

**SCHOOL DISTRICT 16
PARENT HANDBOOK
2018/2019**



The mission of Queen Bee Schools is to set high standards to ensure that all students learn, grow and achieve.

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MISSION, VISION, VALUES: The mission is built upon a set of beliefs that our stakeholders share about elementary education.

We believe:

- Children have a right to a comprehensive education which addresses their needs and enables them to develop to their greatest potential.
- A child's education should be an enjoyable experience which instills a lifelong desire to learn.
- Continuing staff development is imperative for a quality education.
- Effective education requires an informed partnership among the District staff, Board of Education and community.
- The classroom teacher is the most important contributing factor to a child's educational growth.
- In supporting quality educational programs while ensuring fiscal responsibility.
- Children require experiences which develop the appropriate attitudes and values necessary for living in a democracy and generating an awareness of global interrelationships.
- Children and staff have the right to learn and work in a pleasant, safe and orderly environment.
- Children must be provided the opportunity to develop self-esteem and self-confidence.

BOARD OF EDUCATION:

The Board of Education consists of seven members elected by the voters of District 16. The Board itself elects officers, President, and Vice-President, and appoints a Secretary. The Secretary to the Board of Education is Ms. Janet De Santiago who can be reached at 630-260-6105 and/or jdesantiago@queenbee16.org. Board of Education meetings are normally held on the second Monday of each month at 7:00 P.M. in the Queen Bee Professional Development Center, 1525 Bloomingdale Road, Glendale Heights, Illinois, 60139.

The current School Board members are as follows:

Mr. Michael Summerville, President	Ms. Fatima Baggia	Ms. Paula Bodzioch	Ms. Laura Bruce
Ms. Kathleen Marron, Vice-President	Ms. Nancy DiCanio	Mr. Richard McDonald	

DISTRICT ADMINISTRATIVE STAFF

Dr. Joseph R. Williams	Superintendent	630/260-6105
Ms. Lonna Hancock	Director of Teaching and Learning	630/260-6123
Mr. Kevin Hooper	Business Manager/CSBO	630/260-6109
Ms. Annel Justiniano	Director of English Language Learning	630/260-6132
Ms. Christine Wagner	Director of Special Services	630/260-6132

BUILDING ADMINISTRATIVE STAFF

Glenside Middle School 1560 Bloomingdale Road	Mr. Scott Kasik & Mr. Jim Doyle, Interim Principals	630/260-6112
Americana Intermediate School 1629 President Street	Mr. Raphael Tolentino, Assistant Principal	
Glen Hill Primary School 1324 Bloomingdale Road	Ms. Astrid Rodrigues, Principal	630/260-6135
Pheasant Ridge Primary School 43 E. Stevenson Drive	Ms. Laura Marzullo, Assistant Principal	
Queen Bee Early Childhood Center 1525 Bloomingdale Road	Ms. Jennifer Jonas, Principal	630/260-6141
	Ms. Nicole Milewski, Assistant Principal	
	Mr. Edward Garza, Principal	630/260-6147
	Ms. Stephanie Scherer, Assistant Principal	
	Ms. Christine Wagner, Director	630/344-5601

Queen Bee School District 16

August 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6 7PM Board Meeting	7	8	9	10	11
12	13	14 Glenside 6th Grade Orientation Pheasant Ridge & Glen Hill Student Supply Drop Off	15 Glen Hill Kindergarten Orientation Americana Supply Drop Off	16 Pheasant Ridge Kindergarten Orientation Pheasant Ridge & Glen Hill Student Supply Drop Off	17 Teachers First Day, Student Non-Attendance	18
19	20 7PM Board Meeting First Day of Attendance for Students - Half Day Queen Bee Early Childhood Center -Open House	21 First Full Day of School Pheasant Ridge PTO Meeting EC/PreK First Day of School at Queen Bee Early Childhood Center	22	23	24	25
26	27	28	29	30 Glenside Curriculum Night Glenside Beginner Band Sign Up	31	

SCHOOL HOURS: Please note start and dismissal times and the Early Release Monday schedule for every Monday that students are in attendance.

SCHOOL	Monday		Tuesday - Friday
	Start	Dismissal	Dismissal
Primary (Glen Hill and Pheasant Ridge)	8:20 a.m.	2:10 p.m.	3:00 p.m.
Morning Kindergarten (Glen Hill & Pheasant Ridge) *There may not always be a morning class due to full day programs.	8:20 a.m.	11:30 a.m.	11:30 a.m.
Morning Early Childhood & Pre-Kindergarten (Queen Bee Early Childhood Center)	8:20 a.m.	10:50 a.m.	10:50 a.m.
Afternoon Early Childhood & Pre-Kindergarten (Queen Bee Early Childhood Center)	12:30 p.m.	3:00 p.m.	3:00 p.m.
Americana Intermediate School	8:15 a.m.	2:05 p.m.	3:00 p.m.
Glenside Middle School	8:08 a.m.	2:03 p.m.	3:03 p.m.

Parents are requested to note the above information. Unless specifically requested to do so, students are not to arrive any earlier than 15 minutes before the bell rings. Students arriving earlier than these times are not supervised. No student will be allowed to remain after school without permission from a teacher or principal. Students will be able to enter the buildings at 8:00 a.m. when weather conditions deem it necessary.

SCHOOL YEAR CALENDAR AND DAY:

The Board of Education, upon the Superintendent’s recommendation and subject to State regulations, annually establishes the dates for opening and closing classes, teacher institutes and in-services, the length and dates of vacations, and the days designated as legal school holidays. The school calendar shall have a minimum of 185 days to ensure 176 days of actual student attendance.

ATTENDANCE:

The Compulsory School Attendance policy applies to individuals who have custody or control of a child: (a) whose age meets the compulsory attendance age listed in State law, or (b) who is enrolled in any of grades, kindergarten through 12, in the public school regardless of age. The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student’s absence. Because the Board of Education discourages vacation trips during the normal school year, absences of this nature will be considered unexcused absences, and no make-up work will be permitted, nor will lesson plans be provided. There are no penalties and/or zeros issued for work missed during a vacation. Tardiness is highly discouraged, as it interferes with the educational program. In the event a student is tardy, they must report to the office and secure a tardy slip. Excessive tardiness may be considered to be unexcused absences. Students may be required to make up the time before or after school.

Queen Bee School District 16

September 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Labor Day Non-Attendance Day	4 School Improvement Day Student Non-Attendance Day	5	6 Glen Hill PTO Meeting Americana Open House Americana Beginner Band Night	7	8
9	10 7PM Board Meeting Preschool Screening - Queen Bee Professional Development Center Music Booster Meeting	11 Glen Hill Open House Americana PTO Meeting	12 Glen Hill & Pheasant Ridge Picture Day		14 Americana Picture Day	15 Welcome Back Pizza Bash
16	17 Pheasant Ridge Fundraiser 9/17 - 9/28 Glen Hill Book Fair 9/17-9/21 Glenside Picture Day	18 Welcome Back Bash - Band and Choir Pheasant Ridge PTO Meeting	19 Pheasant Ridge Curriculum Night Glen Hill PTO Back to School Night	20 Glenside Men's Choirfest at Glenbard West	21	22
23	24 Americana Fall Book Fair 9/24-9/28	25	26	27 Glenbard North Marching Event - Glenside Band	28 Glenbard West Marching Event - Symphonic Band	29
30						

FEES:

The Superintendent will recommend to the Board of Education a schedule of fees, if any, to be charged students for the use of textbooks, consumable materials, extracurricular activities, and other school student fees. Students must also pay for the loss of or damage to school books or other school owned materials.

Fees for textbooks and other instructional materials are waived for students who meet the eligibility criteria for a fee waiver as described in the district policy. The Superintendent shall ensure that applications for fee waivers are widely available and distributed according to State law and ISBE rule and that provisions for assisting parents/guardians in completing the application are available. The Superintendent or designee shall establish a process for determining a student's eligibility for a waiver of fees in accordance with State law requirements.

TRANSPORTATION:

The District shall provide free transportation for any student in the District who resides: (1) at a distance of one and one-half miles or more from his or her assigned school, unless the Board of Education has certified to the Illinois State Board of Education that adequate public transportation is available, or (2) within one and one-half miles from his or her assigned school where walking to school or to a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is not available.

Bus schedules and routes shall be determined by the bus company and Business Manager and shall be altered only with the Business Manager's approval and direction. In setting the routes, the pick-up and discharge points will be as safe for students as possible. No school employee may transport students in school or private vehicles unless authorized by the administration. Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with State law and Illinois Department of Transportation regulations.

For safety and security reasons, a prior written or oral consent of a student's custodial parent/guardian is required before a student is released during school hours: (1) at any time before the regular dismissal time or at any time before school is otherwise officially closed, and/or (2) to any person other than a custodial parent/guardian.

FOOD SERVICES:

Good nutrition shall be promoted in the District's meal programs and in other food and beverages that are sold to students during the school day. The Superintendent shall manage a food service program that complies with this policy and is in alignment with School Board policy 6:50, School Wellness.

The school district participates in the National School Lunch Program, which provides breakfast and lunch to all students at no cost. The food service program in participating schools shall comply with the nutrition standards specified in the U.S. Dept. of Agriculture's Smart Snacks rules when it offers competitive foods to students on the school campus during the school day.

STUDENT HEALTH, ACCIDENTS, AND ILLNESS:

A student's parent/guardian(s) shall present proof that the student received a health examination, with proof of the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health, within one year prior to:

1. Entering kindergarten or the first grade
2. Entering the sixth grade
3. Enrolling in an Illinois school, regardless of the student's grade

State law provides regulations regarding what immunizations and/or screenings are required, the District/School Nurse will provide parents with this information.

Queen Bee School District 16

October 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Booster Meeting	2 Americana PTO Meeting	3	4 Glen Hill PTO	5	6
7	8 Columbus Day Non-Attendance	9 Institute Day: Student Non-Attendance 7PM Board Meeting	10 Glen Hill & Pheasant Ridge Walk to School Glen Hill, Pheasant Ridge, & Americana - CAP Parent Night at Americana School	11	12	13 PSAT High School Placement at Glenside Middle School
14	15 Challenge Parent Night Pheasant Ridge Fall Book Fair 10/15-10/19 Glen Hill Author Visit	16 Pheasant Ridge & Americana Author Visit Pheasant Ridge PTO Meeting	17	18 Pheasant Ridge Ice Cream Social	19 1st Quarter Ends Glen Hill PTO - Carve Your Own Pumpkin	20
21	22	23 Glenbard North - Women of Note, Choir Women	24 Glen Hill & Pheasant Ridge Picture Day Retakes	25 Queen Bee School's Family Night	26 Report Cards (3-8)	27 Pheasant Ridge Trunk-or-Treat
28	29	30 Americana Picture Retake Glenside Middle School Symphonic Band + Choir Festival at Glenbard North High School	31			

Exclusion from School

Unless an exemption or extension applies, the failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. New students who register after October 15 of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations. Details regarding exclusion from school due to failure to comply with the regulations will be provided by the District Certified School Nurse.

Eye Examination

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required. Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination.

Dental Examination

All children in kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the Illinois Department of Public Health. If a child in the second or sixth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The Superintendent or designee shall ensure that parents/guardians are notified of this dental examination requirement at least 60 days before May 15 of each school year.

Exemptions

In accordance with rules adopted by the Illinois Department of Public Health, a student will be exempted from this policy's requirements for:

1. Religious or medical grounds if the student's parents/guardians present to the Superintendent a signed statement explaining the objection
2. Health examination or immunization requirements on medical grounds if a physician provides written verification
3. Eye examination requirement if the student's parents/guardians show an undue burden or lack of access to a physician licensed to practice Medicine in all of its branches who provides eye examinations or a licensed optometrist
4. Dental examination requirement if the student's parents/guardians show an undue burden or a lack of access to a dentist.

Medication at School

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication. No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent/guardian.

Self-Administration of Medication

A student may possess an epinephrine auto-injector (EpiPen®) and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed a "School Medication Authorization Form." The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel.

Student Illness/Accidents

When a student is injured or becomes ill while in school, the following procedure will be observed:

- Basic first aid measures recommended in the Emergency Care Procedure Manual of the DuPage County Health Department will be taken.

Queen Bee School District 16

November 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Americana Parent Teacher Conferences Glen Hill PTO Meeting	2	3
4	5 Glenside Parent/Teacher Conferences Booster Meeting - Uniform Pick Up Night at Glenside Middle School 7PM Board Meeting	6 Glen Hill & Pheasant Ridge Parent/Teacher Conferences Americana PTO Meeting	7 Americana Parent/Teacher Conferences Glenside - Timber Lee Fieldtrip 11/7-11/9	8 Pheasant Ridge Movie Night	9	10
11	12 Preschool Screening - Queen Bee Professional Development Center Americana - 5th Grade CAP Program 11/12-11/14	13	14 Glenside Parent/Teacher Conferences	15 Glen Hill & Pheasant Ridge Parent/Teacher Conferences	16 Music Pasta Dinner/Raffle	17
18	19 7PM Board Meeting	20 Pheasant Ridge PTO Meeting	21 Inservice Parent/Teacher Conference Day: Non-Attendance	22 Thanksgiving Day Non-Attendance	23 Non-Attendance	24
25	26 Glenside Tree Lighting Ceremony	27	28	29	30	

- The child's parents/guardians will be contacted.
- Severe emergencies will be referred to the Glenside Fire Protection District Paramedic Service.
- If the parents/guardians cannot be reached, the emergency number listed in the child's student information file will be called.

PLEASE BE CERTAIN THAT THE SCHOOL HAS A CURRENT EMERGENCY NUMBER THAT CAN BE CALLED AND THAT ANY CHANGES ARE REPORTED TO THE SCHOOL OFFICE IMMEDIATELY. We require two (2) emergency numbers for each child's file.

Allergy Policy

School attendance may increase a student's risk of exposure to allergens that could trigger a food-allergic reaction. It is not possible for the District to completely eliminate all risks of exposure to allergens when a student is at school. However, a Food Allergy Management Program will help the District to minimize these risks, and provide accommodations and proper treatment for allergic reactions. The Superintendent or designee shall develop and implement a Food Allergy Management Program.

Wellness Policy

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004, Goals for Nutrition Education and Nutrition Promotion.

VISITOR POLICY:

All visitors to school property are required to report to the Building Principal's office or other school personnel onsite and receive permission to remain on school property. All visitors must sign a visitors' log, show identification, and wear a visitor's badge. When leaving the school, visitors must return their badge. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Any person wishing to communicate with a staff member should contact that staff member by telephone or email to make an appointment. Email addresses are available on the district website www.queenbee16.org. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period. Access to the buildings shall be facilitated according to guidelines from the Superintendent or designee.

Convicted Child Sex Offender

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender meets either of the exceptions as outlined by the Illinois State Code. The offender must be granted permission from the Board, Superintendent, or Superintendent's designee. In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

Enforcement of Visitor Policy

Any staff member may request identification from any person on school property; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification. Any person who engages in conduct prohibited by this policy may be ejected from school property. The person is also subject to being denied admission to school events or meetings for up to one calendar year.

STUDENT CONDUCT:

All students are entitled to enjoy the rights protected by the U.S. and Illinois Constitutions and laws for persons of their age and maturity in a school setting. These rights include the right to voluntarily engage in individually initiated, non-disruptive prayer, that is consistent with the Free Exercise and Establishment Clauses of the U.S. and Illinois Constitutions, is not sponsored, promoted, or endorsed in any manner by the school or any school

December 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Glenside Booster Meeting	4 Americana PTO Meeting	5 Queen Bee School's Family Night	6 Glen Hill PTO Meeting	7 Glen Hill Dinner with Santa	8
9	10 7PM Board Meeting	11	12	13	14	15
16	17 Americana Band Concert	18 Pheasant Ridge PTO Meeting	19 Band & Choir Concert - Glenside Middle School	20	21 Student Early Release Day	22
23	24 Winter Break	25 Winter Break	26 Winter Break	27 Winter Break	28 Winter Break	29
30	31 Winter Break					

employee. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures.

Each of the grade level centers has a Code of Conduct that regulates the implementation of disciplinary action. Parents and students are required to read this document and provide the school with a signed document declaring their understanding of the program, including consequences for engaging in behaviors inconsistent with the school expectations. The Code of Conduct outlines all procedures relative to suspension, expulsion, and the appealing of decisions. The Code of Conduct is regulated by state and federal policy, which is outlined on the District website.

Prevention of and Response to Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals.

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

1. During any school-sponsored education program or activity
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment
4. Through the transmission of information from a computer that is accessed at a non-school related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in which a school administrator or teacher receives a report that bullying, through this means has, occurred and it does not require a district or school to staff or monitor any non-school-related activity, function, or program

Bullying, including cyber-bullying, is defined in Section 27-23.7 of the School Code (105 ILCS 5/27-23.7). The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment and including restorative measure as an alternative to exclusionary discipline. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the Building Complaint Manager or any staff member. Building Principals serve as the Complaint Manager. Anonymous reports are also accepted.

Required Notifications

Residence

Only students who are residents of the District may attend a District school without tuition charge, except as otherwise provided below or in State law. A student's residence is the same as the person who has legal custody of the student. A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement, stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the District, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency.

If the Superintendent or designee determines that a student attending school on a tuition-free basis is a non-resident of the District for whom tuition is required to be charged, he or she on behalf of the Board of Education shall notify the person who enrolled the student of the tuition amount that is due. The notice shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by the School Code, 105 ILCS 5/10-20.12b.

Queen Bee School District 16

January 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 News Years Day Winter Break	2 Winter Break	3 Winter Break	4 Winter Break	5
6	7 Students Return from Winter Break	8 Americana PTO Meeting	9	10 Glen Hill PTO Meeting	11 2nd Quarter Ends	12
13	14 Preschool Screening - Queen Bee Professional Development Center Challenge Parent Night	15 Pheasant Ridge PTO Meeting	16	17 STEM Night at Americana School	18 Report Cards	19
20	21 Martin Luther King Jr.'s Birthday Non- Attendance	22 Institute Day: Student Non-Attendance	23 Glen Hill CAP Presentation (1&3 Grades) 1/23-1/25	24	25	26
27	28	29	30	31		

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

Homeless Children

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required to establish residency. The term "homeless children and youth" is defined by the McKinney-Vento Act and specifies that it is individuals who lack a fixed, regular, and adequate nighttime residence. Board of Education policy 6:140, Education of Homeless Children, and its implementing administrative procedure, govern the enrollment of homeless children. Homeless students shall be transported in accordance with Section 45/1-15 of the Education for Homeless Children Act.

Education Rights of Students Who Are Homeless

The school district is required to designate a person to serve as "Homeless Liaison." The liaison can help with problems related to enrollment, request transportation on behalf of the children, help obtain immunizations or immunization records and birth certificates, and help mediate disputes with the school district. They are also there to help youth without parents or guardians. If you think your family may qualify for homeless services, or your family is having financial difficulties, please contact your school principal or your school social worker. Your information will always be treated confidentially.

District Liaison:	Ms. Christine Wagner	630/260-6132	cwagner@queenbee16.org
DuPage ROE Homeless Student Advocate:	Heather Britton	630/514-1389	

Student Records

School student records are confidential. Information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction by a school employee, regardless of how or where the information is stored, except as provided in State or federal law. Information regarding obtaining, maintaining, retaining, and releasing student records is outlined in detail in district policy. The District may release directory information as permitted by law, but a parent/guardian shall have the right to object to the release of information regarding his or her child.

Non-Discrimination

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. BOE Policy 7:10

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the Board, its employees, or agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding any one of the following:

- Title II of the Americans with Disabilities Act
- Title IX of the Education Amendments of 1972
- Section 504 of the Rehabilitation Act of 1973
- Individuals with Disabilities Education Act, 20 U.S.C. §1400 et seq.
- Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq. 6. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.
- Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972)

Queen Bee School District 16

February 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 Glenside Booster Meeting	5 Americana PTO Meeting	6	7 Americana Parent/Teacher Conferences Glenside PTO Meeting	8 Glenside PTO Valentine's Night	9
10	11 7PM Board Meeting Preschool Screening - Queen Bee Professional Development Center	12	13 Americana Parent/Teacher Conferences	14 Glenside and Americana Band Day	15	16
17	18 Presidents' Day Non-Attendance	19 Pheasant Ridge PTO Meeting	20	21 Glenside & Pheasant Ridge Parent/Teacher Conferences	22	23 Glenside Solo Ensemble Contest
24	25	26 Glenside North Showcase - All Bands	27	28 Glenside & Pheasant Ridge Parent/Teacher Conferences		

- Bullying, 105 ILCS 5/27-23.7
- Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children Curriculum, instructional materials, and/or programs
- Victims' Economic Security and Safety Act, 820 ILCS 180
- Illinois Equal Pay Act of 2003, 820 ILCS 112
- Provision of services to homeless students
- Illinois Whistleblower Act, 740 ILCS 174/.Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/ and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. §2000ff et seq.)
- Employee Credit Privacy Act, 820 ILCS 70/.

Nondiscrimination Coordinator: Ms. Christine Wagner 630/260-6132 cwagner@queenbee16.org
 Complaint Managers: Mr. Kevin Hooper 630/260-6109 khooper@queenbee16.org

**INSTRUCTIONAL PROGRAM:
 General Education Curriculum**

Our students will receive instruction aligned to the Illinois State Learning Standards in the following areas grades K-8:

- Math
- English/Language Arts
- Science
- Social Studies
- Physical Education
- Art
- Music
- Social and Emotional Learning

Our students also receive developmentally appropriate instruction in a number of other areas including:

- Health
- Career Readiness
- Project Lead The Way (PLTW) Launch and Gateway
- Citizenship
- Drug abuse prevention
- Internet Safety
- Character Education

Title I programs

All District schools receive Title I funds which are provided to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children. The District maintains programs, activities, and procedures for the involvement of parents/guardians of students receiving services, or enrolled in programs, under Title I. These programs, activities, and procedures are described in School-level compacts. Each Building Principal or designee shall develop a School-Level Parental Involvement Compact according to Title I requirements.

Program for the Gifted

The Superintendent or designee shall implement an education program for gifted and talented learners that is responsive to student needs and is within the budget parameters as set by the Board. The Challenge Program is the District response to the needs of these students. Eligibility to participate in the gifted program shall not be conditioned upon race, religion, sex, disability, or any factor other than the student's identification as gifted or talented. In order to allow the Board of Education to monitor this policy, the Superintendent or designee shall report at least annually on the status of the District's gifted program.

Student Assistance

Multi-Tiered Systems of Support (MTSS) is a process to ensure all students are making acceptable educational progress. In order to make this determination, a team of school personnel assess and analyze school academic and behavior data. Students who fail to meet the district's identified criteria for acceptable educational progress will be identified by the team and considered for additional support.

The role of the school personnel in this process is to:

- Define what the issue is for the student
- Analyze and discuss reasons why the issue is occurring

Queen Bee School District 16

March 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 County-Wide Institute Day Non Student- Attendance	2
3	4 Glenside Booster Meeting	5 Glenside Parent/Teacher Conferences Americana PTO Meeting	6 Americana Band Concert	7 Glenside Men of Note & Choir Men at Glenbard North Glen Hill PTO Meeting	8	9
10	11 7PM Board Meeting	12	13 Glenside Parent/Teacher Conferences	14 Queen Bee School's Family Night	15 3rd Quarter Ends	16
17	18	19 Pheasant Ridge PTO Meeting Spring Fundraiser 3/5- 3/15 at Pheasant Ridge	20 Glenside Concert - Bands & Choir	21	22 Report Cards	23
24	25 Spring Break Begins	26 Spring Break	27 Spring Break	28 Spring Break	29 Spring Break	30

- Create a plan for the student to address the issue, monitoring the student on a regular basis for progress and modifying as necessary
- Evaluate the effectiveness of the plan

Some ways for parents to be involved in their child's education include:

- Attending school functions such as open house or parent/teacher conferences
- Getting to know the child's teacher and his/her expectations for success
- Asking questions about the Rtl process and how the child's needs are being met
- Learning about the Universal Screening Assessment given three times a year to all students

If you have concerns about a student's academic or behavioral progress:

- Notify the child's teacher and building administrator of your concerns
- Be prepared to share information related to the child's strengths, homework habits, attitude about school, test scores, previous school experience, peer relationships, and challenges
- Participate in problem-solving discussions with the school staff about the child's specific strengths and needs
- Develop interventions with school staff and monitor the child's progress towards meeting specific, measurable goals

Special Education

The School District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals with Disabilities Education Act (IDEA) and implementing provisions of the School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. The term "children with disabilities," as used in this policy, means children between ages 3 and 15 (inclusive) for whom it is determined, through definitions and procedures described in the Illinois State Board of Education's Special Education rules, that special education services are needed.

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. The District may maintain membership in one or more cooperative associations of school districts that shall assist the District in fulfilling its obligations to the District's disabled students. If necessary, students may also be placed in nonpublic special education programs or education facilities.

ADA Accessibility

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities and will not be subject to illegal discrimination. When appropriate, the District may provide to persons with disabilities aids, benefits, or services that are separate or different from, but as effective as, those provided to others. The District will provide auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity. Each service, program, or activity operated in existing facilities shall be readily accessible to, and useable by, individuals with disabilities.

English Language Learners

The District offers opportunities for resident English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain. The Superintendent or designee shall develop and maintain a program for English Language Learners complies with all regulations as identified by the State Board of Education and ensures a comprehensive English Language program focused on assisting student in achieving English proficiency, facilitate effective communication in English, and encourage their full participation in school activities and programs as well as promote participation by the parents/guardians of English Language Learners.

Parents/guardians of English Language Learners will be notified of the following: (1) the reasons for their child's identification, (2) their child's level of English proficiency, (3) the method of instruction to be used, (4) how the program will meet their child's needs, (5) specific exit requirements of the

Queen Bee School District 16

April 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Students Return From Spring Break Glen Hill Book Fair 4/1-4/5	2 Americana PTO Meeting Glenside, Elgin Symphony Orchestra Field Trip	3	4 Glen Hill PTO Meeting Glen Hill International Night	5	6
7	8 Pheasant Ridge Book Fair 4/8-4/12 Glenside Booster Meeting Preschool Screening - Queen Bee Professional Development Center 7PM Board Meeting	9 Kindergarten Round-Up	10 Americana Spring Pictures	11	12	13
14	15 Challenge Parent Night	16 Kindergarten Round-Up Pheasant Ridge PTO Meeting	17	18	19 Student Non-Attendance	20
21	22 7PM Board Meeting	23	24	25 Pheasant Ridge Spring Movie Night Glen Hill 3rd Grade Music Performance	26 Glenside Character Counts Breakfast - Choir	27
28	29 Americana Book Fair 4/29-5/3 6:30 PM Glenside Booster Meeting	30				

program, (6) how the program will meet their child's individualized education program, if applicable, and (7) information on parent/guardian rights. Parents/guardians will be regularly apprised of their child's progress and involvement will be encouraged.

Parents/guardians of English Language Learners will be provided an opportunity to provide input to the program and receive notification regarding their child's placement in, and information about, the District's English Language Learners programs.

Grading & Grade Reports

The Superintendent shall establish a system of grading and reporting academic achievement to students and their parents/guardians. The system shall also determine when promotion requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance on the Illinois Partnership for Assessment of Readiness for College and Careers (PARCC) and/or other assessments.

A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted. Every teacher shall maintain an evaluation record for each student in the teacher's classroom.

The Superintendent or designee shall develop, maintain, and supervise a program for students at risk of academic failure or dropping out of school. The program shall meet the state and federal requirements.

Student Testing and Assessment Program

The District student assessment program provides information for determining individual student achievement and instructional needs; curriculum and instruction effectiveness; and school performance measured against District student learning objectives and statewide norms.

The Superintendent or designee shall manage the student assessment program that administers the State assessment system, known as the Partnership for Assessment of Readiness for College and Careers (PARCC) to all students and/or any other appropriate assessment methods and instruments, including norm and criterion-referenced achievement tests, aptitude tests, proficiency tests, and teacher-developed tests

The District will provide each student's parents/guardians with the results or scores of each State assessment and an evaluation of the student's progress. See policy 6:280 Grading and Promotion. Overall student assessment data on tests required by State law will be aggregated by the District and reported, along with other information, on the District's annual report card. Board policy 7:340, Student Records, and its implementing procedures govern recordkeeping and access issues.

Technology/AUP

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

The District has a comprehensive Acceptable Use Policy that outlines the procedures for addressing the use and integration of technology, appropriate use(s) for online resources and internet safety as outlined under the Child Protection Act (insert reference). This policy is provided to parents at the beginning of each year and is also on our website. Parents and students are required to read this document and provide the school with a signed document declaring their understanding of the program, including consequences for engaging in behaviors inconsistent with the school expectations.

Queen Bee School District 16

May 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2 Glen Hill PTO Meeting	3 Glenside, Tour to Americana School & Community	4
5	6 School Improvement Day Student Non-Attendance Teacher Appreciation Week 4/6-4/10	7 Americana PTO Meeting Americana Band Concert	8 Band & Choir Concert - Glenside Queen Bee School's Family Night	9	10 Glenside Great America Field Trip Glen Hill 3rd Grade Talent Show	11
12	13 7PM Board Meeting Glenside Awards Banquet/Uniform Collection - Bands & Choir	14	15	16 Springfield Field Trip 5/16-5/17	17 Pheasant Ridge Field Day	18
19	20	21 Glenside Graduation Pheasant Ridge PTO Meeting	22 Americana Field Day	23 Glen Hill Field Day	24 Quarter Ends Last Day of School if NO Emergency Days Were Used	25
26	27 Memorial Day	28 Emergency Day	29 Emergency Day	30 Emergency Day	31 Emergency Day	

Student Social and Emotional Development

Social and emotional learning (SEL) is defined as the process through which students enhance their ability to integrate thinking, feeling, and behaving to achieve important life tasks. Students competent in SEL are able to recognize and manage their emotions, establish healthy relationships, set positive goals, meet personal and social needs, and make responsible and ethical decisions. The Illinois Learning Standards provide goals for SEL.

Summer School

The District provides a variety of experiences for students to enhance their education during the summer school. Extended school year experiences includes a summer program for Students with Disabilities in conjunction with the special education cooperative, a bridge program with Glenbard District 87 and locally developed instructional programs.

Library/Media Services

The Superintendent or designee shall manage the District's library media program to comply with State law and Illinois State Board of Education rules. The District also collaborates with the local public library to provide students access to materials to support the instructional program and recreational interests of the students.

Homework Policy

Homework is part of the District's instructional program and has the overarching goal of increasing student achievement. Homework is assigned to further a student's educational development and is an application or adaptation of a classroom experience. The Superintendent shall provide guidance to ensure that homework is developmentally and age-appropriate and reinforces previously covered concepts, principles, and skills.

Extracurricular and co-curricular activities

Extracurricular or co-curricular activities are school-sponsored programs for which some or all of the activities are outside the instructional day. They must be approved by the Superintendent to be considered a District-sponsored extracurricular or co-curricular activity. They do not include field trips, homework, or occasional work required outside the school day for a scheduled class. "Co-curricular activity" refers to an activity associated with the curriculum in a regular classroom and is generally required for class credit. "Extracurricular activity" refers to an activity that is not part of the curriculum, is not graded, does not offer credit, and does not take place during classroom time; it includes competitive interscholastic activities and clubs.

Field trips

Field trips are encouraged when the experiences are a part of the school curriculum and/or contribute to the District's educational objectives. All field trips must have the Superintendent or designee prior approval, except that field trips beyond a 200-mile radius of the school or extending overnight must have the prior approval of the Board of Education. All non-participating students shall be provided an alternative experience. Any field trip may be cancelled without notice due to an unforeseen event or condition.

SAFETY AND SECURITY:

All District operations, including the education program, shall be conducted in a manner that will promote the safety and security of everyone on District property or at a District event. The Superintendent or designee shall develop, implement, and maintain a comprehensive safety and security plan. The plan will include an emergency operations plan addressing prevention, preparation, response, and recovery for each school; provisions for a coordinated effort with local law enforcement and fire officials, emergency medical services personnel, and the Board Attorney; a school safety drill plan; instruction in safe bus riding practices; a clear, rapid, factual, and coordinated system of internal and external communication. In the event of an

Queen Bee School District 16

June 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Emergency Day Challenge Parent Night	4	5	6	7	8
9	10 7PM Board Meeting	11	12	13	14	15
16	17	18	19	20	21	22
23	24 7PM Board Meeting	25	26	27	28	29
30						

emergency that threatens the safety of any person or property, students and staff are encouraged to follow the best practices discussed for their building regarding the use of any available cellular telephones.

During every academic year, each school building that houses school children shall conduct, at a minimum, each of the following in accordance with the School Safety Drill Act, 105 ILCS 128/:

- Three school evacuation drills
- One bus evacuation drill
- One law enforcement drill
- One active shooter drill
- One severe weather and shelter-in-place drill

The Board or its designee will annually review each school building's safety and security plans, protocols, and procedures, as well as each building's compliance with the school safety drill plan.

In order to maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers. BOE Policy 7:140

Notification Regarding Student Accounts or Profiles on Social Networking Websites

The Superintendent or designee shall notify students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75/: 1. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website. 2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination. BOE Policy 7:140

EMERGENCY INFORMATION:

School closing

The Superintendent is authorized to close school(s) in the event of hazardous weather or other emergency that threatens the safety of students, staff members, or school property. The Superintendent or designee shall make reasonable efforts to issue an announcement whenever it is necessary to close school early due to inclement weather or other reason.

Toxic art supplies

Toxic art or craft materials that are purchased by the district for student use in grades K-6 are strictly prohibited. Toxic art materials for students in grades 7-8 are only purchased when they meet the legal labeling standards and are stored in compliance with ISBE regulations.

Protective eye devices

Protective eye devices are required to be worn by all students, teachers, and visitors when participating or observing in classes that use chemical or combined chemical-physical laboratories that involve caustic chemicals, explosive chemicals, or hot liquids and/or solids.

Automated External Defibrillator (AED)

The Superintendent or designee shall implement a written plan for responding to medical emergencies at the District's physical fitness facilities in accordance with the Fitness Facility Medical Emergency Preparedness Act. The plan shall provide for an automated external defibrillator (AED) to be available according to State law requirements.

Queen Bee School District 16

July 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3 Fourth of July	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Unsafe School Choice Option

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District as defined by State law and identified by the Illinois State Board of Education.

PARENT CONCERNS:

Parents/Guardians are encouraged to discuss matters of concern with the appropriate individual. The customary procedure is to begin with the teacher, where most problems can be resolved. The parent who does not receive satisfaction at this point should talk to the Building Principal. Should further action be required, the Superintendent of Schools will attempt to resolve complaints. As a final step, parents/guardians may notify the Superintendent of Schools of their desire to bring their problem to the Board of Education. The Superintendent of Schools will arrange for their concern to be presented at a scheduled Board meeting.

