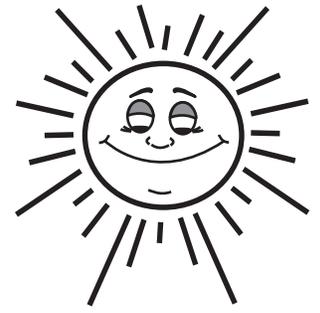


Hoffman Hum *Summer* *Newsletter*

August 2017



Dear Hoffman Family,

I hope that this summer issue of our Hoffman HUM newsletter finds each of you having an enjoyable summer!

Despite the fact that the summer months are upon us, the building and the staff have actually stayed quite busy. Construction has been going on all summer and we will start the school year with upgraded electrical, security, intercom, and ventilation systems. One feature of our new security system will be a doorbell and a locked front door to the main office. Please take a look at the enclosed superintendent's letter and Frequently Asked Questions about this district-wide policy change. Many Hoffman students and teachers participated in summer programs at Attea, while teachers also participated in workshops and classes planning exciting learning experiences. Our custodians have been busy constructing, moving, rearranging, and cleaning so that our facility will be in top condition for the opening of school.

In this summer newsletter, you will find lots of information you will need to know for the coming school year. One important date to know right away:

Class-list Posting and Walk-in Day
Thursday, August 10, 2017
9:30-11:30am and 5:00-6:30pm
Hoffman Multi-purpose Room and Office

During this event you will be able to receive your child's class list and bus information and deposit money into your child's lunch account. Information regarding the free and reduced lunch program for qualifying families will be available. The PTA will also distribute pre-ordered school supply packages. **Unfortunately, this year, we will not be able to offer access to classrooms during Walk-in Day due to ongoing construction.**

I am excited to launch another amazing year at Hoffman School and I look forward to seeing you all very soon!

Sincerely,
Selene Stewart, Principal



Starting Date and School Hours



The first day of school is **Wednesday, August 23**

Starting time is **7:55 am** and dismissal is **2:30 pm**.

On the first day of school, all students will go directly to their new classrooms. Our principal, Ms. Stewart, will lead an assembly to welcome all students and to review Hoffman's expectations.

HOFFMAN SCHOOL DAILY SCHEDULE

7:55 am Instruction begins for all students.

7:45 am Teachers greet students and walk them to their classrooms.

7:40 am Students should be arriving on school grounds at this time.

Students are expected to be in their class line ready to be picked up by their teacher promptly each day at 7:45 am.

Students arriving after 7:55 am are considered tardy.

Thank you in advance for helping your child to start his or her school day on time!

After School Procedures

All students are expected to have a consistent manner of getting home each day (bus, walking, car ride, bicycle). If for any reason a child needs to take an alternate way home, parents **MUST** send a note to inform us of this change. No child will be able to take an alternate way home without a note. Similarly, teachers **MUST** inform parents prior to keeping a child before or after school.

Hoffman School Expectations

On the first day of school, each child will be bringing home a packet of Hoffman School Student Expectations. All parents are asked to sit down and read this packet with their child(ren) before returning a signed parent slip to school. By reviewing these expectations and rules together, parents are made aware of the guidelines set for their child(ren) and can reinforce these at home. Most of all, this establishes an early bridge of communication between home and school which contributes immensely to a successful year for all of us!

Parent Visits

We welcome any parents who would like to visit our school but we politely ask that you:

- Call for an appointment if you want to visit a classroom.
- Stop in at the office to check-in.
- If you take your child out of the building, please sign them out in the school office.

We invite you to eat lunch with your child at school. Simply call to make arrangements.

From the Health Office -

Please check your students heads for lice during the summer and just prior to the first day of school. This will greatly help us control these persistent little pests at Hoffman.

**PLEASE COMPLETE ON-LINE REGISTRATION
AND SUBMIT FEES TO THE SCHOOL OFFICE. THE OFFICE RE-OPENS MONDAY,
AUGUST 7TH.
PROOF OF RESIDENCY, IF APPLICABLE, MUST BE SUBMITTED TO OUR DISTRICT
OFFICE AT 1401 GREENWOOD ROAD
BEFORE YOUR CHILD CAN START SCHOOL.**

Family Matters



Steps for easing kids' first-day-of-school jitters

One week before

- **Start practicing with the alarm clock.** Send your kids to bed at their regular school-night time, and start getting them up early. Explain that everyone needs to adjust to a new schedule.
- **Practice the bus run.** Describe the bus route for your children, including where the bus goes and how long it takes to get to school. Talk about what they can do on the bus to occupy their time.
- **Take a tour of the school.** Make arrangements with the school, and show your children their classrooms, the cafeteria, and bathrooms.

The day before

- **Lay your child's school clothes out.** With your child, select outfits for the first week so there's no anxiety about clothes in the morning.
- **Pack up the night before.** Get your children's books, lunch money, and school supplies ready to go before they go to bed.
- **Send your child to school with a photo.** A family photo or a reassuring note in a child's lunch can help ease separation anxiety.

The first day

- **Send a note to the teacher.** This lets children introduce themselves to their new teacher. Talk about what they like to play and their favorite foods. Don't forget to include a picture.
- **Get them on the bus.** If your children will be taking the bus to school, don't drive them the first day. Help them get used to the trip right away.
- **Remember bus numbers.** Calm children's fears by going over the bus number and reminding them that their teachers will make sure they get on the right bus.

FOOD GUIDELINES FOR DISTRICT 34

Glenview School District is continuing to promote healthy living and lifestyle choices for its students. The Wellness Policy was adopted to educate students about healthy food choices and help reduce childhood obesity.

NO FOOD ITEMS AT BIRTHDAY PARTIES

District 34 does not allow food or beverages at birthday parties at school. Instead, there are several suggestions below for parents and children who still want to celebrate a birthday without food, including:

- Special time/special recognition during class. Examples include the student reading to the class, sharing a personal story with the class or selecting a fun activity from a list provided by the teacher.
- Purchase a book for the classroom library. This might include the student's name in the front of the book indicating it was donated by the student in celebration of a birthday.
- Bring in a non-food item/party favor (i.e. - pencils, erasers, stickers). Please, no disruptive items. If you need help deciding, please contact the school for guidance.
- Donate an indoor recess game to the classroom.

Please know all celebratory activities should be cleared with the classroom teacher in advance but that no food or beverages will be allowed as part of these celebrations. Administrators throughout the District are responsible for implementing this practice.

FOOD GUIDELINES FOR NON-BIRTHDAY CLASSROOM CELEBRATIONS

Food and beverage can be a part of non-birthday classroom celebrations like Halloween and holiday parties. However, those food and drink items will be chosen from a list of menu options developed by the Food Service Department. These food/drink items can either be purchased through the Food Service Department by ordering 30 days prior to the event on a first-come, first-served limited basis. If the PTAs decide to purchase the food directly, the menu must be followed. This will guarantee that the food/drink provided will be nutritious, balanced and offer choices for everyone. As always, any food brought in for these celebrations must be purchased through the Food Service Department or store bought and in the original packaging. **No homemade foods are allowed.** If you have questions or comments about this change in practice, you may contact your building principal or the District office at 998-5000.

Online Information

There are several resources in regards to the meals Food Service offers. Nutritional information is available at <http://www.glenview34.org/parents/foodServices/> through the links/forms section. The cycle menu nutrient analysis information section provides a detailed break down of the meals served. There are also links to an allergy guide, the districts food (snack) guidelines, classroom/team party food guidelines and student account information.

If you have any questions regarding meals or your child's account please call or email:
HO Lead Cook: Joyce Meier, 847-998-5044 jmeier@glenview34.org
Kimberly Radzinski, Director of Food Services, 847-486-7711
kradzinski@glenview34.org

JOIN THE PTA

If you haven't already joined the PTA for the 2017-2018 school year, you can register and pay online

at <https://hehopta.wildapricot.org/join-us> You can also still pay with cash or a check made out to HE/HO PTA and send to school. Your annual family membership will include a student directory, available in the FALL. Please also fill out your volunteer preferences so we can plan for our many events and services. Thank you for your interest in the PTA.





Glenview School District 34
1401 Greenwood Road
Glenview, Illinois, 60026-1511
www.glenview34.org

July 2017

Dear District 34 Families,

As part of the district's continued review of its security procedures, you will experience a significant -- but important -- change when visiting our buildings this coming school year. We appreciate your attention to this communication given its impact on all visitors to District 34 schools.

Recently, we installed new technology that locks the interior doors from the main vestibule into the front office at each school at district office. This change will allow for increased safety and security for students and staff, and more closely align District 34 with the practices of surrounding districts.

Moving forward, whenever visiting a District 34 building, you will no longer have immediate access to the front office. Instead, our front office staff will first need to correctly identify you through a security camera and have a confirmed reason for your visit. You will then gain access. As with past practice, you will still need to be run through our Raptor System prior to entering the school from the front office.

This method for how visitors enter school buildings is all rooted in the understanding that locking the interior door would provide another method to slow down a potential threat to school environments. If, for instance there was a perceived threat, main office staff could have additional time to utilize panic hardware to alert staff, students and first responders with a pre-recorded lock down message.

With that said, we understand this will be a cultural shift for our community. However, it is an important change to provide increased security measures to everyone in our schools. We also appreciate being able to work closely with Glenview Police, Glenview Fire and a security consultant in order to receive their critical input to inform all changes we consider as it relates to the well being of our community.

We appreciate your patience and understanding as we make this change to enhance the safety and security of our buildings.

Sincerely,
Dane Delli, Ph.D.
Superintendent

Frequently Asked Questions (FAQ)

Change in Access to District 34 Schools

Q: When can we expect this change to occur?

A: The change is effective beginning the first day of school.

Q: Why is District 34 making this change?

A: After discussion with Glenview first responders, the district learned it was inconsistent with recommended security measures. It was also inconsistent with other districts that all keep their interior or exterior school doors to the front office locked. Additionally, as we continued to review several long-term health life safety projects and finalized our crisis plans, it became clear that additional measures should be made as it relates to visitor management at all of our schools.

Q: Was this change in practice made in response to any one specific event in District 34?

A: No. These security measures are considered common practice in schools based off the recommendations of first responders and security experts.

Q: How does this enhance the overall security of the building?

A: This change in security essentially allows us to slow down a potential threat to school environments. If, for instance there was a perceived threat, main office staff could have additional time to utilize panic hardware to alert staff, students and first responders with a pre-recorded lock down message.

Q: What if I am just coming to school to drop off my child's lunch or need to leave something at the front office? In other words, I do not need full access to the school?

A: All visitors to District 34 schools will need to state the purpose of their visit before they can enter the front office. Even if you need to just drop something off, you will need to be visible to our front office staff in the security camera and state the reason for your visit.

Q: What can we expect during afternoon pick-up when many parents are entering the building or children are leaving?

A: We have every expectation that all visitors will continue to utilize this new security system in order to gain access to the building. Any staff member holding the door to allow for children to exit the building will still require you to utilize the security system to have access to the front office.

Q: Can we expect there to be additional changes to school security in District 34?

A: In the near future, no, there will not be any significant changes. However, we are continually reviewing our emergency preparedness in District 34 and making necessary changes in support of the safety and security of our students and staff.