

# Glen Oak Community Learning Center



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**2100 N. Wisconsin Avenue**

Website: [www.psd150.org/glenoak](http://www.psd150.org/glenoak)

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## Parent/Student Handbook 2019-20 School Year

Please read, sign, and return the Parent – Student verification form in the back of this book.

*Please note these procedures are subject to change as dictated by state law, district policy and/or changing needs at Glen Oak Community Learning Center.*

## **MISSION STATEMENT**

The Mission of Glen Oak Community Learning Center 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.

## **VISION**

Our vision is to ensure the educational, social, and moral success of our students.

## **PBIS EXPECTATIONS (PBIS Matrix included in packet)**

- We are Safe
- We are Responsible
- We are Respectful

## **DISCIPLINE POLICIES**

Our school's discipline policies are outlined in the Peoria Public Schools' handbook which can be accessed by visiting: [www.peoriapublicschools.org/discipline](http://www.peoriapublicschools.org/discipline).

## **RULES AND PROCEDURES**

The Parent/Student Handbook is a helpful resource for navigating the 2019-20 school year. Our goal is to educate your child while providing a safe and enriching learning environment. Please read through this handbook and go over the contents with your child.

## **STUDENT RESIDENCY AND TUITION RESIDENCY REQUIREMENTS (Board Policy 7:60)**

All students are required to attend school in the attendance area where they reside, or the school to which the student has been assigned by official action. When a family moves to another attendance area, elementary students must transfer to the new attendance center. Only students who are residents of the District may attend a District school without tuition charges, except as otherwise provided below or in state law. A student's residence is the same as the person who has legal custody of the student. A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition. Transportation for pupils who move out of the district is the responsibility of the parents and the pupils.

Non-resident students may attend District schools, only upon the approval of a request submitted by a student's parent(s)/guardian(s) for nonresident admission. The Superintendent may approve the request subject to guidelines outlined in School Board Policies.

## **ABSENTEEISM AND TRUANCY (Attendance Policy)**

Hours of Operation:

School Hours: 7:30 A.M. – 2:30 P.M.

Students may enter the building at 7:15 A.M.

\*There is NO adult supervision before 7:15 A.M. – Please monitor your child closely until adult supervision is available. The district nor the school are liable for any accidents, injuries, or any other issues that may occur on the playground or while waiting for teacher supervision.

## RELEASING STUDENTS DURING SCHOOL HOURS

Teachers are only allowed to dismiss students at the regular dismissal time. No student will be released from school to any person other than the custodial parent(s)/guardian(s), unless principal approval has been obtained. **THE PERSON PICKING UP A STUDENT FROM THE OFFICE MUST BE AT LEAST 18 YEARS OF AGE AND HAVE A VALID ILLINOIS ID WITH THE NAME THAT THE PARENT HAS GIVEN FOR PICK-UP.**

## SCHOOL PHONE USE

Students are not allowed to use the office phone call for transportation, except during emergency situations. Students will not be called to the office for phone calls and classrooms will not be disrupted unless it is an emergency. Please arrange transportation concerns prior to the start of the school day.

## OFFICE STAFF NOT AVAILABLE FOR EARLY PICK UP BETWEEN 2:00-2:30 P.M.

Please be advised that in order to create the optimal learning environment, our office staff will be unavailable to release students between 2:00-2:30 P.M. **We will not call students down to the office for early release and parents will not be allowed into the office or building during this time.**

## EMERGENCY CONTACT INFORMATION

Please keep emergency contact information updated in Skyward Family Access. Please contact the main office if you need assistance updating your information. It is imperative that this information is kept up to date for the safety and protection of your child.

## PROHIBITED ITEMS (Board Policy 7:190)

The Office of Student Affairs is asking for help from parents/guardians to check their student's book bag and have a discussion with their student about what items are allowed at school, prior to arriving each day.

**Peoria Public Schools Prohibited Conduct Policy (7:190) does not allow any student to be in possession of a firearm, weapon or look-alike weapon. Illinois law provides that "a student who is determined to have brought a weapon to school, any school sponsored activity, or event which bears a reasonable relationship to school, shall be expelled for a period of no less than one school year, except that the expulsion may be modified by the Superintendent and the Superintendent's determination may be modified by the Board on a case-by-case basis." Peoria Public Schools maintains strict enforcement of this policy.**

## TITLE I

Title I states that schools with large concentrations of low-income students will receive supplemental funds to assist in meeting students' educational needs. Low-income students are determined by the number of students enrolled in the free and reduced lunch program. For an entire school to qualify for Title 1 funds, at least 40% of students must enroll in the free and reduced lunch program. Glen Oak is a school-wide Title I School. The parent Right-to Know Letter is also included in this packet, please read thoroughly and contact the school if you need more information.

## TITLE I UTILIZATION

Title I funds are used for a variety of purposes including, but not limited to: improvement of overall student achievement, increase in parental involvement, and rigorous professional development for staff. The funding assists us in meeting the educational needs of our students by also providing technology, supplies, and additional support staff.

## **VISITORS TO GLEN OAK COMMUNITY LEARNING CENTER**

### **SCHOOL VISITATION RIGHTS AND PROCEDURES (Board Policy 8:30)**

*Visitors are welcome on school property, provided their presence will not be disruptive. All visitors must initially report to the School Front Office, sign in, present a valid state ID this will be done each time you visit the building, even within the same day and receive a visitor's badge that must be visibly worn for the duration of the visit. All visitor badges must be turned back into the office as the visitor signs out. Any person wishing to confer with a staff member should contact that staff member by telephone or e-mail to make an appointment.*

Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's preparation period. In order to avoid interruptions to the learning environment, conferences are not allowed during a teacher's instructional time. The School District expects mutual respect, civility, and orderly conduct among all individuals on school property or at a school event.

### **BIRTHDAYS AND CLASSROOM TREATS**

In order to maximize our instructional time, we no longer allow birthday celebrations to occur within the classroom/building. The following items are not allowed: balloons, party favors, flowers, gifts, food, and treats.

### **DRESS CODE POLICY**

Pants/Shorts: Navy blue, tan/khaki, or black

Pants/shorts must be plain.

- No Jeans, hip-huggers, low-rise pants, sweatpants and nylon warm-up pants/shorts.
- No denim of any kind will be allowed.
- Please purchase pants/shorts in the correct size to avoid pants that sag and/or are revealing.
- Shorts must be at least fingertip length when arms are held at your sides.

Shirts: Navy blue, light blue, black, white, green, yellow/gold, or red

- Shirts may be short sleeve or long sleeve with a collar.
- No writing, stripes, or logos on shirts.
- No sleeveless shirts or tank tops.
- No oversized shirts or tight-fitting shirts.
- Shirts should be long enough to be tucked in .
- Uniform colored sweatshirts, sweaters, and cardigans may be worn over a collared uniform shirt.
- Sweaters can be pullover style or cardigans without hoods or zippers.
- No Hooded Sweatshirts.

Skirts, Skorts, Jumpers: Navy blue, tan/khaki, or black

- Skirts, skorts, and jumpers should be at least fingertip length when arms are held at your side.
- A uniform shirt must be worn underneath jumpers.

Shoes, Socks, and Accessories:

- Students should wear plain colored socks with no logos.
- Shoes should be appropriate.
- No head covering, do rags, bandanas, or head scarves (unless for religious reasons).
- No jewelry, display symbols, signs, or other items that are not evidence of uniform compliance or are disruptive to the learning environment.

- **No purses**, shoulder bags, backpacks, book bags, fanny packs etc., are allowed inside of the classrooms unless there are no lockers available for your grade level.
- **Personal items may be left in the locker until needed.**

## MEALS

### Breakfast

- Breakfast is served daily in the classroom every morning from 7:30-7:45 A.M.
- Breakfast is available to all students at Glen Oak Community Learning Center.

### Lunch

- School lunches are available to all students.
- Lunch menus are available in the office and online.
- If your child does not like items on the menu, they may bring a sack lunch.

### Universal Breakfast & Lunch:

The USDA has chosen Illinois as one of three states for a new pilot program for the next four years. All schools that participate in the **Community Eligibility Option (CEO)** will provide universal free breakfast and universal free lunch for all students regardless of their family income level. Free and reduced applications cannot be given to students at a CEO school. **Glen Oak Community Learning Center is a CEO school.**

## BUS INFORMATION

All children must follow bus safety rules. Any child who does not adhere to the bus rules and regulations risks losing the privilege to ride the bus. Behavioral infractions will receive a write-up and parents will be notified. If multiple behavior infractions occur, the student may be suspended from the bus for a time period to be determined by the principal or assistant principal. For gross disobedience or misconduct on the bus, the consequence will be at the discretion of the principal.

Video/audio tapes are used to monitor conduct and maintain a safe environment for students and employees. Recordings are confidential records of Peoria Public Schools.

## BILINGUAL EDUCATION (Board Policy 6:160)

Peoria Public Schools maintains a program for students with limited English Language Proficiency. The program works to appropriately identify students with limited English proficiency and determine an appropriate instructional environment. For more information, contact Mrs. Anna Rose at (309) 672-6754.

## BIRTH CERTIFICATE (Board policy adopted 4/10/00)

**Pursuant to the Missing Children Records Act and Missing Children Registration Act, a certified (state) birth certificate or other reliable proof of identity and birth date shall be presented upon initial enrollment of a student for the first time in the district, however, if either is not available, the school shall notify in writing the person enrolling the student that within 30 days he/she must provide either 1) a certified copy of the student birth certificate or 2) other reliable proof of identity and birth date (i.e. passport, visa or other government document) and at the time of enrollment, sign an affidavit explaining the inability to produce a copy of the birth certificate.**

**If a certified birth certificate or other reliable proof of identity and birth date is not presented within 30 days of enrollment, the school shall immediately notify the local law enforcement agency and shall notify in writing the person enrolling the student that he/she has ten additional days to comply. The principal shall immediately report to the local law enforcement authority any material regarding proof of identity and birth date that appears inaccurate or suspicious in form or content.**

## **MEDICAL EXAMINATIONS & IMMUNIZATIONS (Board Policy 7:100)**

School Physicals are required for students in kindergarten and sixth grade or enrolling in grades 1<sup>st</sup>-8<sup>th</sup> for the first time in an Illinois school.

## **DENTAL AND EYE EXAMINATIONS**

Dental exams are required for students in kindergarten, second, and sixth grades, while eye exams are now required for children entering kindergarten or enrolling in grades 1<sup>st</sup>-12<sup>th</sup> for the first time in an Illinois school. The eye exam is to be performed only by a qualified eye doctor (optometrist or ophthalmologist).

## **SPORTS PHYSICALS**

Any student participating in extracurricular sports activities must have a new sports physical every year.

## **MEDICATION PROCEDURES**

The only medications allowed on school grounds are those prescribed by a doctor to be taken during the school day.

Written orders from the doctor must give the name of the medication, the dosage and the time it is to be taken. Forms for this information can be obtained from the office.

Medication shall be brought to the Glen Oak Community Learning Center in a container appropriately labeled by the pharmacy.

The Glen Oak Community Learning Center can only administer the prescribed dosage during the school day.

## **VISION AND HEARING SCREENING**

Kindergarten and third graders are screened for both vision and hearing; first and second graders for hearing only. If your child does not pass their screening, you will receive a letter in the mail.

## **IMPORTANT DATES**

<b>Parent University</b>	
<b>Date</b>	<b>Location</b>
October 3 <sup>rd</sup>	@ Bonnie Noble Center
March 19 <sup>th</sup>	TBD

<b>Report Card</b>	
<b>Grading Report</b>	<b>Issue Dates</b>
Progress Report 1 – PR1	09/18/19
Mid-Term Report 1 – MT1	10/16/19
Progress Report 2 – PR2	11/20/19
Semester 1	01/08/20
Progress Report 3 – PR3	02/12/20
Mid-Term Report 2 – MT2	03/18/20
Progress Report 4 – PR4	04/29/20
Semester 2	05/22/20



<b>School Improvement Days (SIP Days = Half Days for Students)</b>	
<b>Date</b>	<b>Early Release</b>
September 25 <sup>th</sup>	7:30-10:30 A.M.
November 20 <sup>th</sup>	7:30-10:30 A.M.
January 29 <sup>th</sup>	7:30-10:30 A.M.
February 26 <sup>th</sup>	7:30-10:30 A.M.

**Parent Teacher Conferences (Fall Only): Wednesday, October 16<sup>th</sup>**

<b>Richwoods High School IB Application Process for the 2019-20 School Year:</b>		
<b>Date</b>	<b>Action</b>	<b>Location</b>
September 3 <sup>rd</sup>	IB Applications and other related materials posted on Richwoods IB Website.	Richwoods IB Website: <a href="https://www.peoriapublicschools.org/Page/3083">https://www.peoriapublicschools.org/Page/3083</a>
Late September (Date TBD)	Paper Copies of the IB Application and Letter to Parents will be distributed to all PPS middle schools.	Glen Oak Community Learning Center Main Office
October 2 <sup>nd</sup> @ 6:00 P.M.	Informational IB Parent Meeting	Richwoods Auditorium Contact Information: <a href="mailto:travis.bowlby@psd150.org">travis.bowlby@psd150.org</a>
November (Date TBD)	IB Coordinator and students will visit PPS middle schools.	Glen Oak Community Learning Center 8 <sup>th</sup> Grade Classroom Visits
November 8 <sup>th</sup>	IB Application Due	Turn in Application to Richwoods High School Main Office or Glen Oak Community Learning Center School Counselor, Mrs. Mayo.
December 2 <sup>nd</sup>	Letters of Acceptance or Denial Sent to Parents	Acceptance or Denial Letters mailed home.
December (Date TBD)	9 <sup>th</sup> grade scheduling begins for students accepted into the IB Program.	Glen Oak Community Learning Center, School Counselor, will schedule 9 <sup>th</sup> grade students accepted into the IB program.

<b>Peoria High School PSA Audition Process for the 2019-20 School Year:</b>		
<b>Date</b>	<b>Action</b>	<b>Location</b>
September 9 <sup>th</sup>	Audition information posted on Peoria High School's Website	Peoria High School Website: <a href="https://www.peoriapublicschools.org/domain/248">https://www.peoriapublicschools.org/domain/248</a>
October 1 <sup>st</sup>	PSA posters delivered to PPS middle schools in the district, including audition details.	Glen Oak Community Learning Center – Posters throughout building
November 4 <sup>th</sup> -November 8 <sup>th</sup>	PSA auditions held at all PPS middle schools.	Glen Oak Community Learning Center – Location TBD
November 18 <sup>th</sup> -November 20 <sup>th</sup>	PSA make-up auditions	Locations TBD
November 20 <sup>th</sup>	Letters of Acceptance or Denial Sent to Parents	Acceptance or Denial Letters mailed home.
November 27 <sup>th</sup>	Confirmation responses for acceptance or denial submitted.	Parent Confirmation Needed
December (Date TBD)	9 <sup>th</sup> grade scheduling begins for all students accepted into the PSA Program.	Glen Oak Community Learning Center, School Counselor, will schedule 9 <sup>th</sup> grade students accepted into the PSA program.

<b>College Colors Days</b>
<b>Friday, August 30<sup>th</sup></b>
<b>Friday, December 6<sup>th</sup></b>
<b>Friday, February 7<sup>th</sup></b>
<b>Friday, May 15<sup>th</sup></b>

### **TRANSFERRING OF STUDENTS**

If you plan on moving from Glen Oak Community Learning Center, please notify the school at least 24 hours before you plan on transferring. All student records will be sent directly to the new school following our receipt of a release form that you, the parent/guardian, has signed.

### **SKYWARD FAMILY ACCESS**

Family Access provides parents access to their student's school information through the Internet. Parents will be able to access information in the following areas:

- Contact Information
- Email Information
- Update Phone Numbers
- Student Demographic Information



- General information
- Emergency Contact Information
- Student Attendance
- Test Scores
- State and Local Assessments
- Student Schedule
- Calendar
- District Calendar
- Food Service
- Make payments to food service account

## **CREATE AN ACCOUNT**

- Family Access will allow you instant access to your student's information.
- Creating an account will provide another opportunity for you to participate in your child's education.
- Complete the attached enrollment application and return it to the address listed at the bottom of the application.
- One application will provide access to information for all your children enrolled in Peoria Public Schools.
- Within two weeks of receipt of your application, you will receive your username and password along with a set of directions on how to use Family Access in the mail.

To read more about Family Access and see some sample screens, please visit [www.psd150.org](http://www.psd150.org) and click on the Parents tab. From there you will see a link to Family Access. You can also email specific questions to [familyaccess@psd150.org](mailto:familyaccess@psd150.org) or call the Research office @ 672-6761.

## **MTSS - PROBLEM SOLVING TEAM**

The Problem-Solving Team is a resource for families and teachers to create MTSS Interventions for students experiencing academic or behavioral issues. The Problem-Solving Team gathers information regarding the child's strengths and areas of concern. Appropriate school and community resources are identified and accessed to increase student's resilience to improve academic performance and to increase the probability of a safe, disciplined school environment. Any parent or guardian can request a Problem-Solving Team meeting for their child.

The team consists of the child's parent/guardian, the Problem-Solving Team facilitator, classroom teacher, school psychologist, social worker, counselor, and building administrator.

## **SAFETY**

Great care should be taken when walking to and from school. Students should always walk on the sidewalk and always cross at corners. Never cross in the middle of the street or walk on anyone's lawn or property. Never accept a ride from anyone. Students should report any such comments or invitations immediately to a known adult. If possible, try to get a description of the car, the license plate number and a description of the person driving the car. When driving your child to and from school, you must honor the one-way traffic signs and pick-up and drop-off your children in assigned areas only.

With your child's safety first in mind, the staff has developed safety plans in the event of a crisis. We will practice these plans often to create a sense of calm in case of an emergency. We will communicate with you regarding any emergency situations.

## STUDENT ACCIDENTS

Please remind your child to report injuries or accidents to the teacher and/or office as soon as possible.

## CELL PHONES

The middle school students have the opportunity to use Yondr Pouches again this school year. Students are provided with a pouch at the beginning of the day to store their cellphones, and the pouches will be locked. They are then able to take their cell phone with them throughout the day. It will be locked in the pouch all day and unlocked at dismissal. Cell phones are not to be used during the school day, even to call/text parents. **Parents should use the main office to contact their student. If a student is caught with, calling, texting, or answering his/her cell phone, the cell phone can be confiscated and turned over to the main office.**

Parents, please do not call or text your students during the day.

- On the first offense, the parent must pick up the phone in the main office.
- On the second offense, the cell phone must be picked-up by a parent and the student may receive an Office Discipline Referral.

***\*We will not be responsible for any lost or stolen phones or any other electronic device including those confiscated for violations. \****

## OTHER ELECTRONIC DEVICES

The possession or use of other electronic devices (radios, iPods, laser pointers, tape players, gaming systems, etc.) are not permitted during the school day.

- On the first offense the parent must pick up the electronic device in the main office.
- On the second offense the electronic device must be picked-up by a parent and the student may receive an Office Discipline Referral.

***\*We will not be responsible for any lost or damaged device including those confiscated for violations. \****

## CURRICULUM

A rigorous curriculum in the areas of reading, mathematics, writing, social studies, science, health, fine arts, and physical education is offered to our students aligned with Peoria Public Schools Curriculum and Instruction Guidelines, as well as the Common Core Learning Standards. Common Core Learning Standards for each grade level are available for your viewing online. These quarterly plans list the content and objectives for each content area as well as the pacing of instruction. All instruction is aligned with the state and federal standards in correlation to the state assessment, Illinois Assessment of Readiness (IAR).

All instruction in classrooms is differentiated to meet the academic needs of all students.

## GIFTED/ENRICHED

Students are challenged through integrated units across the curriculum. Units have been developed to compliment the Balanced Literacy program and are implemented at all grade levels. These units are of high interest, are motivating and integrate objectives across the curriculum. They have been aligned with an IAR focus and the Common Core standards-aligned curriculum of the State of Illinois.

## ATHLETICS

Student athletes will need to have a current sports physical on file (every 12 months) in order to participate in any sports' program. Student athletes will also have to maintain academic eligibility in order to practice and participate in games.

## **HOMEWORK**

Often your child will have homework assignments to complete after school. It is important to cooperate with your child's teacher to be certain that homework is finished.

Homework may be given at any grade level for a variety of reasons:

- To finish classroom assignments.
- To reinforce subject specific material or skills (math).
- To study independently, a topic started in class.
- To research a topic, chosen in class.

How to help your child with homework:

- Check each day to see if your child has homework.
- Check for your child's understanding of materials.
- Help him/her set a specific time for doing homework without interruptions, preferably in the afternoon or early evening.
- Provide a quiet place to study.
- Encourage your child to complete their homework.
- Ask what he/she is studying and what he/she learned.

\*When no homework is assigned, reading is encouraged, as well as online Imagine Learning. \*

## **STUDENT DISCIPLINE**

Glen Oak follows the district's discipline handbook in all discipline related matters. The district discipline can be found by visiting [www.peoriapublicschools.org/discipline](http://www.peoriapublicschools.org/discipline) or requesting the document in print by visiting the school office.

## **PBIS**

Glen Oak Community Learning Center Staff Utilizes Positive Behavior Interventions and Supports (PBIS).

“School-wide PBIS is an evidence-based practice for building a positive social culture that will promote both social and academic success.”

### **Tier 1/Universal Practices of PBIS:**

\*3-5 school-wide expectations (see matrix)

#### **Teach/Pre-correct:**

\*cool tools/ behavior lesson plans direct instruction

\*in-the-moment reminders -“Teachable Moment”

#### **Model/Practice**

\*adults' model what they teach

\*students practice the expectations

#### **Acknowledge**

\*daily recognition - Charger Bucks

\*weekly/quarterly grade-level/whole school celebrations

#### **Re-teach**

\* re-teach the expectation using different strategies

\* have student(s) practice the skill



# CHARGERS

	CLASSROOM	HALLWAY	ARRIVAL	RESTROOM	GETTING LUNCH	EMERGENCY	RECESS	SEND OFF
<b>We are SAFE</b>	Always walk Stay in your area Keep hands, feet and other objects to yourself	Use handrails Gray and white stay to the right	Go directly to your teacher's line Sit quietly	Keep area clean Keep Floor DRY Report problems to Adults	Sit with feet under table Face your tray Stay in your seat	<b>QT</b> (Quiet Time) Listen for Directions <b>WALK QUICKLY</b>	Play safely NO play fighting Stay in assigned area	WALK directly to your destination Look both ways and use crossing guards
<b>We are RESPONSIBLE</b>	Bring all materials to class Follow directions Ask for help <b>LUQ2</b> (Line Up Quickly and Quietly)	Face forward <b>WALK</b> Take the shortest route	Be on time Have needed materials to start your day Follow Uniform Dress Code	Take care of business quickly and return to class <b>THINK: GO FLUSH WASH LEAVE</b>	Lunch Line One Time Clean your area Eat your own food Raise your hand	Be <b>AWARE</b> Be a positive leader Take the situation seriously	Walk to play area Take care of equipment & use properly <b>LUQ2</b> (Line Up Quickly and Quietly)	Get on and off the bus carefully Keep all items in backpack Follow directions
<b>We are RESPECTFUL</b>	Actively listen to others Use kind words and actions Be considerate of others' property	Politely follow staff directions <b>QT</b> (Quiet Time) Personal space	<b>Mind Your Own Behavior</b> Enter quietly	Value privacy and property Flush Leave the area clean	Use your manners <b>QT</b> (Quiet Time) Respect personal space	Voices off Follow Directions Cooperate	Hands to self Take turns Use kind words and actions	Remain seated Keep aisles clear Be a safe rider Don't litter

## Signature Sheet for Glen Oak Community Learning Center

I understand that the Student-Parent Handbook is not a contract. It states current practices and procedures for Glen Oak Community Learning Center. These practices and procedures are subject to change as dictated by state law, district policy, or changing needs at Glen Oak Community Learning Center.

Please sign below to verify you have read, reviewed the handbook with your student(s), and received the "Parent Right to Know" letter as mandated by NCLB for Title 1 schools.

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Parent Signature

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Student Signature

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Date