NOTE:

Masks that fully cover the nose and mouth are **REQUIRED at all times for all individuals within the building except when in designated eating locations.** This includes in the hallways, in workrooms, in classroom spaces & in restrooms. This is to limit the spread of respiratory droplets that transmit the novel virus COVID-19.
Student Handbook and Expectations
2021-2022

Address and Contact Information

2100 N. Wisconsin   Telephone number   (309) 672-6518
Peoria, Illinois 61603 Fax number   (309) 686-2459

Student Attendance Hours

Breakfast (in classrooms)   8:20-8:00am
Regular School Day   8:20am-2:50pm
Early Dismissal Days   8:20am-11:20am

Principal Ilethea Suggs
Email | ilethea.suggs@psd150.org

Assistant Principal Matthew Durr (K-2nd)
Email | matthew.durr@psd150.org

Assistant Principal Amanda Brown (3rd-5th)
Email | amanda.brown@psd150.org

Assistant Principal Latesha Clemons (6th-8th)
Email | latesha.clemons@psd150.org

Clerical Tashala Chalk
Email | tashala.chalk@psd150.org

Clerical Cinthia Jaimes (Dual Language Program)
Email | cinthia.jaimes@psd150.org

SCHOOL OFFICE HOURS 7:30-4:00pm
Dear Parents and Students:

Two years ago, no one would have imagined that we would be living in a pandemic and working hard to figure out the best plan of action to ensure that our students still received a quality education. That is precisely what we have had to endure over the last 16 months. I am excited to enter my 3rd year at Glen Oak Community Learning Center and 2nd year as the building Principal for the 2021-22 school year! This year we are gearing up to continue many initiatives that were started this past year around science, technology, writing and improving our arts department for our students. Heavy emphasis is being placed on opening our Acellus Lab; adding Band and Choir to the schedule and continue to improve students’ writing skills.

We are looking forward to an exciting new school year, but staying mindful of the need to continue safety protocols in the building! Majority of our teachers and staff will be returning to Glen Oak next year to continue to provide a laser-focused instructional strategy to students. We welcome all our parents and students to a school year filled opportunities for growth in unfamiliar but meaningful courses at Glen Oak. We want parents to know that we have their child’s best interest at heart.

There are many new updates at Glen Oak Community Learning Center for the 21-22 school year. We just conducted our Ribbon Cutting Ceremony for our “new” marquee, at the end of last school year. We are continuing our work with implementing Responsive Classroom; hiring key certified international candidates in hard to fill ELA, Math and Science positions. We will continue to partner with the East Bluff Neighborhood with our SWS program, Elite, Horizon’s Club and more.

**School Hours** – School begins at 8:20 a.m. and dismissal will be at 2:50 p.m. for students. We ask that students arrive at school starting at 8:05 a.m. Students who arrive before 8:05 will be outside unsupervised.

**Attendance** – It is important that students have regular attendance at school. If your child is sick and must be absent from school, please send a note with your child when they return or call the front office to report the absence. If a note is not received your child will be marked as unexcused. If your child has an appointment, please send a note when your child returns to school. We appreciate your support in helping us keep our records accurate.

**Uniform Policy**- is enclosed with this letter and available in our student handbook. Please read carefully. All students are expected to be in uniform starting on the first day of school.

I look forward to visiting with returning students and parents and welcoming new members to our Charger-Nation family. Our dedicated administration, teachers and staff will work hard to provide students with a world-class education. Please feel free to reach out to me if you have any questions or concerns throughout the year. Please know that certain aspects of the 2021-2022 school year may be subject to change due to the effects of COVID-19. Rest assured, if any changes should happen, we will keep you informed and updated on those changes.

Partners in Education,

*Ilethea Suggs, Ed.S.*
Principal
DISTRICT MISSION STATEMENT:
Ensure each student’s academic achievement and personal success through personalized learning, social-emotional support, and educational equity.

DISTRICT VISION STATEMENT:
A re-imaged education that ignites passions and empowers students to be responsible and successful.

GLEN OAK MISSION STATEMENT:
Our mission at Glen Oak Community Learning Center, the academic center-piece of Peoria’s East Bluff, is to ensure the educational, social, and moral success of our students. We accomplish this mission by providing a safe and nurturing environment with an emphasis on high academic achievement, behavioral expectations, and core values.

GLEN OAK VISION STATEMENT:
Students will reach their potential, physically, socially, emotionally, and intellectuality. All students will be afforded the opportunity to develop their unique talents through authentic life experiences and curriculum, which challenge them to think critically and creatively. As a result of these efforts, our students will acquire the skills necessary to be life-long learners ready to compete on a global scale.

CORE VALUES:
Grit - determined to succeed
Adaptability – ability to adapt, modify, adjust
Hope – feeling of positive outcomes for the future
Equity – ensuring everyone has what they need
Respect – treating others the way we want to be treated
Connections – meaningful relationships between students, staff, families, and community
Innovation – creating and using new methods and ideas
GENERAL PROCEDURES

BIRTHDAYS: We will support parents and guardians wishing to celebrate birthday for their child. Students would need to sign-up for a birthday table, in advance, and only during your child’s lunch time. Parents are allowed to bring treats in for their student and your child is allowed 5 students at the birthday table. We do not allow treats in the classrooms for birthdays.

RECORDS

EMERGENCY CARDS: Emergency cards contain valuable information and are very important to school WHEN NEEDED. PLEASE COMPLETE YOURS and return it to school IMMEDIATELY – and when any information CHANGES, contact the school IMMEDIATELY. Feel free to include extra family members’ or friends’ phone numbers, so we can be sure to make contact, if an emergency arises. Students are NOT allowed to leave school with anyone except those that are listed on the Emergency Card.

CHANGE OF ADDRESS OR PHONE NUMBERS: Please report any and all changes of either your address or phone number to the school office immediately following the change in order that we can maintain accurate and up-to-date records. This is vital in the case of an emergency. For any address change we will need proof of new address.

STUDENT RECORD INFORMATION: In accordance with the current “Privacy Laws” and the rules and regulations currently in force involving student records, each child’s “School Records” are both maintained and updated throughout the year. If at any time you wish to look at your child’s cumulative folder/records, you may make an appointment and one of our staff members will be happy to go over these records with you. (Due to the fact that some of these records, such as test scores, may need some specialized interpretation, access to these records will not always be immediate.) If at any time you have any questions concerning these records, please feel free to ask. NOTE: All information that we possess on any current or former student (or the family of same) is always confidential and thus cannot be shared with anyone but the immediate family.

STUDENT RECORDS REMOVAL OF TEMPORARY INFORMATION: Student temporary records are subject to review for purposes of removing all information that is out-of-date, inaccurate or irrelevant. You are entitled to copies of these records prior to their destruction. Please be advised that these records will be destroyed in May, close to the end of each school year.

PARENT’S ACCESS TO STUDENT RECORDS: A request for access to a student’s records needs to be made in writing by the “parent not having legal custody” information will be released.
unless a copy of a court order giving access to only one parent or other guardian is on file at the school. District must comply with request to inspect/copy within 15 school day. If needing copies there is a fee of $5.00 payable to Peoria Public Schools

TRANSFERRING OF STUDENTS: If your child will be going to another District #150 School, records will be sent to new school after receiving notification of registration. If the transfer is to be to a school outside of the city, no books will be sent. All student records will be sent directly to the new school immediately following our receiving a release of records, which you, the parent/guardian, have signed at the new school. This process will avoid any lost or damaged personal student records.

FRONT OFFICE SERVICES

- For the safety of our students, staff, and families, visitors will not be allowed beyond the main office area.
- Families wishing to enroll new students need to call the school and speak with clerical to get the appropriate paperwork in order. Paperwork should be dropped off and a staff member will contact the family with enrollment information and start date.
- Families who have health records or other paperwork should email these documents to the school staff if they are able. If copies need to be dropped off in person to the school, they should be placed in an envelope and dropped off. School personnel will then contact families to follow up as needed.
- Families wishing to speak with a staff member need to call the school at 309-672-6518 or contact staff through email.
- Families picking students up early need to call the office or buzz the front door to let office staff their student(s) are leaving. Staff will call student(s) down from their classroom and a designated staff member will escort the student to the Café door entrance (E. Kansas Street, door 20). Family members must wait outside until their student is dismissed to come out of the building.

VISITORS

VISITORS: We at Glen Oak Community Learning Center are very proud of our school, its educational program, and its staff. Parents are always welcome, providing their intent is positive. We ask that all visitors check in at the office for permission to visit. Classroom visits should be arranged a day or more in advance with the teacher. Visits to discuss problems with teachers should also be arranged in advance to eliminate classroom interruptions. All visitors must enter the front door, which faces Wisconsin Avenue. The other doors will be locked to the outside.

Parents and other visitors to the school are to enter through the front doors only. Parents who wish to talk to their children’s teachers are to schedule appointments. All visitors to Glen Oak must report to the office for a visitor’s pass before proceeding to any other part of the building. Visitors may be limited or excluded from entering the building at times based on state and health department guidance regarding COVID-19.
PARKING: **We request that all visitors adhere to parking in designated areas.**

ACCESS TO SCHOOL BUILDING: Under Section 10-22.10 of the Illinois School Code, the Board is charged with the responsibility of control and supervision of school buildings and school grounds. Any person may have access to school buildings and school grounds upon the following conditions:

- Persons other than a student or an employee of the District may enter school buildings and grounds after securing permission of the building principal or person in charge of the school facility. The term “student” is defined as any person of school age, enrolled in the particular school and in good standing.
- Teachers and other employees of the District may request that any person who has entered a school building or is upon school grounds to identify himself/herself and the purpose of entry.
- No person who has entered a school building or grounds with permission shall refuse to depart after being given verbal notice to do so by any employee of the District.
- No person shall enter upon school property or grounds after having received a written notice that he/she is forbidden to do so.

Disruptive behavior, including threats by any person, will not be tolerated and is subject to any or all of the following:

- Removal from the building
- A notice not to return to the premises except under certain conditions.
- General prosecution

**High school students visiting Glen Oak Community Learning Center must be accompanied by their parents or guardians.**

LUNCH

Depending on the current phase Glen Oak is on, lunch procedures may change. As of right now, students will eat in the cafeteria. Students may remove masks when they return to their own table with their food. Once finished eating, students must put their masks back on. Supervising staff members will develop procedures with each class for washing hands prior to eating, disposing of garbage using physical distancing, and what to do when finished eating before lunch is over. **Food may never be shared between students. Students will not be allowed to bring giant size bags of potato chips as a lunch. Students will be allowed small bags of chips to have during lunch time.**

SNACKS

As much as possible, snacks should be eaten at home once students leave. If snacks are consumed in the classroom, the same protocols apply as for breakfast & lunch. Snacks must be store-purchased and individually packaged.

FOOD DELIVERY
Food delivery (e.g. Jimmy John’s, etc.) is for school staff only and requires contactless delivery. Staff member may retrieve their orders during their designated lunch period. **For security purposes, no food deliveries may be made to any door except the main entrance (N. Wisconsin Avenue, door 1).**

**STUDENT SERVICES**

To minimize student transitions in and out of the room, staff who provide special education and related services will come into classrooms to provide these services as much as possible. It is understood that there will be situations where it is appropriate for students to receive services elsewhere. These situations should be approved by a special education coordinator and building administrator. **When services are to be provided outside the classroom the provider, must keep a log of names, dates, and time frames of service sessions to document for contact tracing purposes.**

IEP/504/health meetings will be held virtually as much as possible this year using Microsoft Teams. Guidelines for these will be set by the school coordinator.

**ADMINISTRATIVE & BEHAVIOR SUPPORT**

Students who need behavior intervention that cannot be provided by the teacher will receive support from the principal, assistant principals, ELITE staff, school resource officer, or designated social-emotional support personnel. Every possible attempt will be made to provide these interventions within the classroom or directly outside the room to maintain ‘bubble zones’. **When services have to be provided outside the classroom, the individual providing must keep a log of names, dates, and time frames of support sessions to document for contact tracing purposes.**

**INCLEMENT WEATHER**

INCLEMENT WEATHER: When the outside temperature is below 20°F, we will not send students outside for lunch/recess. However, each student should have hat, coat, gloves, boots, etc. to wear outside at lunch recess on days when it is snowy, cold, wet, etc. These items are also required for regular PE class that may be outside for a short time during inclement weather. Fresh air helps get more oxygen to the brain to allow for better study. We also ask that you not send students to school early during inclement weather as we do not have early supervision.

**GRADING**

Grading practices should follow these guidelines established by the district in 2018.
The purpose of grading is to communicate an accurate evaluation of what a student knows and can do according to grade level standards. Grading will be a consistent and ongoing monitoring of individual student growth for both students and teachers to reflect upon learning.

Kindergarten uses a standards-based reporting system with three ratings (mastery, progressing toward mastery, not progressing toward mastery). These grades are communicated following the timeline as 1st-8th grade.

Grades will be determined by earned percentages in 1st through 8th grade. Letter grades aligned to these earned percentages will be displayed on report cards. Final grade percentages are earned for each semester. Both semester percentages are averaged for the final end-of-year grade. Mid-terms and progress reports are printed and mailed home throughout the year.

Grades for 1st through 8th grade are weighted using the following categories.

**SUMMATIVE**
- **Definition**: a task or product used to illustrate an individual student’s level of mastery of skills/concepts/processes related to grade level standards.
- **Examples**: Unit Assessments, Projects, Performances, Formal Essays, etc.
- **Weight**: 65%

**FORMATIVE**
- **Definition**: a wide variety of methods teachers use to consistently monitor an individual student’s level of mastery of skills/concepts related to grade level standards. Formative Assessments should be directly related to grade level standards that will appear on Summative Assessments.
- **Examples**: in-class assignments, daily practice, bell-ringers, small quizzes, exit tickets, etc.
- **Weight**: 30%

**OTHER**
- **Definition**: a task meant to provide additional practice of skills and concepts already sufficiently taught in class.
- **Examples**: Homework and Group Work
- **Weight**: 5%

Because of the constant schedule changes brought on by the pandemic, it is critically important that grading be approached through a standards-based mastery lens. Guidance will be provided in professional learning communities throughout the year to ensure our grading practices are equitable and truly reflect student levels of mastery rather than work completion. **Grades should never be given for attendance or participation.** All 1st through 8th grades should align to the following mastery scale.
<table>
<thead>
<tr>
<th>Category</th>
<th>Mastery Level</th>
<th>Percentage</th>
<th>Points</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exceeding</td>
<td>Student has demonstrated consistent, exceptional mastery</td>
<td>90</td>
<td>5</td>
<td>A</td>
</tr>
<tr>
<td>Mastering</td>
<td>Student has demonstrated regular, good mastery</td>
<td>80</td>
<td>4</td>
<td>B</td>
</tr>
<tr>
<td>Progressing</td>
<td>Student has demonstrated acceptable mastery</td>
<td>70</td>
<td>3</td>
<td>C</td>
</tr>
<tr>
<td>Beginning</td>
<td>Student has demonstrated partial mastery</td>
<td>60</td>
<td>2</td>
<td>D</td>
</tr>
<tr>
<td>Not There YET</td>
<td>Even with help, student has not demonstrated mastery.</td>
<td>50</td>
<td>1</td>
<td>F</td>
</tr>
<tr>
<td>No Evidence</td>
<td>Student has not provided any evidence.</td>
<td>40</td>
<td>0</td>
<td>Inc.</td>
</tr>
</tbody>
</table>

Physical education grades will be waived for the school year. The focus during these movement breaks should be on providing opportunities to move and building healthy habits.

Fine arts and technology course grading should align to the following guidelines established by the district to address the current teaching platform and schedule.

- The district provided rubric should be used for live assessment.
- Kindergarten does receive standard based grades for all encore classes (N = needs improvement, P = Progressing, M = meets or mastery). Encore teachers need to be entering grades for Kindergarten just as they have done in previous years.
- If teachers are facilitating a live assessment and a student is not in attendance, they must be marked ABS and given a "no count". **No grade of any kind should be given to a student who was not in attendance whether it be virtually or in person courses.**
- Grades are not given for attendance. Grades are given for completion of an assignment or assessment where student skills are assessed.
- If a homework assignment is posted in MS Teams and there is no attempt by the student to submit the assignment, then a 40% must be given to that student for failure to complete the written assignment.

**HOMEWORK**

The staff at Glen Oak Community Learning Center believes that homework is a valuable tool for extending learning beyond the classroom.

Homework serves multiple purposes:

- Reinforcing what has been taught during class time.
- Promoting self-discipline and responsibility.
- Developing good study habits.

Homework assignments may vary in duration and format, including but not limited to:

- Completing work that was started during class time.
- Practicing skills in different subjects.
- Studying and reviewing for assessments.
- Enrichment activities.
• Allowing parents/guardians to be involved in their student’s learning.

• Special projects.

• Independent reading.

More information will be provided from your student’s teachers concerning their homework assignments and policies.

**PROGRESS REPORTS:** Progress Reports will be given out at the midway point of each grading period. Parents should monitor the progress being made by their children. These reports serve as an excellent tool to help identify potential problems before it is too late to raise the grade. Parents who wish to speak to a specific teacher are asked to make an appointment with the office so classrooms are not disrupted. Dates for distribution of Progress Reports will be published in the School Newsletter.

**HONOR ROLL:** The Academic Honor Roll is attainable each grading period by meeting the following criteria:

- A Honor Roll: All “As”
- A – B Honor Roll: All “Bs” - or better
- A/B/one C Honor Roll

**ATHLETICS**

Students will be able to participate in school athletic programming as guidelines allow. Check the website or contact the school for the most current information as this is a constantly evolving situation.

**FIELD TRIPS**

There will be no school field trips in the 2020-2021 school year.

**FIELD TRIPS:** Individual notices/permission slips will only be sent home for those trips that were not included on the Schedule of Events in the monthly newsletters. If you have any questions regarding this policy, please call the office during regular office hours, 7:00 AM to 3:15 PM, 672-6506.

**EIGHTH GRADE TRIP:** Glen Oak organizes an eighth grade trip for **eighth graders being promoted** near the end of the school year. This trip is a privilege not a right. Any **eighth grader who receives an out-of-school suspension during second semester may not be permitted to participate/attend this trip.** This trip is self-funded by the students. Money will be collected by March. Finally, the student must be in good academic standing to qualify for the field trip.

**INSURANCE:** Each year student accident insurance is offered to everyone. For those families that need it, it is a good investment. Others may have sufficient coverage. A brochure explaining the insurance will go home with every student, if it has not already been sent home with your child. Please return the envelope properly marked for the plan you desire.

If you purchase the insurance, please keep the policy pages for your reference. This insurance may be purchased at any time during the school year. However, we recommend it be purchased the first week for a full year’s coverage.
LOST AND FOUND: Items that are found by students should be put in the “Lost and Found” box or turned into the office. If you have lost clothing articles, check with office. If you have lost other types of items (i.e., rings, watches, books, cell phones, etc.) check in the front office. Smaller items are usually turned into the office. The school is NOT responsible for any items brought to school and then lost. Bring those items needed for school purposes only.

Note: Students should never bring more money to school than is necessary for that day’s expenses.

MEDICATION: When a doctor certifies that medication is required to be given during school hours, administering of medication shall be under the proper restraints as recommended by the AMA and the Illinois Association of School Nurses. Parents must obtain the proper form from the school office and have it completed by the doctor. The medication must be provided in an appropriate container labeled by the pharmacy or physician. A new form is necessary at the beginning of each year. Medication is not to be sent to school without the above procedure. Also, medication is not to be sent in containers other than those outlined above. School personnel shall not provide medication of any type to any student regardless of the situation. This includes Tylenol/aspirin, cough drops! Over-the-counter medication needs to have the proper form completed by the doctor.

ARRIVAL & DISMISSAL PROCEDURES

Certified staff members should report to work on campus from 7:35am-3:05pm unless they have been approved to work from home by Human Resources. Non-certified staff are to report 8:05am-3:05pm unless given alternate work hours by the building principal or their direct superior. Anyone who is unable to report to work due to illness or failing the screening needs to contact clerical no later than 6:00am and put in for a substitute in Aesop (if job requires directly supervising students). Time must also be taken off in Skyward.

To ensure the safety of all, students should not arrive at school before 8:15AM. There is no adult supervision until 8:15AM. Students who arrive will enter through a designated door depending on their grade level or how they are transported to school. Assigned doors are as follows.

ENTERING THE BUILDING

**KK:** Outdoor entrance classroom doors (door 2, 3, 4, 5)

**1st Grade:** Outdoor entrance classroom doors (door 6, 7, 9, 10)

**2nd Grade:** Outdoor entrance classroom door (door 16, 17) & back west entrance (door 12) through back hallway A123

**3rd Grade:** Outdoor entrance classroom doors (door 11, 13, 14)
4th Grade:  Front west entrance (door 8) & along hallway A145 to stairwell AS1
5th Grade:  Front main entrance (door 1) & along hallway B131 & A135 to stairwell AS2
6th Grade:  Front east entrance (door 25) & along hallway C 101 to stairwell BS1
7th Grade:  Back east entrance (door 20) & along hallway by Calming Room to stairwell BS2
8th Grade:  Back entrance (door 19) & to stairwell BS2
Bus Riders:  Back north entrance (door 19)

Prior to entering the building, all students and staff will be screened for wellness daily. Staff will be required to self-certify using the Skyward before entering the building or will enter through the main office to be screened by office staff.

Students will be screened at their given entrance from 8:05-8:20AM each morning as they enter the building. Bus students will be screened prior to getting on the bus. Students who arrive tardy will be screened as they enter through the north side of the building (door 20 off parking lot) after 8:20AM. Once screened, students who are tardy will be escorted by designated support staff to the attendance clerk for a pass and then will be escorted to class. Any student who does not pass the screening will walk outside the building to enter the quarantine room (door 18 off Maryland Street) until a family member can be reached. Staff members are assigned morning duty locations on the master schedule and should report to those posts every day from 8:05-8:20am and afternoon duty locations from 2:50-3:05pm.

BREAKFAST
Upon entry into the building, 4th-8th grade students will follow their designated grade-level line to pick up their grab & go breakfast and proceed to their homeroom. All KK-3rd grade students will receive breakfast delivered to the classroom door beginning at 8:35am. Bus riders will receive a grab & go breakfast as they enter the building. Students who arrive tardy but prior to 9:20AM may receive breakfast at the attendance station.

TRACKING STUDENT DISMISSAL
Dismissal will begin at 2:50PM each school day for students on-campus. The school office will limit access between 1:45-2:50PM each day to ensure smooth and safe dismissal operations. All homeroom teachers will keep a roster of students with dismissal notes in case of need to trace the whereabouts of a student following the school day. Students may only be released to individuals listed as guardians or emergency contact in Skyward. Make sure you check for any notifications of no-contact allowed for any of your students in Skyward to ensure you know of anyone who has a current restraining order.

EXITING THE BUILDING
Walkers & Car Pick-Up
All grade levels will exit the building in the reverse of how they entered, escorted by their teachers. 4th- 8th grade students will pick up their grab & go meal (breakfast & lunch for off-campus days) the same way they entered. These students will be released as they exit the building.

Kindergarten through 3rd grade students will have their grab & go meals (breakfast & lunch for off-campus days) delivered to the room prior to dismissal. Parents/family members will be asked to remain on the sidewalk or in the car until the student is released by the teacher. Signs will promote the use of masks when on school grounds as well as following physical distancing guidelines.

Bus Students
Bus riders will exit the classroom with their grade-level peers. Kindergarten through 3rd grade teachers will dismiss the other students and then escort the bus riders to the bus or release them to their older siblings.

21st Century After-School
Students participating in 21st Century will wait outside the school to enter until the program start time. No students are to remain in the building at dismissal.

Students Not Picked Up
Students who are not picked up at dismissal should be escorted to Door 20 to wait physically distanced in the calming room area until someone arrives to get them. Teachers are responsible to make the first contact attempt prior to dropping students off with the paraprofessional staff.

AFTER-SCHOOL ACTIVITIES
All curricular activities, club meetings, practice sessions, and academic assistance may take place as early as 7:00 AM and as late as 6:00 PM. Some competitive activities may extend well beyond these times. Athletic schedules in the newsletters indicate dates and start times for each.

LEAVING SCHOOL: Students are not permitted to leave school without permission once they have arrived. Students are not to leave the school grounds at recess or lunch unless they have permission from the principal. In the event a student becomes ill, has forgotten something, or has a “problem,” permission to leave must be obtained from the office. Permission must first be obtained from the teacher to leave the classroom. Teachers are instructed to NOT allow students to leave their classrooms for any reasons except for extreme emergencies or when requested by school office personnel. When students are in the hallways, they are away from formal instructional time.

SCHOOL CULTURE
PBIS: Students will work to follow school expectations established through our PBIS program that includes incentives for meeting those expectations. Positive behavior Interventions and Supports (PBIS) is a proactive systems approach for establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional, and academic success. It establishes clear expectations for behavior that are taught, modeled, and reinforced across all settings of the school and by all staff.

Elements of PBIS include: 1) Outcomes: Academic and behavior targets that are endorsed and emphasized by students, families, and educators. 2) Practices: Curricula, instruction, interventions, and strategies that are evidence-based. 3) Data: Information that is used to identify students and areas needed for change and effects of interventions. 4) Systems: Supports that are needed to enable the accurate and durable practices of PBIS.

Goals of PBIS: 1) Increase data-based decision making about behavior and academic instruction and reinforcement across all school settings. 2) Increase consistent use and effect of research-based behavioral and academic instructional strategies among all school staff at school-wide, classroom, and individual student levels. 3) Reduce use of reactive discipline measures in schools (example, office discipline referrals, detentions, suspensions, expulsions) for all students. 4) Increase academic achievement levels of students. 5) Implement effective intervention plans for students with the most comprehensive behavioral/emotional needs that support and evaluate their success across home, school, and community. 6) Increase capacity of general education settings to successfully educate students with disabilities and prevent academic/social failures of all students.

RESPONSIVE CLASSROOM: This year at Glen Oak we will be using elements of the Responsive Classroom model. This seeks to build on our existing strengths as a school community to provide a SAFE, JOYFUL, & INCLUSIVE environment. We will be using specific practices in the classroom and school-wide to help students develop relationships with their classmates and teachers as we all grow in our social-emotional health and cultural understanding of one another. Keep an eye on the newsletter for information on this throughout the year.

DISTRICT DISCIPLINE PLAN

Glen Oak Community Learning Center follows the district discipline handbook in all discipline related matters. The district discipline handbook can be found by visiting www.peoripublicschools.org/discipline. “The policies and procedures outlined in this Student Handbook are subject to change for the 2020-21 school year. If any changes are made, they will be posted on the school’s and district’s websites.”

The next page is a list of 25 Things that can get you Suspended or Expelled from school.

THE WAY WE ‘DO SCHOOL’
Our school is adopting and committed to responsive practices. This includes the daily use of teacher language, interactive modeling/ guided role play, interactive learning structures, brain
breaks, and developmentally appropriate teaching practices and durations. This model uses responsive practices to develop a culture of positive community, effective management, engaging academics, and developmentally appropriate teaching. The work relies on responsive practices as from resources such as Responsive Classroom and Conscious Discipline in addition to other techniques such as positive behavior interventions & supports (PBIS), mindfulness, cooperative learning, and trauma-informed practice. Additionally, this model is framed to develop cultural competency of educators and school staff to facilitate reflection upon individual biases as well as promote active antiracism practices to address the systemic and institutionalized inequities within the American education system. This model recognizes basic needs must be met before academic pacing guides or curriculum can be attempted. “We think in the service of emotional goals” (Mary Immordino-Yang), which means our brains cannot and will not cognitively think or learn until our emotions are aligned through joy and belonging.

This model recognizes students mirror neurons ensure as soon as they see our emotion, they will at once be in that same brain state. Students cannot be higher in their brains than the adult in the situation, so we must ‘calm our own upset’ before dealing with theirs. Proactive core SEL practices and reactive de-escalation techniques need to be used to help students self-regulate and function in the optimal executive state so they can access their brilliance and learn, recognizing child development stages and experienced trauma can impact each individual student’s proficiency with this skill. In the survival state, there is no consequence that will ‘hurt’ enough to stop the behavior, which means we must use responsive practices rather than punishment to assist the student in being safe.

Each staff member is provided with a copy of the Yardsticks book about child development. Each teacher is provided with The First Six Weeks of School (self-contained) or Building an Academic Community (departmentalized) as a resource for these practices. School
improvement goals and professional development are aligned to this commitment throughout the year, recognizing implementation of these practices is a work that takes practice. All student discipline practices will be aligned to responsive practices. Teachers and staff should use logical consequences of ‘break it, fix it’, ‘loss of privilege’, and ‘time & space’ when students misbehave. Just as with student academic mistakes, it is our job as educators to help students learn how to fix their mistakes and get back on task. Staff members should use the ‘Responding to Misbehavior’ flowchart when addressing student behavior mistakes. While there are times reactive responses are necessary, the proactive portions of the chart are critical to implementing our system with integrity.

HOME CONTACT

It is an expectation that regular home contact will be made by all teachers for all students, with the goal of having at least three positive contacts for every negative one. This is to build the strong reciprocal relationships research shows are critical to student success. Successful home contact is defined as that in which some response is received from the family member. Contact can be made in a variety of ways including but not limited to calls, texts (can use Google voice or Skooler), email, apps, & home visits. All contacts should be logged into the school Power App.

Any family communication issues that arise should be brought to the attention of that grade-level lane administrator.

PBIS

Our school is committed to responsive practices. This includes the daily use of reinforcing teacher language and celebrating positives knowing we can only build on our strengths, not our weaknesses. We use reinforcing language to help children know exactly what they are doing well and to help them grow academically and socially. It is in this framework we implement our schoolwide PBIS system using the following categories.

BUILDING STUDENT BELONGING & COMMUNITY

All students need to feel belonging, significance, and fun to learn. All homeroom classes will conduct a morning meeting/advisory period each morning to begin the day and a closing circle prior to leaving. In addition, all students will receive a positive text/call home from their homeroom teacher at a rate of five per week (encore & support staff will pick five different students each week from their classes) and one student from each class will receive a positive text/call home from the principal/assistant principal.

• Submit student names for principal call on the student celebrations form each Friday.
• Track positive texts/calls home on your class roster until all students have received one, then start over with your entire list.
• The celebration tool here is reinforcing teacher language! This will mean more to our students than anything tangible!

INDIVIDUAL GOALS & CELEBRATIONS

All classrooms will have students set hopes and dreams at the beginning of each semester. Goals and learning targets set with students throughout the year should be connected to these
hopes and dreams. Teachers will use reinforcing language along with Kudos to track positive individual reinforcement. As much as possible, this should focus on intrinsic motivation rather than extrinsic behavior modification. Also, communications should be directed privately only toward the student be reinforced rather than the entire group.

- Teachers can use Skooler Kudos or another program/system to track individual student Kudos points. This data will be reviewed periodically by the School Culture team. Points should NEVER be shared publicly.
- Grade-Level teams should work together to establish point systems with celebrations for individual kudos points. These systems need to be posted with the school expectations matrix on teacher websites and communicated clearly to students.
- Student who earn Kudos for perfect attendance the entire week will be entered into the perfect attendance drawings every Friday.

CLASS GOALS & CELEBRATIONS
Classes will set a goal and track progress using the ten-frame with lighting bolts.

- Each teacher will set an individual goal with their class. **IDEAS FOR GOALS:** being on time after lunch, turning on videos during class, responding/participating in some way at least once per period, attendance, assignment completion, staying in individual ‘bubbles’ in the room, sustained independent reading, IXL daily completion goal
- Keep in mind the class should be able to earn a range of 1-3 per day depending on the goal; we want to keep the buy-in high with continual positive celebrations of success!!!
- Each time **80%+ of the class meets the goal,** the teacher will post a lightning bolt on the ten-frame chart **(remember not every student has to be doing it, just 80%; we can adjust this to 65-70% for middle school if needed)**
- When the class fills the ten-frame, their class will be posted on our school bulletin board in the main hall and the class can choose one celebration from the celebration menu (email when a celebration is earned)
- Celebrations will typically be held on the next Wednesday/Thursday for blended schedule, Thursday for dual language schedule, & Friday for distance learners.

ATTENDANCE

| BECAUSE WE CARE! |
| ATTENDANCE COUNTS! |
| EVERY STUDENT, EVERY CLASS, EVERY DAY! |

Reach your attendance goal, Chargers! 97% of our students in class every day.

- We care about your student!
- We want your student to be successful! Coming to school makes a difference with student success, grades, graduation, and future achievement.
- All absences matter both excused and unexcused.
- Make sure your student is at school every day on time, ready to learn & in class.
• Provide the school with medical documentation of illnesses/medical appointments upon request.
• Contact the school in the morning before 9AM if your child will be absent from school and provide the reason for the absence.
• Expect and support consequences for unexcused/unauthorized absences. Your child may be placed on an attendance plan after 7 excused or unexcused absences. **More than 13 absences in one school year may result in your child being referred to the Regional Office of Education for truancy support.**
• Please reach out to the school if you need support meeting these expectations.

**ABSENCES:**
Glen Oak follows the district attendance plan. When a student is out of school, parents MUST SEND A NOTE OR CALL THE SCHOOL OFFICE. Please give the reason and homeroom teacher’s name. **If it is an illness, we will follow our COVID protocols as listed below to determine when they can return to school.** Please don’t send your child to school if he or she is ill. If a student becomes ill at school, the teacher will send the student to the Charger Stables (sick waiting area). Students will **not** be sent home without parent knowledge. A parent/guardian must come into the school to sign the student out. At no time will a student be allowed to walk home from school when he/she is ill without parent/guardian notification.

We are concerned for the safety and well-being of all our students, and want parents to be aware if their children are absent without permission. If we have not heard why your child is absent, you will receive an automated phone call informing that your child is absent.

**It is the responsibility of our students and their parents/guardians to keep the emergency contact number(s) in our file up-to-date.** Please keep us informed of home and/or work phone number changes, making sure the number we have is one that will reach you directly.

If parents/guardians are employed outside the home, the phone number of grandparents, aunts and uncles, and/or neighbors can be better alternatives for our automated service to contact.

Excused absences are illnesses, doctor appointments, court appointments, or funerals. Absences for things like running errands or staying home to babysit are not excused. Please make every effort to schedule appointments outside the school day so your child does not miss out on learning.

Occasionally students are required by their parents to miss school for a prolonged length of time due to a death in the family or extended trip. Students are allowed to make up the work if the following conditions are met:

• Notify the Principal in writing at least 2 days in advance of the day of departure.
• Teachers will provide a list of homework to be completed during the absence.
• All make-up work must be completed and turned in on the day determined by the date the student returns to school. A student will be permitted one day for each one day missed to achieve make up credit.
• An excused absence will permit the missed assignments to be made up with full credit.
Students are responsible for collecting and completing assigned work for excused absences. It is the student’s responsibility to make sure these assignments get turned in.

**TARDIES:**
Call the school office when your student is going to be tardy. Provide the reason, homeroom teacher’s name, and the approximate arrival time. Tardy students must report to the office upon arrival to school at the front door of the school. They must have a written note with a legitimate excuse for an excused tardy or parent/guardian must sign student in upon arrival. The office will make the final determination if the tardy is excused or unexcused based on district policy. Be aware that tardy students may not get a choice in breakfast or lunch options as those counts are taken when school begins.

The teacher of each particular class will handle unexcused tardiness in their own manner. Students with excessive tardiness before and during classes may be assigned a teacher conference and/or referred to the principal or designee.

**HALL PASSES**
To ensure student safety, any student in the hallways must have a current pass with him/her issued by a staff member. Students without passes will be held accountable with logical consequences.

**DRESS CODE**
On school days, students must remain in uniform at all times on school grounds and while on the bus. This includes after-school events unless performance or athletic attire is required. Use the guidelines below to ensure proper adherence to the uniform policy.

Administration reserves the right to make additional requests in order to maintain a positive and productive educational environment.

**Bottoms**
- Must fit appropriately.
- Must be uniform pants/shorts/skirts.
- Must be a solid color- either navy blue, black, or khaki.
- Shorts/skirts/jumpers must extend below the fingertips of the student’s extended arm.
- Tights/leggings worn under skirts/jumpers must be solid uniform colors.
- Clothing sagging below the buttocks or well below the waistline is not permitted

**Tops**
- Must fit appropriately.
- Must have a collar.
- Must be a solid color- navy blue, white, red, black, green gold, or light blue
- Brand logos may be no larger than 1 square inch.
- Undershirts (short or long-sleeve) must be solid uniform color and should not show at the waist. Must fit appropriately and sit at the waist.
• Tops should not be so short that the stomach shows when the hands are raised or when the student moves naturally
• In colder weather, solid uniform-color sweatshirts/sweaters may be worn over the collared uniform shirt. **Sweatshirts/sweaters must not have hoods.** **Sweaters may be pullover or solid color cardigan style.**
• Glen Oak spirit wear may be worn at any time in place of a uniform shirt.
• College spirit wear can be worn on College Colors Days.

**Additional Information**
• All footwear must be closed-back or have an ankle strap. Proper shoes must be worn; no exceptions.
• Winter boots may be worn to school, but please have another pair to change into once at school.
• Tennis shoes should be worn in the gymnasium to protect floors and lessen any damage that could happen to them.
• **Prohibited Footwear:** “heelys” or any other roller skates and/or roller skating shoes; high heels; “flip flops” (backless) shoes
• Any clothing or jewelry containing insignias, sayings or symbols of gangs/drugs/alcohol/weapons are not permitted.
• Purses and bags are to remain in lockers for the entire school day.
• Coats, jackets, and vests are to remain in lockers for the entire school day except when needed outside at recess or PE due to weather.
• Coats and book bags are not allowed in the classrooms
• Hats, bandanas, sweatbands, scarves, and sunglasses are not to be worn at school.
• Accessories that do not interfere with or distract from learning may be worn.

**Students dressed inappropriately will be allowed to call home for appropriate clothing.** Further disciplinary consequences may be taken for those who repeatedly choose not to follow dress code.

**STUDENT CONDUCT EXPECTATIONS**

• Students will go to their lockers at times designated by their grade level team.
• Students will walk quietly and with purpose during passing times.
• Students will demonstrate “line basics” when traveling with their class.
• Students will arrive to class on time.
• Students will follow teacher directions.
• Students will speak with permission and use appropriate language.
• Students will allow their teachers to teach and their classmates to learn.
• Students will treat others with respect and kindness.
• Students will remain in their seat and in their classroom.
• Students will contribute to a safe and comfortable learning environment at school.
• Students will listen and pay attention in class.
 Students will participate in their learning. This includes asking/answering questions and participating in class discussions.

- Students will contribute to partner/group tasks.
- Students will carry their planner with them at all times and use it appropriately.
- Students will bring all necessary supplies to each class.
- Students will complete all work, both in and out of the classroom.
- Students who are absent will have 2 days for each excused absence (a note, not a call, is necessary for the absence to be considered excused) to make up missed work.
- Students will involve their parent/guardian as part of their educational team.
- Students will give their best effort on all required assessments.
- Have increased pride in themselves and in the school.
- Take the initiative to keep the school neat and orderly by putting trash in waste containers.
- Strive to become good citizens in the school, classrooms, community and country.
- Wait to be dismissed orally by the teacher of each class.
- Take responsibility for behavior and accepting the consequences for not following the rules.
- Complete assignments as assigned.
- Demonstrate respect for themselves, others, and their property.
- Conduct themselves with appropriate behavior in and outside of school.

**STUDENT DATA BINDER EXPECTATIONS**

- All students will be issued a student data binder. Replacement binder will be available for purchase in Ms. Buckner’s office at a cost of $5.
- All students must carry their binder with them at all times.
- Binders are to be used for daily assignments, quizzes, tests, and upcoming events/activities.
- Teachers and parents should utilize planners as a communication piece.
- Parents are expected to read and sign their student’s planner each school day.
- Ineligibility notices/warnings will be attached to the planners on a weekly basis.

**PERSONAL ITEMS:** Students are not to bring electronic equipment (i.e.: headphones, MP3 players, iPods, Walkman radios, hand-held video games, etc.) to school. If a student is caught with electronic equipment, the device(s) will be confiscated. Repeated offenses will cause the device to be held in the office for the remainder of the school year. The school will assume NO responsibility for electronic devices (including cell phones, tablets, phone watches) that are lost, stolen or damaged at school.

Please do not bring personal items (i.e., jewelry, iPods, phones, game cartridges, etc.) to school. Glen Oak Community Learning Center is **NOT** responsible for any article that is lost, stolen or damaged at school. Students should carry a minimal amount of money with them (i.e.: phone
money, lunch money, and snack money). Unless money is needed for a specific purpose, please do not bring excessive cash to school. **Again, if any item or cash is lost, stolen or damaged, the school accepts NO responsibility or liability for the item.**

**CELLULAR PHONE USE:** We will continue to follow School Board Policy in regards to cell phone use. Students that choose to bring them in school **MUST** turn them **off during the school day** and the phones **MUST** be put in a Yondre Pouch or can be placed in their locker. Students that choose to use cell phones during any part of the school day for phone calls, text messaging, etc. will have their phones confiscated. Further disciplinary action may be taken due to misuse of cellular phones. Students who routinely use their cell phones could be suspended from school. **PUBLIC DISPLAYS OF AFFECTION:** Public displays of affection (i.e., holding hands, hugging, kissing, etc.) are not acceptable behavior while at Glen Oak. These actions will not be tolerated in the classroom, hallways, playground, lunchroom, etc. **SCHOOL NEWSLETTER:** Every month a school newsletter will be sent to the home of each Glen Oak family. Please watch for it! The daily lunch menu, athletic schedules, honor rolls, PTO information, fine arts presentations, important dates, field trip information, and all the other appropriate activities will be listed. Newsletters, along with the District 150 calendar and this handbook, should keep you well informed of your school’s activities and as well as your child’s activities and accomplishments. If for some reason you do not receive your newsletter regularly, please contact the school office, 672-6518, during regularly scheduled office hours, 7:30 AM to 4:30 PM.

**TELEPHONE:** The office phone is for school business only. Students are not to use the office phone for last minute arrangements that should have been made at home that morning or the night before. Emergency use is permissible, with permission of the principal or the secretary. Students are not to be excused from class to make phone calls, or take phone calls unless, of course, it is an emergency. Please plan ahead.
LOCKERS/BOOKBAGS

LOCKERS/LOCKS: All students’ desks and lockers are the property of the Peoria Public Schools and school personnel reserve the right to inspect these lockers at any time. In addition, since the security of each student’s material is always of prime concern, the sharing of locker combinations is prohibited. Do not share your locker combination with any other student. Only locks furnished by the school can be used. A lock is provided; if lost the cost is $5.00 for replacement. Students should have lock on lockers at all time. At the end of the year students are required to turn in locks or pay $5.00 for lost locks on last day of school or they will not participate in end of year activities.

LOCKER SEARCHES: Per District 150 policy: Students’ desks and lockers are property of the Peoria Public Schools, and school personnel reserve the right to inspect these desks and lockers at any time, with or without the presence of the student.

BOOKBAGS: All book bags/purses must be kept in students’ lockers. They are not to be carried between classes or brought to any classroom. Book bags may be searched with or without the student present.

TEXTBOOKS: Textbooks will be issued to each student the first day of school. Any books that are lost or damaged must be paid for at the full purchase price; consequently, it behooves every student to be very responsible for the textbooks. Books should not be marked in any places other than the name and year at the front. Students should be very cautious about losing books, leaving them on the playground or on the tops of lockers, or loaning them. Each student is responsible for his/her books. Parents will be billed for lost or damaged books.

SUPPLIES: In order for students to be successful and for the day’s events to move at the necessary pace, it is important for students to have the necessary supplies:

- Textbooks
- Paper/Pencils/Pens
- Erasers
- Colored Pencils
- Markers
- 2 -3” Binders
- Folders/Notebooks
- Gym shoes/clothes
- Art Supplies
- Musical Instrument
- Crayons
- Kleenex
- Calculator
- Ruler

Teachers may require additional items for their classrooms and/or projects throughout the year.

Textbooks are considered a supply. They are the responsibility of the student. Students will be charged for lost or damaged textbooks.

PARENT’S CLUB

The Glen Oak Community Learning Center Parent Teacher Organization (PTO) welcomes participation by any and all parents/guardians/adult family members. This organization is of
tremendous help throughout the school year. It provides help with dances, graduation, special purchases, and other school functions. Many of our students’ family members have special skills, knowledge and information that can be useful to the school, and we encourage you to be a part of this very active organization. Please plan to participate in CHARGER CHAT as well.

**CURRICULUM**

Students in K through 4th Grades will have the following subjects for a required amount of time each day/week:

<table>
<thead>
<tr>
<th>English</th>
<th>Math</th>
<th>Reading/Literature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Science</td>
<td>History</td>
<td>Geography</td>
</tr>
<tr>
<td>Art</td>
<td>Music</td>
<td>Physical Education</td>
</tr>
<tr>
<td>Computer Lab</td>
<td>Library</td>
<td>Dual Language</td>
</tr>
</tbody>
</table>

Students in 5th through 8th Grades will have the following subjects for a required amount of time each day/week:

<table>
<thead>
<tr>
<th>English</th>
<th>Math</th>
<th>Reading/Literature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Science</td>
<td>History</td>
<td>Geography</td>
</tr>
<tr>
<td>Art</td>
<td>Music</td>
<td>Physical Education</td>
</tr>
<tr>
<td>Computer Lab</td>
<td>Library</td>
<td>Acellus Coding Lab</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dual Language</td>
</tr>
</tbody>
</table>

**AVID:** Students at Glen Oak will incorporate Advancement Via Individual Determination (AVID) strategies and the philosophy of equal educational opportunities for all students throughout the instructional day across grade levels. AVID College Readiness System AVID (Advancement Via Individual Determination) is a systemic instructional system for students in kindergarten through 12th grade and in higher education. The AVID College Readiness System is a school-wide transformational effort focused on leadership, systems, instruction and culture. The system is designed to increase the number of students who enroll and succeed in higher education and in their lives beyond high school. The AVID College Readiness System is a catalyst for developing a school culture that closes the expectation and opportunity gaps that many students face, and prepares all students for success in a global society. AVID Secondary is designed to integrate into the daily routine and curricula of classrooms of many grade levels, to impact school-wide structures, and support all students on the path to college readiness. AVID’s mission is to close the achievement gap by preparing all students for college readiness and success in a global society.

**DISTRICT-WIDE TESTING PROGRAM:** Glen Oak Community Learning Center participates in a wide variety of District #150 sponsored testing programs to help evaluate the progress of our students. The testing program evaluates the many different aspects of our educational program that directly affect our student population. In the fall of each year, District #150 offers achievement testing to all of our students. Results and explanations of all these tests are sent home with the students’ report cards.
State testing will also be done during the spring for 3rd, 4th, 5th, 6th, 7th and 8th graders. The State’s testing tools will assess students in all academic areas. We feel that these testing programs are very complete and will provide both the student and the school with an accurate report on the student’s strengths and weaknesses. With this knowledge, it is hoped that both the school and the student can work together to insure the very best possible educational opportunity for the student.

PLEASE WATCH THE NEWSLETTER IN THE CALENDAR OF EVENTS SECTION TO KNOW THE EXACT DATES OF TESTING. HELP YOUR CHILD DO BETTER BY MAKING HIS/HER TESTING DAY MORNINGS ENJOYABLE ... AND NUTRITIONAL!

PHYSICAL EDUCATION: Students are required to participate in physical education class unless a doctor’s request to exclude is presented. (This may be short-term or long-term exclusion.) PROPER GYM SHOES MUST BE WORN DURING P.E. Students’ grades depend upon participation in PE.

CRISIS & SAFETY
All individuals working at Glen Oak for the school year must complete the online survey form to provide their emergency contact information.

COMMUNICATION
Everyone working at Glen Oak will be added to the email distribution list and the Glen Oak Staff Team in Microsoft Teams. Both email and MS Teams should be regularly checked for updated information.

CRISIS RESPONSE
Procedures for fire, tornado, evacuation, and active assailant will be updated once COVID-informed guidance is given. For now, follow the safety signs within each room.

MANDATED REPORTING
All teachers and staff are mandated reporters in Illinois. Information on making a report can be found on the DCFS website (https://www2.illinois.gov/dcfs/safekids/reporting/Pages/index.aspx ). Once a report has been made, the individual making it should let the appropriate people know according to the Glen Oak RACI Chart.

PHYSICAL SPACES

CLASSROOMS
Set-Up Checklist
• Assigned seating for students all facing the same direction with 6-foot spacing
• One-way path of travel is clearly marked inside classrooms
• Tables are clearly marked to indicate where students can and cannot sit.
• Signage is created/posted to remind students of handwashing process and expectations
• Signage is created/posted regarding safety rules for not sharing supplies or materials
• Area is designated and labeled for student services (speech, OT/PT, etc.) to work with students in each classroom

Other Considerations & Guidelines
• Keep windows and doors open when possible to keep fresh air circulating throughout classroom space. **Be sure to shut and lock doors/windows whenever room is empty! Doors with outside access may not be propped open after 8:30AM.**
• **No shared materials will be allowed.** Students will need to only use items which are assigned to them. Designate a bin/bag for each student to use on their on-campus attendance days. For shared school manipulatives (such as pattern blocks, letter tiles, etc.), each student will need their own set in a labeled baggie for the course of the year.
• Students may use textbooks and trade books. Textbooks should be issued to and used by the same student all year. **Have a designated space for each students’ supplies to be isolated from others.** Trade books (such as library books, guided reading books, classroom library books) should be touched ONLY by the student who has ‘checked’ them out (no browsing through library bins). **All books are to remain in the school building and may not be taken home.** Once the student is finished, books must be quarantined for at least 72 hours before they are sanitized and stored or reissued to another student.
• Any surface that is used (chairs/desks/tables) should be sanitized a minimum of daily. **Any shared surfaces** (such as a guided reading table or area where student services are provided by OT/PT) **need to be sanitized immediately before and after use** with each individual student. As much as possible, use of shared spaces should be minimized.
• Classroom computer monitors should be sanitized daily, and students need to refrain from touching them. **Classroom computer keyboards and mice may be covered with plastic wrap so they can be safely sanitized immediately before and after each use.** As much as possible, use of shared materials such as classroom computers should be minimized.
• Classroom rugs may be used. However, students should have a clearly marked assigned seat to be used throughout the entire year and 6-feet physical distancing protocols must be followed.
• All soft materials (such as stuffed animals, blankets, pillows, bean bags, etc.) must be washed immediately after each student’s use. As much as possible, these items should be removed from classrooms and stored this year.
• Kindergarten through 5th grade students will use the restrooms located within their classroom. Be mindful of sanitizing door handles and explicitly teach proper handwashing procedures including using a paper towel to turn off the facet and open the door.
• Students will not be allowed to use drinking fountains. Each student should bring their own refillable water bottle for use throughout the day. Water bottles may be refilled at the faucet in the classroom with teacher supervision. Hands should be washed immediately before and after filling the bottle.

HALLWAYS
Travel within the hallways will be minimized as much as possible. In order to maintain ‘bubble zones’ for contact tracing purposes, it is essential that students and staff are in as few locations as possible and designated travel paths are consistently followed. Maps are provided to show each grade-level’s travel path for arrival and dismissal. Staff should attempt to remain within their grade-level’s ‘bubble zone’ areas as much as possible. Hallways will have markings every 6 feet apart on both sides to practice physical distancing.

Kindergarten through third grade students will always be with an adult escort and should only be in the hallway for the following purposes:
• Transitioning with designated school personnel due to being tardy
• Transitioning with designated school personnel for support services or testing
• Standing directly outside the classroom with designated school personnel for a behavior intervention that could not be managed within the classroom
• Participating with designated school personnel for support services directly outside the classroom
• Transitioning with designated school personnel for a medical emergency

Fourth & fifth grade students will always be with an adult escort and should only be in the hallway for the following purposes:
• All of the above plus:
• Transitioning with PE teachers following assigned grade-level travel path to exit or enter the building for a movement break

Sixth through 8th grade students will USUALLY be with an adult escort and should only be in the hallway for the following purposes:
• All of the above plus:
• Transitioning on own for a restroom break using the common area restrooms on the east side of the second floor; staff will use the shared Microsoft Excel Spreadsheet stored on OneDrive to monitor in real time how many students are out of the classrooms for restroom visits at a given time. This student restroom is labeled with signage for handwashing and mask requirements with physical distancing spacing clearly marked on floors. Students should be explicitly taught how to properly wash hands following CDC and IDPH guidelines.

STAFF WORKROOMS & COMMON AREAS
Workroom
Each workroom has been assigned to a specific ‘bubble zone’ of staff members. Staff should only use this workroom. This is to limit contact as much as possible for contact tracing. All staff must adhere to the following guidelines when in the workroom.

- **Always wear a mask** unless sitting in a designated eating location within the workroom. Try to limit time in the workroom to 15 minutes or less at a time if possible to reduce exposure to others. When possible, eat in an empty classroom or Café B to maintain greater physical distancing with masks off.
- **Practice social distancing.** Leave six-foot spacing Staff should follow all marking and signage guidance within the workroom to ensure appropriate physical distancing. **Tables and shared items (such as paper cutter, copier, or scissors)** should be sanitized immediately prior to and following everyone’s use.
- Follow maximum occupancy guidelines. You will need to plan ahead for use of shared items such as the copy machine in case maximum occupancy is reached. **Because staff are limited to the one workroom copier in their ‘bubble area’, limit your use to only what is necessary, especially during peak times of the day.** If maximum occupancy of the workroom is reached, all other staff must wait in the hallway using appropriate six-foot distancing.
- Wash dishes immediately after use and do not leave them in the sink. Only store what is necessary in the refrigerator. Note that the refrigerator/freezer will be cleaned out each Friday and anything left will be thrown away.
- Wash your hands before and after using the coffee maker. **Make sure you leave it clean and throw the filter away for the next person to limit exposure.**

Restrooms

Each restroom has been assigned to a specific ‘bubble zone’ of staff members. Staff should only use their assigned restrooms. Staff should NOT use the student restrooms. This is to limit contact as much as possible for contact tracing. All staff must adhere to the following guidelines when in the restroom.

- **Always wear a mask.**
- Practice CDC and IDPH handwashing guidelines.
- Leave the restroom clean and ready for the next person.
- Use a paper towel to turn off the facet and open the door after washing your hands to prevent contamination.

Mailroom

The mailroom is located in the front of the building off the main office. **No one will be allowed to access this room at any time except the designated office personnel.** This is to limit contact as much as possible for contact tracing. Staff may retrieve their mail from the front hallway using their key to access their mailbox.

School Office

To limit contact and protect our clerical staff, only two visitors will be allowed in the school office at any given time. **This includes staff members.** Staff and families are encouraged to use phone or email as much as is possible. Staff should email supply requests at least 24 hours in
advance. Filled requests will be delivered in the staff mailbox or outside the classroom. If it is absolutely necessary to visit the office in person, staff and families must wait outside the office until one of the two physical distancing spaces are available.

**Staff, students, and families may not visit administrator offices, counselor offices, support personnel offices, or other offices or classrooms in the building without a scheduled appointment.** Again, all are encouraged to communicate by email or phone whenever possible. In the event a face-to-face meeting is required, Microsoft Teams will be utilized to hold the meeting virtually. If an in-person meeting must occur, staff and families need to email or call the school office to set up an advance appointment.

**PLAYGROUND & OUTDOOR AREAS**

Physical education teachers will take each class outside for a movement break once per day. These breaks will consist of intentionally structured activities that get students walking and moving while physically distancing. The following guidelines will apply:

- Swing sets, sports equipment, and playground equipment are NOT to be used by students.
- Students will stay with their class in a designated area, with no mingling of students from different classes.
- During outdoor activity, students may take off their masks and use their lanyards to clip them. Students must always remain at least six feet apart in all directions.
- At the conclusion of outdoor activity, students will put on their masks. Classes will line up and students will physically distance as they walk in the line back to class.
- In case of inclement weather, students will take their movement break inside their classroom using structures such as mindfulness poses or go-noodle dances. Masks will always remain on for these breaks in indoor spaces.

**TECHNOLOGY PROCEDURES**

**LAPTOPS (HP STREAMS)**

Student may obtain a school device for use at home this school year. Those who indicated they would like a device during the registration process will receive their device on the first on-campus day of school. Anyone who needs a device after that may contact the school office. At this time, devices are intended for home use on off-campus days and should not be taken to and from school.

**CELL PHONES**

Kindergarten through fourth grade students should not bring cell phones or other devices to school. Students in 5th through 8th grade will be issued a personal YONDR pouch which must be carried to and from school each on-campus day.
Cell phones need to be turned off and placed in the pouch when entering the school building and student will lock the pouches by clicking the top together. These pouches are the student’s responsibility throughout the day. At dismissal, students may use the YONDR magnet mounted by their grade-level’s exit door to unlock the pouch. Any student who forgets their pouch will turn in their cell phone to a designated ‘box’ and a family member will need to come up to the school to retrieve the device.

MICROSOFT TEAMS & ONLINE LEARNING PROGRAMS
Kindergarten through 8th grade students will use Microsoft Teams (MSTeams) to receive and turn-in assignments as well as other general information. Each student must know how to log into their MS Teams account and access their classes within the first week of school. Check the school website for tutorials that will help with this process.

Students will receive virtual assignments through MSTeams and other district-approved learning platforms to complete on their off-campus school days. Students will also have live sessions with their art, music, and technology teachers on the off-campus school days. Attendance to these sessions and completion of assignments is expected. Contact the school office if you need assistance obtaining a device or internet access.

Teachers will keep a classroom webpage to clearly communicate expectations, schedule, & off-screen/at-home learning activities. This webpage should be kept up to date as much as possible as a ‘go-to’ resource for families.

HEALTH & WELLNESS PROCEDURES

CONTACT TRACING
Close contact is currently defined as being within six feet of someone with or without a face mask for 15 minutes within a 24-hour period. The ability to determine who has been in close contact is a critical safety step this year. Any staff or students not assigned to a given office space or classroom MUST log in and out on the contact tracing clipboards outside the room. There are no exceptions to this policy.

NURSE SERVICES
The classroom teacher will call the nurse’s office for students who need assistance for injury/illness. The nurse will determine if care can be given over the phone or will make a visit to the classroom to provide care. If a student must visit the nurse’s office to receive care, a designated school personnel member will escort the student to the office. Teachers will be
given Band-Aids for classroom use for minor cuts and scrapes. Students should put these on themselves or teachers should use gloves.

The nurse will establish a “door to door” procedure to distribute medication and other treatments as permissible for students who need routine care. This schedule and treatment plan will be communicated directly to the teacher(s) of the given student.

SAFETY PROTOCOLS
Protocols for safety considering the current pandemic are embedded throughout this document. All individuals must wear a mask that covers the nose and mouth when on school grounds. Six feet of physical distancing should be maintained.

FACE MASKS & SPECIAL EDUCATION STUDENTS
If special education students who do not have a documented physician excuse from wearing a mask demonstrate an intolerance to wearing face masks, we must make a genuine effort to work with those students.

• These students will not be automatically excluded from in-person learning or ridership on the school bus.
• The goal would be for those students to successfully wear face masks when appropriate while in the classroom or on the school bus.
• We should assume that our students can wear face masks unless there is an obvious medical reason such as a tracheostomy tube.
• If the special education team is unsuccessful in teaching the student to tolerate wearing a face mask, the IEP team should then meet to discuss alternatives up to and including remote learning options.
• Under no circumstance should an individual Peoria Public Schools staff member or employee make the decision that either A) a student cannot tolerate a face mask OR B) that a student should be excluded due to the inability to tolerate a face mask. This would be the function of the IEP team to make any determinations regarding SPED student PPE.
• The transportation department will be providing feedback as needed to the IEP team to assist with this process as it relates to the school bus.
• The special education team will seek alternatives to face masks, such as face shields, for students with doctor’s notes and/or an intolerance to wearing face masks who are riding the school bus.
• NOTE: We must be cautious when we are using the word “refusal” when describing a special education student who is not wearing a face covering. There is a difference between a student who developmentally does not have the skill to wear a face covering at a given time and needs to be taught how to wear it and a student who is blatantly refusing the directive/expectation to wear one.

STUDENT/STAFF ILLNESS
Only students and staff who are healthy should report for in-person learning. Students and staff with any of the following symptoms of COVID-19 must remain home.

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- A measured temperature of 100.4 degrees Fahrenheit or greater
- Headache
- New loss of taste or smell
- Sore throat
- Nausea or vomiting
- Known close contact with a person who has been diagnosed with COVID-19

Absences Due to COVID-19
Clerical will request specific symptom reporting when absences are reported along with COVID-19 diagnoses and COVID-19 exposure and this information will be documented in Skyward. In accordance with state and federal guidance, staff and students who are sick should not return to school until they have met criteria to return. CDC and IDPH guidelines for students who were suspected of having COVID-19, whether they were tested or not, state that 24 hours must elapse from resolution of fever without fever-reducing medication and 10 days must pass after symptoms first appeared.

All students who are absent must be contacted each day. Staff must submit absent students daily by the designated deadline so these contacts can occur.

Students
Students who do not pass the screening process upon entering the school will be sent home with the parent/family member. If no parent/family member is with the student, the student will walk around the outside of the school building to the Charger Stables (Maryland Street, door 18). The student will remain supervised in the Stables until a family member can be reached.

If a student reports not feeling well or exhibits symptoms during the school day, their teacher or staff member will contact a building administrator or the school nurse to inform them of the situation. Limit contact with the student until administration or the nurse arrives to escort them. Once there, students will be screened for symptoms and temperatures. Building administration and/or the school nurse will follow appropriate guidelines. The school nurse or other designated personnel will notify the family about their student’s symptoms immediately.

If a student is excluded from school following COVID-19 symptoms with high fever, the following steps will take place prior to returning:

- Parents/guardians should monitor symptoms
- The school nurse will make contact during the period students are out of school to check in and determine when they may return safely
- Upon return, students will be screened prior to entering the school
Quarantine Learning at Home & Notations in Skyward

Students who are learning from home due to a quarantine will be coded in attendance in Skyward. **Teachers need to pay attention to these codes and follow up with families to provide assignments and access to home learning in accordance with their phase 4 or phase 5 teaching platform (LIVE streaming, traditional hybrid, dual language) is needed.**

- Skyward Attendance Code **XVC** (exempt for COVID; excused)
- Skyward Attendance Code **AVC** (absent COVID related)

Students will be able to attend school in-person again once they no longer have these codes listed in Skyward. If a student who is marked with one of these codes shows up to school the teacher should follow the guidelines for a student who has not passed the morning screening.

**Staff**

Staff not feeling well or exhibiting COVID-19 symptoms with a high fever will inform building administration via text or by calling the office. Staff should maintain distance from students and staff and limit contact with objects. Once administration or other supervisory staff comes to relieve the staff member, the staff member should immediately take the shortest route out of the building, avoiding close contact with others and contact with anything in the building. Staff who do not have transportation home should report immediately to the quarantine room (Maryland Street, door 18) and remain there until they are able to leave. **Staff who have any symptoms or issues related to COVID must email ONLY Principal Suggs to describe the situation. They will be connected with HR to determine next steps. No one else in the building should be included in this communication.**

If a staff member is excluded following COVID-19 symptoms with high fever, the following steps will take place prior to returning:

- Continue to self-monitor symptoms during the time out of school and if possible, staff will continue to self-certify each day
- Receive approval from HR prior to returning to ensure they are symptom free and can return
- Upon return, staff will need to self-certify the day they are returning and be screened prior to entering the building

**BUILDING CLEANLINESS & SANITATION**

All personnel who have students present in their space will be provided with disinfecting wipes, gloves, sanitizing spray, and a microfiber rag. Due to a shortage of wipes available right now, the spray and rag should be the primary cleaning method.

Sanitize all desks and surfaces with disinfectant spray at the end of the day after students/staff are ready to leave. Sanitize all the doorknobs and handles. Put rags in the ‘dirty’ basket in the hallway each night. Custodians will provide a new one for the next day. Have students place used masks in the labeled laundry bag and put in the ‘dirty’ basket as well. Additional masks have been provided to every classroom in case a student comes in without one. These masks should be washed and left at school.
Put garbage in the hallway after each meal and at the end of each day before leaving your classroom. Make sure students are pouring out liquids before throwing them away using the classroom sinks.

Sanitize shared surfaces in the workrooms using materials available in the room (copier, paper cutter). These should ALWAYS be sanitized before and after using.

**ATHLETICS/EXTRA-CURRICULAR ACTIVITIES**

**ATHLETIC ELIGIBILITY:**

- **All students participating in sports activities of any kind must have a current sports’ physical on file. Students without the proper medical form on file will not be allowed to participate.**

- **Academic eligibility must be maintained by each athlete (boys & girls), and by cheerleaders. This progress is monitored on a weekly basis, and is not seasonal. A participant must be passing at a checkpoint on a weekly basis. If a student is failing any subject, he/she will not be eligible to participate the following week. The grades must average passing for the year-to-date, not the previous week’s work only.**

A participant may participate in practice sessions during a week of ineligibility. A reminder - all student athletes must exhibit good sportsmanship. Any violation will result in disciplinary action by the building principal. Our athletes will represent our school, our community, and our District in a respectful manner.

**ATHLETIC RULES/BEHAVIOR:** Students participating in Sports/Cheerleading must adhere to the following:

- **Conferences/Detentions**
  Coaches will provide student and their parent/guardian with expectations in regards to those athletes who fail to follow team rules against school conferences/detentions.

- **Suspensions**
  A suspension from school automatically removes a student from the team for the remainder of the season.

- **Release Slip**
  Each extra-curricular athletic activity a child participates in will require the student and parent to sign a "Rules of Conduct" form before participating. NO EXCEPTIONS!
ATHLETIC ATTENDANCE: Parents are encouraged to attend and support their son or daughter who is participating in any athletic, choral, band, orchestra, cheerleading or other event at Glen Oak. All Glen Oak students who are enrolled at Glen Oak may attend any athletic event without their parent as long as their behavior is deemed appropriate by the principal or the designee. If a child displays inappropriate behavior at any school sponsored event, this privilege will be revoked.

High school students will not be allowed entrance to any event or contest without their parent being present for the entire event.

RULES OF CONDUCT AND SPORTSMANSHIP FOR ATHLETIC AND EXTRA-CURRICULAR SCHOOL EVENTS: Reasonable rules of conduct and sportsmanship for athletic and extra-curricular school events are necessary for the orderly operation of athletic and extra-curricular school programs. Any spectator, whether a student or non-student, who violates the rules of conduct established by the Administration, to attend athletic or extra-curricular school programs may be denied admission to school events for not more than one (1) year, provided that a written ten-day notice of the violation is given to such person and a hearing thereon pursuant to Administrative Procedures. Prior to a hearing, a principal may suspend the right of any spectator who violates the rules of conduct established by the Administration for a period of up to 14 calendar days, after discussing the reasons for such suspension with the person and allowing the person an opportunity to rebut such reasons. Any certified employee or security agent of any school may sign complaints as agents of the School District against any persons who are alleged to have violated the rules of conduct at any school sponsored event. The rights of all persons who attend athletic and extra-curricular school events must be respected and protected and the School Board will not permit the disruption of athletic and extra-curricular school events or the interference with the lawful rights of others attending such events. AT ALL ATHLETIC EVENTS (BOYS/GIRLS), NO HIGH SCHOOL STUDENT WILL BE PERMITTED TO ATTEND WITHOUT A PARENT OR GUARDIAN PRESENT FOR THE ENTIRE EVENT.

STUDENT ORGANIZATIONS & ACTIVITIES: The school program is enhanced with many student organizations and activities. Students are encouraged to get involved in these extra-curricular activities to enhance their learning experience.

- Step Team
- Dual Language Club
- Yearbook
- Soccer
- Art Club
- Mentoring
- Softball
- PBIS Team
- Young Authors
- Volleyball
- Green Club
- Honor Rolls
Dances
Concerts
Peer Mediation
Cheerleading
Student Council
Basketball
Accelerated Reader
Book Fairs
Spelling Bee
Chorus
Math Counts
Field Trips
Intramurals
Track
Study Club
Student of the Week
Reading Club
Scholastic Bowl

Others may be organized as need, interest and personnel are available and approved.

**EMERGENCY SITUATIONS**

**DISASTER DRILLS:** During the school year, we will have several drills for fire and tornado. The principal and fire department schedule fire drills. The tornado drill occurs only once during the school year, usually in the early spring. Each room has an evacuation route posted. All students should become familiar with the routes in the rooms of their classes.

- **During fire drills,** everyone will evacuate the building to the outside and move away from the building. Teachers will direct each class. All students should stay with their classrooms and be accounted for by the teacher. If you happen to be somewhere else when a drill begins, exit by the nearest door and join your classroom outside. **DO NOT RUN OR PUSH!** Stay quietly in line.
- **Tornado Drills** require students to “take shelter” in the building in the prescribed places. The “prone-protective” position will be practiced. During an actual tornado, or in anticipation of one, students will not be dismissed to anyone but parents. In the event the “all clear” is not sounded by dismissal time, students will be **NOT** be dismissed or allowed to board the buses until the all clear is sounded.

**SAFE SCHOOL PLAN:** It is our goal to make Glen Oak a safe and educationally strong environment for students and staff. In light of recent current events around the country, Glen Oak has developed a Safe School Plan to be used in the case of an emergency. This plan designates specific procedures for individual staff members in the case of an emergency in the building. Practice drills will be held to familiarize the students with the proper procedures.
INTERNET POLICY

DISTRICT AUTHORIZATION FOR INTERNET ACCESS PROCEDURES: We now have the ability to enhance our students’ education through the use of the Internet. The Internet offers vast, diverse and unique resources. The District’s goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation and communication.

The Internet electronically connects thousands of computers throughout the world and millions of individual subscribers. Students and teachers may have access to:

- Limited electronic mail communications with people all over the world
- Information from government sources, research institutions and other sources
- Discussion groups
- Many libraries, including the catalog to the Library of Congress and the Educational Resources Information Clearinghouse (ERIC)

With this educational opportunity also comes responsibility. The user should read carefully this Authorization for Internet Access Procedures. The use of inappropriate material or language, or violation of copyright laws, may result in the loss of the privilege to use this resource. The user is legally responsible for his/her actions. The District takes precautions to prevent access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. On an unregulated network, however, it is impossible to control all material and a user may discover inappropriate material. Please read carefully the terms and conditions for the Authorization for Internet Access.

AUTHORIZATION FOR INTERNET ACCESS

All use of the Internet shall be consistent with the District’s goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This Authorization does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow the terms of the Authorization for Internet Access will result in the loss of privileges, disciplinary actions, and/or appropriate legal action.

TERMS AND CONDITIONS

Acceptable Use – Access to the District’s Internet must be for the purpose of education or research, and be consistent with the educational objectives of the District.

Privileges – The use of the District’s Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The principal or his/her designee will make all decisions regarding whether or not a user has violated this Authorization and may deny, revoke, or suspend access at any time.

Unacceptable Use – the user is responsible for his/her actions and activities involving the Internet network. Some examples of unacceptable uses are:
• Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;
• Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
• Downloading copyrighted material for other than personal use;
• Using the network for private financial or commercial gain;
• Wastefully using resources, such as file space;
• Gaining unauthorized access to resources or entities;
• Invading the privacy of individuals;
• Using another user’s account or password;
• Posting material authored or created by another without his/her consent;
• Posting anonymous messages;
• Using the network for commercial or private advertising;
• Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
• Using the network while access privileges are suspended or revoked.

**Network Etiquette** – The Internet user is expected to abide by the generally accepted rules or network etiquette. These include, but are not limited to the following:

• Be polite. Do not become abusive in messages to others.
• Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
• Do not reveal the personal addresses or telephone numbers of other Internet users.
• Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the proper authorities.
• Do not use the network in any way that would disrupt its use by other users.
• Consider all communications and information accessible via the network to be private property.

**No Warranties** – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The district will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user’s errors or omissions. Use of any information obtained via the Internet is at the user’s own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

**Indemnification** – The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this Authorization.

**Security** – Network security is a high priority.
• If one can identify a security problem on the Internet, the user must notify the principal or his/her designee.
• Do not demonstrate the problem to other users.
• Keep one’s account and password confidential.
• Do not use another individual’s account without written permission from that individual. Attempts to log-on to the Internet as another individual will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

**Telephone Charges** – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Any questions or concerns regarding these procedures should be directed to the Principal or his/her designee.

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**8TH RECOGNITION CEREMONY**

**ALL 8TH GRADERS MUST MEET THE FOLLOWING REQUIREMENTS IN ORDER TO PARTICIPATE IN THE RECOGNITION CEREMONY:**

• Pass all 6 Social Studies Tests (Voting, Constitution, Declaration of Independence, Flag, U.S. History and Illinois History);
• Pass a minimum 3 of 4 core academic subjects (Math, English, Social Studies, and Science). Passing fewer than 4 core academic subjects may result in retention.
• NOT BE SUSPENDED FROM SCHOOL (more information will be given closer to ceremony)

While transition from middle school to high school is important, it must be looked at as one more step to the ultimate goal of graduating from high school and moving on to higher education.

Students planning to attend the promotion ceremony must pay for all the following before graduation activities and ceremony. No one will be allowed to attend unless all fees are paid.

• Lost or damaged book replacement costs.
• Fines – Library or other late fines.
• Fundraiser bills from all school activities, such as PTO, Music, Student Council, Cheerleading, etc.
• Transportation fees
PLEASE SIGN EACH AREA (STUDENT AND/OR PARENT) AS DESIGNED AND HAVE YOUR CHILD RETURN ENTIRE PAGE TO HIS/HER HOMEROOM TEACHER.

HANDBOOK - I/We have (or will) read the Glen Oak Community Learning Center, and I/We understand and agree to follow the contents of the handbook. Please sign and return this page to your homeroom teacher.

_____________________________  ______________________________
Signature (Parent/ Guardian)    Date

_____________________________
* Signature (Student)  Date

INTERNET (WIDE AREA NETWORK) My child and I have read and understand the section about the use of the Internet. I hereby authorize my child to use the Internet and he/she will follow the rules.

_____________________________  ______________________________
Signature (Parent/ Guardian)    Date

I have read and understand the section about the use of the Internet. I will follow the rules concerning the use of the Internet. (Do not sign if your parent has not signed)

_____________________________
* Signature (Student)  Date

FIELD TRIPS I/We have read the Field Trip policy in this handbook. I/We understand permission slips will not be sent home for trips listed in the Calendar of Events in our monthly newsletters unless parent/student need to be aware of special instructions.

_____________________________  ______________________________
Signature (Parent/ Guardian)    Date

PICTURE/VIDEO INTERVIEW RELEASE FORM: We love showcasing all the great things that are going on at Glen Oak Community Learning Center and from time to time, students are filmed and/or take pictures during events and activities that occur at Glen Oak. It will always be our intent to inform you when these occur. Please sign in the space provided so that your child can be included in these exciting releases. I hereby grant permission to include my child in various publications to include, but not limited to, school newsletters, yearbook publication, and other publications/releases.

_____________________________  ______________________________
Signature (Parent/ Guardian)    Date