

# **Glen Crest Middle School**



## **2021-22 Parent/Student Handbook**

**Glen Crest Middle School**  
725 Sheehan Avenue  
Glen Ellyn, Illinois 60137

Main office: (630) 469-5220  
Office hours: 7:30 a.m. - 3 p.m.  
Fax: (630) 469-5250

24-hour attendance line: (630) 858-1844

**CCSD 89 website:** [www.ccsd89.org](http://www.ccsd89.org)  
**Glen Crest website:** [www.ccsd89.org/glencrest](http://www.ccsd89.org/glencrest)  
**View this document online:** [www.ccsd89.org/glencrestcode](http://www.ccsd89.org/glencrestcode)

Mrs. Kim Price  
Principal

Mr. Antonio Diaz  
Assistant Principal

## **DAILY SCHEDULE**

Times will change if there is an assembly or other school event.

Period 1: 7:50 - 8:35

Period 2: 8:38 - 9:20

Period 3: 9:23 – 10:05

Period 4: 10:08 – 10:50 (6<sup>th</sup> grade lunch)

Period 5: 10:53 – 11:35 (8<sup>th</sup> grade lunch)

Period 6: 11:38 – 12:20 (7<sup>th</sup> grade lunch)

Period 7: 12:23 – 1:05

Period 8: 1:08 – 1:50

Period 9: 1:53 – 2:35

7th/8th band, and orchestra, 6/7/8 Chorus: 7:10 – 7:45 a.m.

Clubs and intramurals: 2:40 – 3:25 p.m. (full days only)

Interscholastic sports: 2:45 – 5:30 p.m. (time subject to change)

## **GLEN CREST HISTORY**

Glen Crest Junior High School was authorized by the voters of District 89 in 1961. The first phase - 13 classrooms and a gymnasium - opened in November 1962. The next year, a referendum approved the construction of 12 classrooms and a library, which were ready for September of 1964. In 1969, a bond issue was approved to provide an addition, which included a general music and band room, a lunch room, a learning center for the library, home arts and industrial arts space and two more teaching areas for physical education. An addition in the spring of 1982 consisted of the cafeteria/commons, the band room, a renovated library/media center, and a faculty workroom. Another addition, which provided science labs, workrooms, and a choral music area, opened in the winter of 1991.

When Glen Crest opened in November of 1962, 250 students were enrolled. Within two years the enrollment was approximately 610. Enrollment peaked at 1,100 in the 70s. This year, just about 700 students are expected to be enrolled.

The name "Glen Crest Junior High School" was picked by the Board of Education from among hundreds of names submitted by the students of CCSD 89. Dorothy Drew and Nancy Maletich submitted this name. Shortly after the school was organized, the students chose the Greek helmeted soldier for the school symbol and "Spartan" for the school nickname. Glen Crest colors are royal blue and white.

In 1996, the CCSD 89 Board voted to adopt the middle school philosophy for Glen Crest and the name of the school was changed to "Glen Crest Middle School".

## **MIDDLE SCHOOL PHILOSOPHY**

The phrase "middle school" is used to describe a school organization that is centered on the specialized needs of students in the 10-14 year old group. Educational research indicates that these emerging adolescents have unique social, emotional, physical and intellectual needs. A middle school is neither an extension of the elementary school nor a "mini high school".

At Glen Crest, each grade level is considered a "team". The primary purpose of the teams is to address student concerns by grade level and to ensure good communication among the faculty on a team. Each team consists of teachers in literacy, social studies, math, science, and world language (7th and 8th grades). Specialists teach PE and the exploratory curriculum of music, computers, fine arts, home arts/tech life, and health.

## **GLEN CREST MISSION STATEMENT**

Glen Crest Middle School is dedicated to creating an environment that prepares students to be responsible and respectful life-long learners, and empowers its students, staff, and parents to learn, work, and grow together in an ever-changing world.

As students, staff, and parents we support this mission by:

### Students:

- Behaving in a manner that shows respect for the rights, feelings, and safety of others
- Respecting and taking care of school property and the property of others
- Valuing and considering the feelings of everyone, and treating everyone with respect
- Participating as fully as possible in the everyday life of school, including its sporting and extra-curricular activities
- Taking responsibility for learning
- Behaving in a responsible, cooperative, and courteous manner

Staff:

- Providing a curriculum that is relevant, challenging, integrative, and exploratory
- Creating an inviting, supportive, and safe environment
- Providing multiple learning and teaching approaches that are responsive to diversity
- Setting high expectations for every member of the community
- Engaging students and teachers in active learning

Parents:

- Advocating for our children to ensure their success
- Being available and supportive of our children
- Working collaboratively with teachers and staff to support the growth of our children
- Encouraging our children to be respectful of all people
- Developing responsible learners by stressing the importance of academic success, establishing specific study time at home, assisting and overseeing homework where needed, and encouraging children to seek academic help when needed
- Encouraging our children to be involved in extra-curricular school activities; and help support these activities as a family when possible

## **ACADEMIC PROGRAMS**

The regular course of study at Glen Crest is as follows:

### **Sixth and seventh grade**

Literacy  
Science  
Math  
Social studies  
ACE  
Physical education  
Art/music/technology/health/FACS (7 weeks of each)

### **Seventh grade**

Literacy  
World language (Spanish or French)  
Science  
Math  
Social studies  
ACE (if not enrolled in language)  
Physical education  
Art/music/technology/health/FACS (7 weeks of each)

### **Eighth Grade**

Literacy  
World Language (Spanish or French)  
Science  
Math  
Social Studies  
ACE (if not enrolled in language)  
Physical Education  
Health (1 quarter)  
Electives (3 quarters)

## Literacy

Middle school students will all have a two-period literacy block during their day. Students expand their literacy skills through the formal and informal study of reading, writing, grammar, vocabulary, spelling, speaking, and listening.

Reading is taught using an adopted literature anthology and grade level novels. *\*\*Please note students will be required to purchase their novels so that they may be annotated during study.* These novels cannot be re-used from year to year.

There are two levels of literacy classes at Glen Crest: standard and advanced. The majority of the students will be placed in the standard-grade-level literacy program. To qualify for placement in the advanced-level literacy classes, the following criteria must be met:

- Appropriate MAP RIT scores
- Language arts achievement must exceed most grade level standards
- Reading level should be two grade levels above current grade level
- Ability to write independently, coherently and cohesively as demonstrated on writing assessments
- Consistent, quality work completion
- High level of motivation
- Higher-level abstract/critical thinking skills consistently demonstrated
- Active and positive contribution to class discussions

## Math

The Glen Crest mathematics program focuses on developing problem-solving strategies and understanding pre-algebra and algebra concepts. In accordance with the Common Core State Standards, the curriculum includes a focus on the following:

- Operations and algebraic thinking
- Real and complex numbers
- Geometry
- Statistics and probability

The math course sequence is as follows:

- Sixth grade math (all students),
- Pre-algebra 1
- Pre-algebra 2
- Algebra
- Geometry (8th grade STEM students only)

All students in 6<sup>th</sup> grade begin in 6<sup>th</sup> grade math. The classes are differentiated based on need. After sixth grade, the students will progress to either pre-algebra 1 or pre-algebra 2 based on their readiness and continue the sequence from there.

The STEM math program begins in fifth grade with the students taking pre-algebra 1 and completing geometry in eighth grade. This is a double-accelerated, highly rigorous program the students qualify for at the end of fourth grade. Occasionally, a student will advance into the program after fifth grade and those situations are handled on a case-by-case basis.

## Science

Students will explore scientific processes through inquiry. Students will gain knowledge of the key concepts and principles of earth/space, life, and physical sciences. They will develop hypotheses, make predictions, make observations, analyze data, synthesize information to make

generalizations, and support conclusions through written expression. They will also explore science and its relationship to technology and society. The curriculum is aligned with the Illinois and national science standards as well as Glenbard District 87 (high school) science curriculum.

Students who exceed most of the science standards in the regular science class and have a consistently high MAP Math RIT score, may be recommended for an advanced class in seventh and eighth grade.

Students may also qualify for the STEM math and science option in fifth grade. Students are identified using CogAT nonverbal and quantitative test scores and MAP math scores. Classroom performance must consistently exceed standards in all areas of math and science.

### **Social Studies**

Social studies is a required class for all Glen Crest students. The sixth grade curriculum focuses on the ancient civilizations of the Eastern Hemisphere. American history is a two-year program. Seventh grade students learn about American life from before its European discovery through the late 19<sup>th</sup> century. Eighth grade students focus on the 20<sup>th</sup> and 21<sup>st</sup> centuries. Each grade level addresses the five state goals for social studies: political systems, economic systems, history, geography, and social systems.

### **ACE**

ACE (Academic Curricular Extension) is a sixth grade class, which may be used as a sixth class in the regular curriculum or to introduce new material for enrichment. ACE may also be used for re-teaching or re-doing assessments. The team of teachers has the final determination on how ACE periods will be utilized by their team. The exploratories and PE classes are not part of the ACE rotation.

### **World Language**

The world language program is an academically rigorous program that emphasizes listening, speaking, reading, and writing in either Spanish or French. Although beginning a foreign language in middle school is not recommended for all students, every sixth grader is offered the opportunity to take the introductory level of Spanish or French during their seventh grade year. The program becomes progressively more difficult and therefore the program is not open to all students in eighth grade. Continuation of the language into eighth grade will depend solely upon the accomplishment of specific criteria in seventh grade. The criteria for entrance into the eighth grade program are based on second and third trimester grades, quiz and test averages, as well as ongoing evaluations in the areas of listening, speaking, reading, and writing.

Students, who choose to take a world language, and successfully complete the two-year program in middle school, may be placed in the second year of foreign language in high school. High school placement in second year is based on the student's quiz/test average in eighth grade, a placement examination, as well as teacher recommendation.

### **Exploratory/Elective Classes**

The five exploratory classes are: health, technology, art, music, family and consumer sciences. The sixth and seventh grade students have all five programs and change exploratory classes approximately every 7-1/2 weeks. In eighth grade, students will have choice in which electives they would like to take. Health is required for one quarter and the other three quarters are electives, which fall under the art, music, technology and family and consumer sciences umbrella.

## **Physical Education**

Through daily participation in the physical education program, students learn to develop and maintain personal wellness practices and understand basic fitness components. The fitness achievements of the students are measured by the benchmarks provided in the Fitness Gram program. Additionally, through team and individual activities, the students learn skills, rules, strategies, and safety procedures associated with health related fitness practices. The sixth and seventh grade students participate in a standard curriculum, while the eighth grade students are given the opportunity to select their two-week class activity from various choices.

Physical education uniforms are required at all grade levels and should be purchased at registration. Gym shoes (court type) must be worn by all students and are the student's responsibility to provide. Uniforms can be reused from year to year. If a student wishes to replace a uniform, one may be purchased from his/her PE teacher at anytime throughout the school year.

## **Special Education Services**

### **Resource Services**

Special education students who require support to be successful in the standard curriculum may be scheduled for one or more supported sections of standard classes. These classes may be co-taught by a regular education teacher and a special education teacher or supported with an instructional aide. Special education teachers also meet frequently with the regular education teachers during their daily team-planning period to discuss the instructional needs of individual students. Resource classes are not available in all curricular areas. Eligibility and placement in these classes is determined at an IEP meeting.

### **Modified Instructional Services**

Small classes are available in the core curriculum areas for special education students who require a modified curriculum and/or individualized instructional technique. In these classes, the special education teachers emphasize mastery of essential academic skills and utilize methods and materials matched to the specific needs of individual students. Instructional aides are also used to assist teachers and students.

### **Assisted Instruction Program**

The Assisted Instruction Program serves special education students who require instruction in activities of daily living and community experiences in addition to functional academic skills. Each student works at his or her own level of ability. Students from any of the school districts that are part of the Cooperative Association for Special Education (C.A.S.E.) may attend these classes.

## **Extra Help**

There will be some students who will need additional instruction or assistance from a teacher. On some occasions, the subject teacher will ask the student to come in early, at lunch, or remain after school for help. Students are encouraged to ask for help as soon as they experience difficulty. Teachers may set aside certain days for extra instruction. If a student continues to need assistance, there are a variety of interventions we can put in place for the students to help remediate a deficit area. Interventions can range from a short time to a longer amount of time based on the student's progress.

## ATTENDANCE

One of the best ways to ensure success in school is through regular attendance. The child who is frequently absent misses valuable class instruction and discussions, even if written work is made up.

**Families are required to call the attendance office at (630) 858-1844 between 4 p.m. the day before an absence and 7:45 a.m. on the day of the absence whenever their child will be absent or tardy. Please do not call the main office number.**

Although a parent or guardian may provide an excuse for absence, the only legal reasons why a student may be absent and excused from school include:

- illness (schools may require written excuses from a doctor when an absence is prolonged or when illness is used as an excuse for frequent absences);
- death in the immediate family;
- observance of a religious holiday;
- family emergencies;
- circumstances that cause reasonable concern to the parent/guardian in regard to the safety or health of his/her child;
- other situations beyond the control of the student as approved and deemed appropriate by school administrators.

All other absences are considered unexcused. **Unexcused absences (truancy) occur when the school office has not been notified (within the above mentioned time parameters) by a parent/guardian that a child will be absent from school or for absences that do not meet the criteria previously described herein.** Truancy is defined as any child, subject to compulsory school attendance, who is absent without a valid cause for a school day or a portion thereof. If a student is considered to have an unexcused absence (truancy), he/she may receive a detention for each period missed.

Punctuality is also important. Students who are frequently late may be expected to make up the time after school or have privileges taken away. Parents will receive written notice from the assistant principal that their child will serve a detention for every tardy once he/she has been tardy four times. **Students must in attendance for at least one half of the day to participate in any afterschool activities that day.**

### **Pre-arranged absences**

Parents are urged to plan their vacations so children will not miss school.

Students should get a Pre-Arranged Absence Form from the office if the absence will be three days or more. Signed forms must be submitted to the office at least two days prior to the absence. Schoolwork missed is to be made up within the time frame arranged with each teacher. Teachers may require work missed to be turned in prior to leaving on vacation. Students who have teachers prepare work for them to take on vacation will be expected to return with the work completed. There should be no expectation that teachers will provide for all classroom activities that are missed. Students who are absent 11 consecutive days or more due to a vacation or other family trip will be considered withdrawn and no schoolwork will be provided. Students who are absent because of a vacation should not expect to receive remedial help when they return.

### **Half-day attendance policy**

Because of General State Aid rules, Glen Crest has the following policy in effect regarding attendance:



1. Students who miss from 37 minutes through 3 hours 6 minutes will be credited with a half-day of attendance. (This means missing one through four class periods during a day.)
2. Students who miss more than 3 hours and 6 minutes will be considered absent for the full day. This is five or more class periods.
3. Students who miss less than 37 minutes will be marked tardy.

### **Notes required**

The school requires notes from parents or guardians in the following cases:

- Family vacation
- Requests for dismissal during the school day
- Requests for dismissal during the school day to an adult other than the parent/guardian (Even if this person is listed on your child's emergency form)
- Requests to ride any bus other than that assigned (Walkers are not allowed to ride a bus before or after school for any reason) \*
- Requests to allow another student to ride the bus home with your child (Walkers are not allowed to ride a bus before or after school for any reason) \*

\*A note from both parents/guardians is required to allow a student to ride another bus.

**Requests and tardy notes should be shown to the attendance secretary before going to first period.**

### **Dismissal during school hours**

These steps should be followed when it is necessary for a student to leave class for an appointment:

1. The parents should send a note requesting that the child be excused for an appointment.
2. The student should show the note to the attendance office.
3. The student should take the note to the teacher whose class they are leaving.
4. The student should wait in the office to be picked up and the parent must sign out the student before he/she may leave the school.
5. When returning to the school, the student must stop in the office to sign in and to get a pass for re-admission to class.

The student must be picked up and signed out by the parent/guardian or another adult who is designated by the parent in writing. A student may not walk home during school hours.

## **BUS INFORMATION**

### **Late and early bus:**

A late bus (3:25 p.m.) is provided for any student who stays after school for an approved activity. This bus makes fewer stops than regular buses. **Students who are not participating in an approved activity will NOT be allowed to take the late bus home.** Students who leave the school grounds may **NOT** come back to school and ride home on the late bus, nor may it be used by students who have missed their regular scheduled bus due to carelessness or personal reasons.

An early bus is provided on a limited basis for those students who are part of band, orchestra, and chorus. If space allows, students coming to school early for extra help or other morning school sponsored activities may also ride the bus.

**Only students assigned to buses may ride a regular, late and/or early bus.**

**Bus exceptions:**

Although we do not encourage students to ride a bus other than the one assigned, exceptions are occasionally made and upon approval of a written request with specific dates, students may be permitted to ride a bus other than their regularly assigned one. The note should be presented to the attendance office at 8 a.m. on or before the day of the requested change. A note must also be written by the party to whose home the student is going. This note also needs to be presented at 8 a.m. on or before the day of the requested change. Permission typically will be granted based on available space. Walkers will not be allowed to ride a bus. Questions should be directed to the attendance office.

## **COMMUNICATION BETWEEN HOME AND SCHOOL**

Open communication between home and school plays a vital role in a student's success at Glen Crest. However, the regular communication level at Glen Crest is different than in elementary school. Most core curriculum teachers have between 135 and 150 students everyday.

The channels of communication between the Glen Crest staff and parents are:

- Glen Crest website – Particularly the Principal's weekly message on Sunday evenings
- Automated phone calls and e-mails for general announcements
- PowerSchool – 24/7 updated grade and attendance information
- Grade level curriculum nights
- Parent/teacher conferences, parent/team conferences
- Phone calls/voice mail/email
- Monthly team newsletters
- Trimester report cards
- Google Classroom pages
- 24-hour Homework Request Line
- Parent Handbook, Student Code of Conduct, Internet Use Policy, Medication Use Policy
- Glen Crest School Improvement Team
- PTC meetings
- CCSD 89 "Update" newsletter, school report card, standardized test results
- Special mailings, emergency flyers, written information from the teachers

**Curriculum nights**

In the fall, there is a grade-level curriculum night during which parents can follow a shortened version of their child's schedule. Each teacher gives a brief presentation regarding classroom curriculum, expectations, and rules. Sixth grade meets on one night and seventh and eighth grades on the other. Information for these nights is available on the Glen Crest webpage.

**Parent/teacher conferences and parent/team conferences**

Formal parent/teacher conferences are held in October and/or November. All grades conference on the same evenings or afternoons. Information regarding conferences will be sent home and are on the Glen Crest webpage. Sign-up for conferences is completed online, usually in early October. Look for conference sign-up information in your child's midterm report packet and on the Weekly Message page.

Parents or teachers may also request a team or individual conference to work as a group in solving particular academic or behavioral issues. The guidance counselor/social workers arrange 20-minute team conferences. Typically, team conferences are held during the teaching team's planning time.

#### **Phone calls/voicemail/email**

Teachers and administrators may be reached by phoning Glen Crest at 469-5220 or through email. If your call is unable to be taken, you will be directed to voicemail. Your call will be returned as soon as possible. If you are requesting information, please be specific so that the appropriate materials are available to answer your questions.

Email is typically the most efficient way to reach a teacher, however when you need to speak with a teacher, the best time to reach him or her is during the planning period. In sixth grade this is 1:54-2:35 p.m. In seventh grade it is 8:02-8:43 a.m. In eighth grade it is 12:26-1:07 p.m. The exploratory and physical education planning time is generally from 10:58-11:39 a.m. On half days of school, or days with an all school assembly, these planning times will not apply.

#### **Glen Crest website/Google Classroom pages**

The Glen Crest website is accessed through the CCSD 89 website at [www.ccsd89.org/glencrest](http://www.ccsd89.org/glencrest). You can also click on "Schools" in the upper right menu, choose Glen Crest. The Glen Crest website also has links to the LIT page. The Glen Crest website is regularly updated.

#### **Homework request line**

The homework request line allows parents to request homework for their child when the student has been absent for two or more days and every other day thereafter.

#### **Parent Handbook, Student Code of Conduct, Internet Use Policy, Medication Use Policy**

These documents contain vital information regarding Glen Crest and CCSD 89 policies and procedures. The Parent Handbook and Student Code of Conduct are accessible on line in pdf format that can be printed out.

#### **Glen Crest School Improvement Team**

Parents and teachers serve on the Glen Crest School Improvement Team, which is responsible for making many decisions that affect the school as a whole. This team also oversees the School Improvement Plan that is implemented, monitored, and updated every year.

#### **PTC Meetings**

PTC meetings are held once a month at 7 p.m. Interested parents are invited to attend to receive information on school and grade level activities and PTC programs. Dates are included in the school calendar provided herein.

#### **District 89 'Update' newsletter, school report card, standardized test results**

CCSD 89 publishes the 'Update' newsletter quarterly. It includes information about school and district happenings and is mailed to households in the district. Once a year, all school families have access to the State of Illinois mandated School Report Card. Parents also receive results of their students' standardized tests when these become available.

#### **Special mailings, emergency flyers, and written information from the teachers**

Information that must be conveyed on a timely basis may occasionally be mailed, emailed or sent home with the students. This information may be specific to your child, be grade specific, or be school-wide. This information is also found in the online backpack and the Weekly Message on the Glen Crest website.

#### **Progress reports and trimester report cards**

Parents have the ability to check student progress at any time by logging on to PowerSchool. Parents will be reminded when it is "midterm", or the halfway point of the trimester, to check

grades.

A computerized report card is issued to each student at the end of each trimester. Grades are based on achievement of standards and are reported as A, B, C, D, or F. Behavior grades are reported as; "S" for Satisfactory, "I" for Improvement Needed, and "U" for Unsatisfactory. If behavior is left blank, it indicates satisfactory behavior.

### **EMERGENCY CLOSING**

When school is canceled during the school day, parents need to have backup provisions. Parents should instruct their child(ren) and provide them with a plan of where they should go under these circumstances.

When school is going to be closed and we learn or determine this outside of school hours, parents can obtain this information from the media and the district website at [www.ccsd89.org/closing](http://www.ccsd89.org/closing). A phone message and email will be sent as well; however, up-to-date numbers and email addresses are needed to receive the call.

An emergency notification phone system is also in place should it ever be needed.

### **HEALTH SERVICES**

Emergency first aid, health counseling, and planning are among the major functions performed in the nurse's office. Please contact the school nurse to discuss any concerns regarding your student's health.

#### **Student health procedures**

Students should report to the nurse's office if they become ill or injured at school. A parent or guardian will be called if the student needs to be excused from school. If parents or emergency contacts can't be reached, the student may be sent back to class (if not seriously ill or injured). Keeping your child's emergency form accurate is essential.

1. All school accidents should be reported to the staff member in charge so that a written report can be made.
2. Students may be temporarily excused from PE class with a parent's written request. A parental request is valid for up to three (3) days. The student should present that note to the PE teacher. A doctor's note is required for a student to be excused from PE for four (4) or more days. The doctor's note should be taken to the school nurse who will issue a pass for the student. If the doctor's note does not provide a specific ending date, the excuse will be good for two weeks. No child will be excused from PE indefinitely.

#### **Procedures for dispensing medication in school**

The following refers to all medication, both prescription and over-the-counter.

1. The parent/guardian must provide the school with a completed School Medication Authorization Form. The School Medication Authorization Form must be completed by the parent/guardian and your child's physician for each medication prescribed.
2. All medication must be brought to school by a parent/guardian and be in its original container.
3. All School Medication Authorization forms must be updated every year and signed by the physician and the parent/legal guardian before any medication will be given at school.

4. Parents must bring the completed medication form and the medication to the nurse's office. Students cannot have medication in their possession during the school day.
5. All medication, with the exception of approved asthma and emergency allergy (epinephrine pen) medications, will be kept in the nurse's office in a locked cabinet, and dispensed precisely according to the physician's orders.
6. If a child does not take medication on an on-going basis throughout the school year, a parent/guardian must bring the medication and a note stating it is time once again to take the prescribed medication. A Medication Authorization Form must be on file.
7. We now have the added convenience of a fax machine for the nurse's office. Please use it as needed to get information to us from the doctor or your home or office. The fax number is (630) 469-1455. Also, the main office fax number is (630) 469-5250.
8. There is no medical coverage at any before or afterschool activities. If you child has asthma or an allergy requiring an epinephrine pen, it is your responsibility to make sure that:
  - Your child carries an approved spare inhaler or emergency allergy medication in his/her backpack to all events. This will require a completed Medication Authorization Form to be on file in the health office.
  - Your child makes the coach aware that he/she is carrying medication.
  - Your child knows how to administer his/her own medication.

Students shall not allow other students to carry, possess or use their medication, and violation of this rule may result in discipline consequences. The school district shall not be held liable for misuse of medication by the student who is permitted unsupervised self-administration of asthma medication, or for the misuse of the medication by others.

It is your responsibility as a parent/guardian to inform the bus driver of any health concerns related to your child.

We hope these procedures, directions, and explanations will prevent confusion and promote safe use of medication at school. Please direct all your questions to the school nurse.

#### **Dental examination requirement**

All Illinois children in kindergarten, second, and sixth grades are required to have an oral health examination performed by a licensed dentist. Each child shall present proof of examination by a dentist prior to May 15 of the school year.

### **HOMEWORK**

**(Homework Request Line – (630) 545-5590 – \*see details below)**

Part of the learning process involves developing the ability to organize study time so that assignments are ready when due. Many times students will be able to begin an assignment during class, but usually they will need some time outside of class to complete the assignment.

Assignment notebooks are helpful in keeping track of both long-term and short-term assignments. All students are required to have the **Glen Crest Assignment Notebook**. The assignment notebook is ordered and paid for during registration. Assignment notebooks are passed out the first week of school. Additional assignment notebooks are available for purchase in the office.

Middle school students are responsible for checking Google Classroom or asking teachers for the work that was missed during an absence and for completing it in a timely fashion without being

reminded to turn it in. Teachers may use their discretion in granting additional make-up time for homework missed during an absence.

#### **Obtaining assignments for excused absences**

If at all possible, students should have an arrangement with another student to obtain current assignments when one or the other is absent. Teachers have a homework page that can be accessed through the district web page. Since 30 to 100 students are absent each day, it would be almost impossible to provide individual assignments for those who are absent. Upon returning to school, the student should ask his/her class teachers for assignments missed. The student should complete this work within an arranged time. The amount of time allotted to complete the assignments will depend on the length of the absence, the amount of homework missed, and the discretion of the teacher. In general, the student may expect to be given one day of make-up time for each school day that he/she was absent. Low grades are often the result of work not completed due to absence.

\*If a student has been absent two days or longer but is capable of continuing with schoolwork, the parent can call the school to arrange for assignments **on the second day of the absence and every other day thereafter**. Calls to the Homework Line should be placed by 8:30 a.m. and the work will be available for pickup between 2:35 and 4 p.m. the same day. If your child's absence should continue, you may request work every two days following the same procedure. **All homework requests must be made to (630) 545-5590.** Homework requests left on the attendance line may not be honored. Work may be picked up in the main office.

#### **Obtaining assignments for other absences**

##### **Unexcused absences (truant):**

Teachers will provide students with the work they missed while being truant if the student or parent/guardian asks for the work. The work must be completed within the time specified by the teacher. The work will be graded and returned, but the teacher does not have to give the student credit for the work. Assessments missed due to unexcused absences may be made up at the teacher's discretion. Teachers should not be expected to recreate class activities missed or provide remedial help.

##### **In-school suspension:**

Teachers provide the in-school substitute with appropriate work for students to complete during the in-school suspension. The work will be graded and the student will be given credit. Teachers should not be expected to recreate class activities that cannot be duplicated in the in-school suspension or to provide remedial help.

##### **Out-of-school suspension:**

Teachers will provide students with the work they missed if the parent/guardian or student requests the work. In some cases, upon request from the parent/guardian, work may be sent home for the child to do during the suspension. The work must be completed within the time specified by the teacher or administrator. The work will be graded and the student will receive credit for the work. Students may make up all tests and quizzes missed during a suspension; however, there should be no expectation that teachers will provide for all activities missed during the period of suspension or provide remedial help.

### **LIBRARY INFORMATION AND TECHNOLOGY CENTER (LIT)**

The LIT is an integral part of our educational program. We provide instruction in the critical information literacy and technology skills required for success in high school, college and careers. Our collection offers a wide variety of books, eBooks, magazines, for personal growth and

academic needs. The online research center includes numerous quality/authoritative subscription databases and important class assignment links.

**Procedures:**

The LIT staff encourages the use of both the facility and the collection. Students may come to the LIT during normal school hours for research or for reading with their class or on an individual pass. During lunch/rec students may checkout and/or renew items.

ID cards are required to sign-in and checkout materials. The collection catalog is online. Students search by author, title, subject, or keyword. Individual online library accounts allow students to monitor due dates, post reviews, and renew books.

**Overdue notices:** Sent to student school email account. It is a **STUDENT** responsibility to monitor this email and resolve issues in a timely manner. They may also login to their Library account to see this information.

**Afterschool library:** *Determined each fall.* Hours will be listed on the LIT webpage.

**Technology:**

All students are issued a Chromebook at the beginning of the school year. They are responsible for taking care of the device, charging cord and case. If a student experiences a problem with their device, they can turn it in at the library and request a loaner until their device is repaired.

**Acceptable Use:** Students and parents sign the district policy. This governs the use of technology equipment, student tools and online resources.

## **GLEN CREST SCHOOL DAILY PROCEDURES**

**Announcements:**

Announcements are read every day to remind students of upcoming extra-curricular activities and events. Daily announcements are posted on PowerSchool and on the Glen Crest webpage, which can be accessed through [www.ccsd89.org/gcdaily](http://www.ccsd89.org/gcdaily). The announcements provide the students with information pertaining to the school day. This may include club meetings, activity tryouts, special events, etc.

**Backpacks:**

Backpacks may be brought to school but are not to be used to carry books and materials from class to class. Students are to keep their backpacks in their lockers during the school day. Parents are advised to be aware of the size of the student's locker before purchasing a backpack. A string backpack can be used during the day.

**Lost and found:**

All articles found in the building, on the playground, or on the bus are to be turned into the main office. Students can claim lost items before or after school. After a time, unclaimed items will be returned to the finder or given to charity.

**Lunch:**

Students may bring their own lunch. Students are not to bring beverage/food in glass containers. For those who choose not to bring their own lunch, an independent food service company, Quest Management Services, provides a complete hot lunch program. Complete meals, beverages, snacks, and a la carte food items are available for purchase. Parents may choose to put money on the student's ID card or have the student pay with cash. Credit card and check forms for pre-paying for lunches are available on the Glen Crest webpage. Forms are available in the office for those qualifying for reduced price meals.

**Personal property:**

Each student is assigned a hall locker to be used for personal property such as coats and books. Another locker is issued to all students for their gym uniforms. Locks are purchased at registration. **The combination should not be shared with others.** All items of value should be kept locked in the locker at all times or, more preferably, not brought to school unless necessary. Students are not to bring items of value such as large sums of money, gift cards, etc., to school. The school cannot be responsible for personal property that is lost, damaged, or stolen at school. Students need to be careful with cell phones as well by keeping them locked in their hall locker. School issued locks are required and replacement locks can be purchased in the office.

**Student ID cards:**

All Glen Crest students are required to wear their Student ID card, which has their picture. These ID cards are required to check out books in the LIT or use the internet and for admittance to evening activities at Glen Crest. Students may be expected to show their ID at other times also. The first ID card and lanyard are furnished by Glen Crest at no charge. Lost cards may be replaced for \$3 in the LIT. Lanyard replacement is \$2 and plastic sleeves are 50 cents.

**Visitors:**

In the interest of security and to keep interruptions at a minimum, visitors are required to report to the office when they arrive at school. Visitors must enter through the front main door. Visitors will have to push the entrance buzzer on the wall to gain admittance. Visitors to the school must sign in and receive a visitor's pass. No visitor will be allowed entry to the building during any three-minute passing period.

Parents are NOT to deliver forgotten items to the classroom or locker. If a forgotten item is delivered to the main office, your student may pick up the item with a pass from their teacher. Unfortunately, many students do forget to do this even when so instructed. The office staff cannot take responsibility for this. Classrooms will not be interrupted to call down students to pick up delivered items.

Individuals who are not enrolled at Glen Crest may not attend classes with friends.

**Walking students:**

Students who live close enough to Glen Crest (under a mile and a half) will walk to school. Students are required to use sidewalks where provided. All students are to enter and exit the building using the main entrance. Students are not encouraged to ride or bring skateboards, scooters or rollerblades to school.

All students are expected to stay at school for lunch. On occasion, a parent may take his/her child out for lunch after properly signing the student out in the main office

**Before and afterschool:**

Students staying after school or coming early to school must be under the supervision of a staff member. Students are not to arrive at school before 7:30 a.m., unless they will be entering the building and will be under the direct supervision of a teacher. There is no outside supervision before 7:35 a.m.

Students are not permitted in the school before 7:40 a.m., unless arriving early for band, orchestra, chorus, extracurricular activities, or work with a teacher. Students going to band or orchestra should enter through the side door (#15). Students going to chorus should enter through the side door (#13). Students meeting with a teacher prior to 7:30 a.m. will wait at the main entrance for the teacher. Students entering the building after 7:35 a.m. must have a pass from the teacher they are to meet.

Students are to exit the building by 2:40 p.m., unless staying for after school extracurricular activities or working with a teacher or detention. All students staying after school must be at their



intended location by 2:40 p.m. Students staying with a teacher must remain in the teacher's classroom until 3:25 p.m. Dismissal from most extracurricular activities or detention, will also be at 3:25 p.m. Once dismissed, students are to leave the building by 3:35 p.m.

**Yearbook:**

The Glen Crest yearbook is distributed at the end of each school year. Copies may be ordered and paid for through registration. A limited number of additional copies may be available for purchase at the end of the school year. A small staff of students under the direction of a faculty sponsor produces the book. The students are selected based on a written application and teacher input.

### **MUSIC AT GLEN CREST**

The CCSD 89 music program continues at the middle school level with several programs. Sixth graders have seven weeks of general music instruction. Students in seventh or eighth grades have 12 weeks of general music.

Fee-based instrumental music lessons are offered to students who participate in the band or orchestra. Students in the band and orchestra receive one group sectional per week during the school day. Sectionals are on a rotating basis so students do not miss the same class every week.

The concert band consists of students who have played for one year. They rehearse approximately three days per week during part of their recreation time. Each rehearsal is 23 minutes long. The symphonic band consists of students who have played at least two years. They rehearse before school approximately three times per week. Each rehearsal is 30 minutes long.

The intermediate orchestra rehearses approximately three days per week during part of their recreation time for 23 minutes per rehearsal. Students in this group have played for at least one year. The concert orchestra rehearses approximately three days per week before school for 30 minutes each rehearsal. Students in this group have played a minimum of two years.

The sixth grade chorus rehearses two times per week before school for 30 minutes each rehearsal period. The Seventh and eighth grade chorus rehearses twice a week before school for 30 minutes each practice session. The boys chorus (all grades) rehearses once per week before school for 30 minutes.

All musical organizations perform at least three times throughout the year in CCSD 89. In addition, students perform throughout the year in the Glen Ellyn and Chicagoland areas.

### **EXTRA-CURRICULAR ACTIVITIES**

**Intramural sports:**

All students are encouraged to become involved in the intramural program. There are no tryouts for any of the units. Each member of a team is assured playing time during each game.

All students are eligible to participate in any and all intramural sports offered. Sign-ups take place in the physical education classes or during lunch/recreation. Students should listen to the daily announcements for information. The only requirement is the desire to play. Once a student signs up for an intramural team, he/she is encouraged to attend his/her team's competition.

The intramural program operates from 2:40-3:25 p.m. The late bus is available to take the participants home.

Intramural events may include flag football, soccer, bowling, golf, basketball, volleyball, floor hockey, softball, and indoor tennis.

Some activities, such as bowling and golf, require fees and/or equipment to be supplied by the students. Students may also be required to arrange for their own transportation.

**Interscholastic sports:**

After the intramural activities have concluded each day, the interscholastic teams use the facilities for their practice. Glen Crest is a member of the DuPage Metro Valley Association.

Teams are limited to numbers that coaches feel they can handle adequately. Students must try out to participate on an interscholastic team, except for cross country and track that have a no-cut policy. However, these sports may have a qualifying try out to participate in a meet. Students are chosen based on their ability, talent, and performance at the tryout.

A player will not automatically continue on an interscholastic team from year to year. If a boy or girl must miss a tryout due to extenuating circumstances, the parent should contact the coach prior to tryout to see if any possible arrangements can be made. Whenever possible and depending upon the sport and point in the season, new students to the district may have an opportunity to try out once a team is selected. The appointed coach should be contacted and will make the decision. Sixth graders may participate on the cross country team and on the track team for distance running. Practices generally take place Monday – Friday, between 2:45 – 5:45 p.m. Some sports have Saturday morning practices. **Students must be in attendance for at least one half day to participate in any after school activities that day.**

**One physical per year is required to attend clinics, to try out, practice or participate in a competition for any interscholastic sport.** Prior to the first clinic/tryout, all participants must have a physical that extends through the end of that sport's season on file in the nurse's office. **A user's fee of \$45 must be paid by the first competition.** Checks are made payable to Glen Crest and given to the office secretaries.

Seventh and eighth grade students may participate in cross country, volleyball, basketball, cheerleading, and track and field. Sixth grade students may compete in cross country, and track and field. Tryouts are not required for the cross country (fall) and track and field teams (spring). Students selected for girls volleyball (fall), boys basketball (winter), cheerleading (winter), girls basketball (winter), and boys volleyball (winter) must participate in try outs before each season.

Athletes must be in school for at least the afternoon portion of a day (the classes after the student's lunch) in order to participate in a practice or game, if the reason is due to illness. Reasons for an absence other than illness will be reviewed by the coach.

If a student is medically excused from physical education class, he/she may not participate in tryouts and, if already selected for a team, practices and games for the duration of the medical excuse.

**Athletic eligibility:**

Students involved in interscholastic sports, including cheerleading will be checked for academic and behavior eligibility during each athletic season. Students not able to meet the eligibility requirements may be suspended from 1 – 2 contests in order to assist the athlete in areas of academic/behavioral concern. Athletic eligibility may be revoked due to repeated academic and/or behavior difficulties.

**Evening events:**

During the course of the year, Glen Crest provides many evening events such as grade level socials, dances, Student/Faculty Basketball game, Musical, etc. All students and their families are encouraged to attend. **Students must be in attendance for at least one half day (four academic periods) to participate in any after school or evening activities that day.** Socials and dances are for Glen Crest students only.

**Student clubs:**

There is a wide variety of clubs and special interest groups available to Glen Crest students. All clubs are sponsored by a faculty member. Information about joining the clubs is given to the students during the school announcements. The availability of a club in any given year is dependent upon student interest and faculty availability. A list of clubs is published on our website. In past years the clubs have included: Bridge/Chess Club, Computer Club, Eco Club, Social Studies Club, Art Club, PEP, and Drama Club. Other activities include Student Union and the student publications. See the webpage for all clubs.

### **PARENT – TEACHER COUNCIL**

The PTC is a vital component of the network that links all parts of the Glen Crest Community: students, teachers, and parents. It fosters closer communications among these three groups and each year sponsors activities that bring families and the school closer together. A contribution of \$5 per family per year is requested and can be made on registration day or through the school office at any time. This contribution allows voting privileges at monthly PTC meetings.

The PTC Board consists of the principal, the PTC officers, and parents. The PTC meetings are open to all parents, legal guardians, students, and faculty of Glen Crest. Everyone is encouraged to attend. Meetings are held on one Monday of every month in the conference room. The exact dates are on the school calendar.

In general, the PTC Board provides opportunities to enhance the educational and social experience of our children at school. The PTC Board works to support the teaching staff and acts as a liaison between parents and school. The members are available to serve in a variety of capacities as the need arises during the year.

The PTC is primarily a service organization. The PTC sponsors some fundraising activities to generate funds to support a wide variety of student, teacher, and parent programs for Glen Crest.

Volunteers run all of the PTC activities. Field trip chaperones and guest speakers enrich the learning process of our students. Whatever your field of expertise, there is a way you can become involved in your child's school. Just call the school office and volunteer or contact any of the PTC Executive Officers.

**Membership:**

All parents and teachers of Glen Crest are strongly encouraged to join PTC. Membership is available during registration or at the school office throughout the year. This contribution allows voting privileges at monthly PTC meetings.

**Spiritwear:**

Shirts, sweatshirts, and other items with the Glen Crest logo can be ordered from spiritwear. Items are generally available at the student visitation day and at the curriculum nights.

**Socials:**

These are evening activities that allow students at a particular grade level to socialize and become better acquainted with their peers. The PTC committee plans them. Ticket prices are nominal and tickets are sold during lunchtime one to two weeks before the social. Students are

expected to follow the Glen Crest dress code. Refreshments are provided. Check the school calendar for dates and times. Please note that only Glen Crest students may attend. Outside guests are never permitted. Students must be in attendance that day. Social dates are listed on the calendar.

### TIPS FOR PARENTS FROM PARENTS

Please call only the attendance phone number **(630) 858-1844** not the main office for matters relating to attendance. Do not leave messages other than for absences, tardies, and moving out of district on this number.

- The middle school years can be times of turmoil for your child. **Stay involved and informed.** Encourage your child to participate in one or more of the many clubs, sports, or activities at Glen Crest.
- Read the Principal's weekly message. It is an excellent means of finding out about activities and programs. Separate flyers are occasionally placed in online backpack ([www.ccsd89.org/backpack](http://www.ccsd89.org/backpack)). The Glen Crest announcements also provide parents with valuable information about activities.
- The menu for each month's meals in the lunchroom is available through the Glen Crest webpage. A complete meal is available. Other items are available a la carte. Many families use a combination of cafeteria and brown bag lunch items.
- Make sure your student does not carry more money than they can afford to lose. Money for lunch can be put on your child's ID card.
- Tickets for socials, etc. are usually sold during the lunch periods the week of the event and not on the evening of the event. Information will appear in the daily announcements. Tickets can also be purchased in advance via the registration packet paperwork.
- Evening socials are not formal, but they are themed. The sixth grade October social is a costume party held near Halloween. Students, teachers, and parents do come in costume. Attire must comply with the school dress code.
- Information about, clubs, upcoming events, and other announcements are shared in first period through the reading of the Daily Announcements. Parents can access the Daily Announcements through the Glen Crest webpage at [www.ccsd89.org/GCdaily](http://www.ccsd89.org/GCdaily).
- Parent/teacher conferences can be arranged any time. Remember that teachers on your child's team have a common plan time. You can request to meet at this time so that ALL teachers can be present. There are days in the fall set aside for conferences, but each teacher could never meet with each parent during these periods so we encourage parents to make appointments as the need arises.
- Your child does not have to be having trouble in class for you to have a conference with the teacher. The staff will be trying a variety of conference techniques this year. Each grade level team may plan for and implement conferences differently.
- Gifts are not typically given to middle school teachers at the holidays, but you might encourage your student to write a note of thanks or send a card to a teacher who has been special to them.
- Some activities require forms. Extra copies of forms are usually available in the office. It is the responsibility of the student to obtain and submit these forms on time.

- CCSD 89 policies and guidelines are published in the District Handbook and calendar. Please refer to that document for complaint procedures, testing programs, safety guidelines, and other related information.
- The PTC encourages parents to support the dress and grooming guidelines for Glen Crest. We hope that all parents will encourage their students to wear appropriate and tasteful attire to school.
- Chaperones are needed for some field trips during the year. The need for chaperones will be included in the information sheet and/or permission slip your child brings home for the trip. You can volunteer by attaching a note to the permission slip or by calling the teacher who is supervising the trip. Teachers will contact you if your services are needed.
- The PTC suggests that parents keep informed about our high school, Glenbard South. Check out their website at [www.glenbard.dupage.k12.il.us/Glenbard\\_South](http://www.glenbard.dupage.k12.il.us/Glenbard_South). Your child will be there before you know it.

Revised 9/28/21