons* section of this policy, or violating the *Weapons* section of this policy. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this

policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

5. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
6. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
7. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
8. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
9. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
10. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
11. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
12. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
13. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
14. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

For purposes of this policy, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

Efforts, including the use of early intervention and progressive discipline, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

The grounds for disciplinary action, including those described more thoroughly later in this policy, apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Disciplinary Measures

Disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities for up to 10 days, provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges, provided that appropriate procedures are followed.
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.
7. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons.
8. Notifying parents/guardians.
9. Temporary removal from the classroom.
10. In-school suspension for a period not to exceed 5 school days. The Building Principal or designee shall ensure that the student is properly supervised.
11. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
12. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure giving the student and/or parent/guardian the choice.

A student who is subject to suspension or expulsion may be eligible for transfer to an alternative school program. Corporal punishment is prohibited. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Weapons

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct 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 Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

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 guidelines. 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), and Title IV (Drug Free Schools). 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.

Student Records

The District maintains two types of school records for each student: *permanent* record and *temporary* record. These records may be integrated.

The *permanent record* shall include:

- Basic identifying information, including the student's name and address, birth date and place, gender, and the names and addresses of the student's parent(s)/guardian(s)
- Grades, graduation date, and grade level achieved
- Attendance record
- Accident and health reports
- Record of release of permanent record information in accordance with 105 ILCS 10/6(c)

The *permanent record* may include:

- Honors and awards received
- School-sponsored activities and athletics

No other information shall be kept in the permanent record. The permanent record shall be maintained for at least 60 years after the student graduated, withdrew, or transferred.

All information not required to be kept in the student permanent record is kept in the student *temporary record* and must include:

- A record of release of temporary record information in accordance with 105 ILCS 10/6(c)
- Scores received on the State assessment tests administered in the elementary grade levels (that is, kindergarten through grade 8)
- Information regarding serious infractions (that is, those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction
- Information provided under the Abused and Neglected Child Reporting Act (325 ILCS 5/8.6), including any final finding report received from a Child Protective Service Unit
- Completed home language survey

The *temporary record* may include:

- Family background information
- Intelligence test scores, group and individual
- Aptitude test scores
- Reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation, or interviews
- Elementary and secondary achievement level test results
- Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations
- Honors and awards received
- Teacher anecdotal records
- Other disciplinary information
- Special education files, including the report of the multidisciplinary staffing on which placement or nonplacement was based, and all records and tape recordings relating to special education placement hearings and appeals
- Verified reports or information from non-educational persons, agencies, or organizations
- Verified information of clear relevance to the student's education

The Building Principal is the records custodian for his or her respective building and is responsible for the maintenance, care, and security of a student's permanent or temporary records. Upon a student's graduation, transfer, or permanent withdrawal, the Building Principal or designee shall notify the parent(s)/guardian(s) and the student when the student's permanent and temporary school records are scheduled to be destroyed and of their right to request a copy. Before any school student record is destroyed or information deleted therefrom, the parent/guardian must be given reasonable prior notice at his or her last known address and an opportunity to copy the record and information proposed to be destroyed or deleted. Student records shall be reviewed at least every 4 years, or upon a student's change in attendance centers, whichever occurs first, to verify entries and correct inaccurate information.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. Parents/guardians or students should submit to the Building Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent(s)/guardian(s) or student of the time and place where the records may be inspected. The District charges $.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning a student (105 ILCS 5/10-22.3c and 10/5a, and 750 ILCS 60/214(b)(15).

2. The right to request the amendment of the student's education records that the parent(s)/ guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or improper.

Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should write the Building Principal or records custodian, clearly identify the record they want changed, and specify the reason.

If the District decides not to amend the record as requested by the parents/guardians or eligible student, the District will notify the parents/guardians or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.

Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the District 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 District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent(s)/guardian(s) 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.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

When a challenge is made at the time the student's records are being forwarded to another school to which the student is transferring, there is no right to challenge: (1) academic grades, or (2) references to expulsions or out-of-school suspensions.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent(s)/guardian(s) can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

4. **The right to a copy of any school student record proposed to be destroyed or deleted.**

   Student records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

5. **The right to prohibit the release of directory information concerning the parent's/ guardian's child.**

   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

   Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the Building Principal.

   A photograph of an unnamed student is **not** a school record because the student is not individually identified. The District shall obtain the consent of a student's parents/guardians before publishing a photograph or videotape of the student in which the student is identified.

6. **The right to request that military recruiters or institutions of higher learning not be granted access to your secondary school student's name, address, and telephone numbers without your prior written consent.**

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the parents/guardians request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the Building Principal where your student is enrolled for further instructions.

7. **The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**

8. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington DC 20202-4605

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 children 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 North Cook – Intermediate Service Center.

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, computer labs, two gymnasiums, a fitness center, 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 appreciation for 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 an 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 Advisory Topics
Empathy and Compassion
Bullying Prevention
Cyber Bullying
Emotion Management
Problem Solving
Self Esteem
Peer Pressure
Goal Setting
Coping with Stress

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

Attendance is taken each period.

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.

Students must attend a full day of school in order to participate in after school activities, unless approved by the principal or assistant principal.

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 before going to a classroom, LLC or activity.

A number of before and after school programs are available for student participation. No additional fees are required for participation in A.M. Art, Intramurals, and Interscholastic Sports. Additional programs sponsored by the Glencoe Parent Teacher Organization do not require a fee and include clubs such as Math Explorers, French Club, Spanish Club, Go Green Club, and Good Morning Technology 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.

Behavior Management System

Statement of Purpose
The purpose of our school wide behavior management system is to create, support, and maintain an environment that is safe, positive, and conducive for a positive response to instruction. It will provide the opportunity to promote positive behavior, student achievement, and enable effective teaching practices.

Valued and Important Beliefs
Students have the right for uninterrupted learning
Students have the right to express ideas respectfully
Students will respect and value the learning process
Students will demonstrate problem-solving skills
Students have the right to learning in a safe environment
Students have the right to respect themselves and others
High, yet reasonable expectations must be maintained

Expectations for Behaviors
The following behaviors are designed to be both fair and consistent:

Safety
Are my actions endangering others or myself?
What is the intent of my action towards others?

Respect
Do my words and actions show respect for others and myself?

Honesty
Am I being honest with others and myself?

Responsibility
Do I take responsibility for my words and actions?
Do I allow others to take responsibility for their words and actions?

Courtesy
Do my words and actions create a positive, supportive school environment?

Social and Emotional Learning
The behavioral expectations listed are expected from all students. To promote these behaviors, instruction in specific social and emotional competencies will be incorporated in all grade levels. Said competencies include self-awareness, social awareness, self-management, relationship skills, and responsible decision-making. Additionally, Central School will engender an enriched environment that focuses on positive behavior. Programs including *WE CARE, Acting as an Ally*, and *Snowflake* will be visible throughout the building. Necessary to the success of these programs, appropriate student behavior will be recognized. Acknowledgement will include *WE CARE Awards, Ally Cards* and communication with parents.

Unified Response to Infraction
Central School recognizes that discipline should never be the primary vehicle to shape and create positive behavior. It should be used as a small piece of the entire positive behavior management plan. When the expected student behavior is compromised, Central School faculty will initiate disciplinary procedures. There will be three levels of consequence, and procedures for data collection.

Discipline

Level One: During level one, the teacher/associate or other school personnel deal with disciplinary events that take place in classrooms, hallways, or on school grounds.

Such infractions may include, but are not limited to, tardiness, gum chewing, minor disruptions, and minor conflicts. When a student is involved in a level one incident, the teacher will handle the situation and assign appropriate consequences.

Level Two: Level two represents repeated level one disciplinary events. The accumulations can be a combination of any level one incident.

If a classroom teacher seeks administrative assistance for repeated level one disciplinary events, the requesting teacher shall send the student to the office. At such time, the student will complete a response form, which identifies the student's inappropriate behavior, as well as positive alternatives. Building administrators will conference with the student and determine appropriate consequences. Consequences for Level Two infractions include an immediate lunch detention and contact with the student's parents. In addition, the assistant principal will maintain records of all accumulated consequences and inform the student's teachers when there is accumulation of three detentions.

Level Three: Level three represents behavior that escalates above the typical low level violations or disciplinary events that result in the physical aggression, harassment (verbal, sexual), disrespect for school authority, theft, or other behaviors that would require Public Safety involvement.

Documentation of the event will be recorded and forwarded to the building administrators. Such documentation will include the names of students involved, witnesses of the event, time, location, what happened, injuries and all other necessary information. The building administrators will contact all students involved when appropriate. If immediate student removal is necessary, the teacher will send the student(s) to the office or contact the office and assistance will be provided. When sending a student to the office, staff members are asked to complete an office referral form. Consequences will be issued on an individual basis, determined by the building administrators. Once determined, consequences and necessary information will be discussed with each child's teachers. **There will be a high level of confidentiality observed.**

Potential Consequences

Community Service:
As an alternative to detention and suspension, students may be offered opportunities to complete community service. Such activities will be a positive learning experience and designed to enhance Central School.

Individual or Group Competency Training:
These training opportunities are designed to reinforce observed gaps in the five competencies listed above. Students will work individually or with groups.

Detentions:
Detentions are designed to promote positive behavior and decrease inappropriate decision-making. When issued a detention, students are required to spend one full lunch period or forty-five minutes after school in the detention classroom. While in attendance, students may be required to complete a reflection sheet that details the student's inappropriate behavior and positive alternatives.

When documenting the assigned detentions, staff members are asked to follow the procedures listed below.

1. Teacher completes detention form and issues the white copy to the student.
2. Parents sign the white copy and return it to school with student.

3. Teacher sends the yellow and pink copy to the assistant principal.
4. The student's advisor will receive the pink copy.
5. Once the student serves the detention, the yellow copy will be returned to the issuing teacher.

Suspensions:
Suspensions are issued in the form of in-school or out-of-school. In-school suspension will be used as a learning opportunity. An in-school suspension consists of the following activities:

1. Meet with the school social worker
   If assigned an in-school suspension, the student will meet with the school social worker at the beginning of the day. The two will discuss what happened to cause the suspension with the expectation that the student accepts responsibility for his or her actions. The student will also be required to discuss the negative impact his or her actions had on Central School's learning environment. Finally, the student will be required to identify possible appropriate alternative behavior. If the student refuses to discuss the event, they may answer the questions in written form.
2. School work that requires minimal assistance
3. Bathroom breaks at specific times throughout the day
4. Short lunch period
5. At the conclusion of the day, the student will meet again with a building administrator to debrief and reinforce alternative positive behaviors.

Out-of-school suspensions will be limited to level three infractions and will be assigned at the discretion of the building administrators. Students assigned an out-of-school suspension are not allowed on school property at any point during the day he or she is suspended. If the student is suspended on a day that he or she has an after school activity, the suspended student may not attend. Students serving this type of suspension have the opportunity to complete work assigned on the day they were absent.

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 corridors 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 more than 6 inches above the wearer' s mid-knee.
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 and will determine consequences as necessary.

Grading and Promotion

Every teacher shall maintain an evaluation record for each student in the teacher's classroom. The final grade assigned by the teacher cannot be changed by a District administrator without notifying the teacher. Reasons for changing a student's final grade include:

- a miscalculation of test scores;
- a technical error in assigning a particular grade or score;
- the teacher agrees to allow the student to do extra work that may impact the grade;
- an inappropriate grading system used to determine the grade; or
- an inappropriate grade based on an appropriate grading system.

Should a grade change be made, the administrator making the change must sign the changed record.

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.

Students must attend a full day of school in order to participate in after school activities, unless approved by the principal or assistant principal.

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" in academic work in any class

will be placed on academic probation for two weeks. During the two-week 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.

A case-by-case decision is made by the administrator(s) regarding student participation in evening events, class trips, field trips, and other special events when the student has been involved in a situation resulting in disciplinary action.

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

Academic progress can be monitored through Family Access. Each quarter report cards are available electronically through Family Access. 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%

Recognitions

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

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 or school will have notification sent home regarding patterns of tardiness to class and a disciplinary referral will be made to the assistant principal. Students with excessive tardies will be required to make-up lost time before or after school.

Telephone Calls

Students are not permitted to call home during the school day to request lunches or homework left at home. Only emergency telephone calls will be relayed immediately to teachers and students.

Washington Trip

The Glencoe Washington Trip for 8th grade sudents is not a District 35 sponsored event. All correspondence regarding the Washington Trip should be returned to the coordinators at an identified address or location outside of the school district. No forms are to be returned to Central School and telephone calls or electronic communication to coordinators should be made outside of school hours. District 35 resources and school time are not utilized for the promotion or business associated with the Washington Trip, including but not exclusive of: copying of materials associated with the Washington Trip, use of District 35 technology (i.e. email, internet, intranet, etc.), accessing of data bases, printing or obtaining information from District 35 sources for mailing labels, etc.

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. 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 can chose to bring their lunch from home or parents may pre-purchase a lunch from the PTO. Those students who bring their lunch will place it in the lunch crate located outside of their respective classrooms. 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 at no additional charge. The PTO sponsors a "Special Lunch" program. Information about this program is sent home in advance. Information about these fees is available 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 pay for the field trip should contact the Business Office (847-835-7800).

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 Director of Finance and Operations, building principal or social worker. All inquiries will remain confidential.

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. Each third and fourth grade classroom nominates two representatives to attend the before school West Student Council monthly meetings. 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 8:20 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 required 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 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.

Only students who have registered and paid transportation fees are allowed to ride the school buses to and from school.

If there is a change in the mode of transportation for a child (ex., bus rider being picked up by car, bus rider with a play date being picked up by car, car rider being picked up by different individual, etc.) parents must notify the School Office staff by **10:00 a.m.**

At West School, we ask for transportation notes only when students are, 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, 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.

At the start of each school year, our ***Behavior Principles*** are sent home for parent review and signature. These guidelines are shared within each classroom to ensure a safe and respectful school environment.

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.

Only students who have registered and paid transportation fees are allowed to ride the school buses to and from school.

If there is a change in the mode of transportation for a child (ex., bus rider being picked up by car, bus rider with a play date being picked up by car, car rider being picked up by different individual, etc.) parents must notify the School Office staff by **10:00 a.m.** For **PM kindergarten** students please notify the office staff by **1:00 p.m.**

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.

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 NSSED 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 for 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. **Only students who have registered and paid transportation fees are allowed to ride the school buses to and from school.**

Additional Information for P.M. Kindergarten

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

2011-2012 School Calendar

Glencoe School District #35

August	24	Wednesday	Teacher Institute Day
	25	Thursday	Teacher Institute Day
	26	Friday	Teacher Workshop Day
	29	Monday	First Day of Student Attendance 1/2 Day
September	5	Monday	Labor Day – **No School**
	6	Tuesday	First Day of Kindergarten Attendance
	29	Thursday	Rosh Hashanah – **No School**
October	7	Friday	Teacher Institute Day
	10	Monday	Columbus Day – **No School**
November	10	Thursday	Student Attendance 1/2 Day Parent/Teacher Conferences Afternoon/Evening
	11	Friday	Parent/Teacher Conference Day
	23-25	Wednesday-Friday	Thanksgiving Break – **No School**
December	19	Monday	Winter Break Begins
January	3	Tuesday	School Resumes after Winter Break
	16	Monday	Martin Luther King Jr. Day – **No School**
February	17	Friday	Parent/Teacher Conference Day
	20	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	8th Grade Graduation
	7	Thursday	Last Day for Kindergarten *(If no Emergency Days are used.)*
	8	Friday	School Term Ends for 1st-7th Grades *(If no Emergency Days are used.)*
	12	Tuesday	Summer School Begins
July	4	Wednesday	Independence Day – **No Summer School**
	6	Friday	Summer School Ends

Note: The official school calendar provides an additional five days between Monday, June 11 and Friday, June 15, 2012, to make up days lost due to emergency school closings.

Advisory 44
Annual Asbestos Notification 28
Attendance 7

Behavior Principles 6
Board of Education 4

Central School 44
Assemblies 45
Attendance 45
Before & After School 45
Behavior Mgt. System 46
Closed Campus 48
Communication 7
Communication Devices 8
Corridor Courtesy 48
Dress Code 48
Grading and Promotion 49
Homework 49
Interscholastic Sports 49
Lockers 50
Progress Reports 50
Service Projects 50
Student Council 50
Tardiness 50
Telephone Calls 50

Directory Information 8, 29
Discipline Procedures 23
District Office Staff 4

Early Dismissal/Institute Days 8
Emergency Information 8
Emergency School Closings 9
Enrollment/Residency/Withdrawal 10
Establishing Student Residency 17
Equal Education Opportunities 33

Fees 10
Fees Waivers 29
Field Trips 10
Financial Assistance 10
Food Allergies 31
Food in Our Schools Guidelines 10
Free or Reduce Lunches 29
Free Textbook Loan 29

Gang Activity Prohibited 16
General Overview 6
Glencoe Educational Foundation 11

Harassment 33
Health Education 29
Health Guidelines 12
Homework 15
Illness/School Activities 14
Individuals with Disabilities 32
Instant Alert 9
Integrated Pest Management 31
Interscholastic Sports 49
Items Not Allowed In School 15

Kindergarten Eligibility 16

Legal Notices 28
Library Learning Centers 19
Lost And Found 19

Medication Requirements 14

No Homework Nights 15
Non-Custodial Parents 19
Nondiscrimination 32

Parent Absence From Home 19
Parent Teacher Organization 19
Placement Information 20

Release Time 14
Readmission After Illness 14
Release of Students 20
Religion/Religious Holidays 20
Report Card Dates 7
Residence 20

Respect For School Property 22
Responsible Citizenship 22
Rights & Responsibilities 6

Safety 23
School Discipline 23
School Office Staff 5
School Visitation 23
Searches 39
Smoke Free Environment 23
South School 55
Celebrations 55
Field Trips 55
Lunch 55
Playground Guidelines 56
Transportation 56

Special Education Services 23

Standardized Assessments 25
State/Federal Programs 39
Student Medications 13,32
Student Records 25, 40

Teacher Institute Days 9
Technology Ethics 26
Title I 40
Transportation Safety 26
Truancy 40

Voicemail 26
Volunteer Opportunities 27

Washington Trip 51
West School 52
Celebrations 52
Daily Schedule 52
Discipline/Behavior 52
Dress Code 53
Field Trips 53
Playground Rules/Recess 53
Student Council 53
Transportation Procedures 54