

# **HENKING/HOFFMAN PARENT HANDBOOK 2014-2015**

*Education today,  
more than ever before,  
must see clearly the dual objectives:  
education for living and  
education for making a living.  
- James Mason Wood*



*Children may close their  
ears to advice,  
but open their eyes  
to example.  
- Anonymous*

# Be a Person of Character!

Listed below are brief descriptions of the  
**Six Pillars from Character Counts!**

## **Trustworthiness**

Be honest. Don't cheat or steal. Be reliable - do what you say you'll do. Be loyal - stand by your family, friends, and country.

## **Respect**

Treat others the way that you would like to be treated. Be tolerant of differences. Use good manners. Don't threaten anyone. Be considerate of the feelings of others.

## **Responsibility**

Do what you are supposed to do. Keep on trying. Always do your best. Use self-control. Think before you act - consider the consequences. Be accountable for your choices.

## **Fairness**

Play by the rules. Take turns and share. Don't take advantage of others. Don't blame others carelessly. Treat people equally.

## **Caring**

Be kind. Forgive others. Be compassionate and show you care. Help people in need. Express your gratitude.

## **Citizenship**

Do your share to make your school and community better. Cooperate. Stay informed - VOTE! Be a good neighbor. Obey laws and rules. Respect authority. Protect the environment.

# THE Henking/Hoffman HANDBOOK 2014 – 2015



Dear Parents,

This booklet has been prepared as a resource for parents in the Henking/Hoffman area. It is our hope that the routines and procedures outlined in this handbook will be helpful throughout the year as questions arise.

Henking and Hoffman Schools are committed to the pursuit of excellence in learning and to the development of the highest potential in each student. The school community creates an environment in which each person is recognized as a unique individual who is treated with dignity and respect. We attempt to foster an enthusiasm for learning, pride of accomplishment, self-discipline, and consideration for the ideals and values of others. Each of these components is an integral part of the whole.

We hope to establish in students a connection with the school and with the purpose of education. Our schools seek to instill an appreciation of the privileges and responsibilities of our democratic heritage. Another vital function is to instill a sense of self-worth, self-respect, and self-confidence.

Our teaching staff strives to provide stimulating and challenging experiences designed to help each student acquire the basic skills and to develop responsibility as an independent thinker and problem solver equipped to function effectively in a changing society.

You are encouraged to contact your child's teacher or one of us at any time with questions, comments, or suggestions.

Sincerely,

Irene Villa  
Henking Principal

Mark Walther  
Hoffman Principal

# CONTENTS

|                                |     |                                        |    |
|--------------------------------|-----|----------------------------------------|----|
| ABSENCE .....                  | 1   | DAY CARE .....                         | 9  |
| ACCESS.....                    | 2   | DIFFERENTIATED INSTRUCTION .....       | 9  |
| ACCIDENTS AND INJURIES .....   | 2   | DIRECTORY .....                        | 9  |
| ADVANCED MATH.....             | 2   | EMERGENCY CLOSING.....                 | 9  |
| ANIMALS AT SCHOOL .....        | 2   | ENGLISH LANGUAGE LEARNERS.....         | 10 |
| ARRIVAL.....                   | 2-3 | FEES.....                              | 10 |
| ART ENRICHMENT .....           | 3   | FIELD DAY.....                         | 10 |
| ATTENDANCE.....                | 3   | FIELD TRIPS.....                       | 10 |
| BALANCED LITERACY .....        | 3   | FIRE, BUS, LOCKDOWN, AND               |    |
| BICYCLES.....                  | 3   | TORNADO DRILLS .....                   | 10 |
| BI-LINGUAL .....               | 3   | FORMATIVE ASSESSMENT.....              | 11 |
| BIRTHDAY BOOK PROGRAM.....     | 4   | GIFTED.....                            | 11 |
| BIRTHDAY PARTIES.....          | 4   | GIFTS TO STAFF MEMBERS .....           | 11 |
| BOARD OF EDUCATION .....       | 4   | HEAD LICE.....                         | 11 |
| BOOK AND MAGAZINE ORDERS ..... | 4   | HOLIDAYS.....                          | 11 |
| BOOK RENTAL .....              | 5   | HOMEWORK POLICY .....                  | 11 |
| BUILDING SECURITY.....         | 5   | HOURS .....                            | 12 |
| BULLYING/TEASING .....         | 5   | IEP.....                               | 12 |
| BUSES .....                    | 6   | IDENTIFICATION.....                    | 12 |
| CALENDAR.....                  | 6   | INCLUSION.....                         | 12 |
| CAUCUS .....                   | 6   | INSTRUCTIONAL ORGANIZATION .....       | 13 |
| CBM.....                       | 6   | INSTRUMENTAL MUSIC.....                | 13 |
| CELL PHONE POLICY .....        | 6   | INVENTED SPELLING .....                | 13 |
| CHARACTER COUNTS .....         | 7   | iPAD(1:1 INITIATIVE .....              | 13 |
| CIVIL RIGHTS OF STUDENTS.....  | 7   | IRI .....                              | 14 |
| CLASS LISTS .....              | 7   | ISEL-E .....                           | 14 |
| CLASSROOM PLACEMENT .....      | 7   | KINDERGARTEN PARENTS' COFFEE .....     | 14 |
| CogAT .....                    | 8   | KINDERGARTEN REGISTRATION .....        | 14 |
| COMMON CORE .....              | 8   | LIBRARY/LEARNING RESOURCE CENTER ..... | 14 |
| COMMUNICATION.....             | 8   | LIFE SKILLS.....                       | 15 |
| CONFERENCES .....              | 9   | LOOPING .....                          | 15 |
| CRT.....                       | 9   | LOST AND FOUND .....                   | 15 |
| CURRICULUM NIGHT .....         | 9   | LUNCH.....                             | 15 |

|                                                                                  |       |                              |    |
|----------------------------------------------------------------------------------|-------|------------------------------|----|
| MARKET DAY .....                                                                 | 16    | TRUANCY.....                 | 26 |
| MEDICATION .....                                                                 | 16    | UCSMP .....                  | 26 |
| MULTI-AGE INSTRUCTION.....                                                       | 17    | VISION AND HEARING .....     | 27 |
| NSSSED .....                                                                     | 17    | VISITORS.....                | 27 |
| NWEA.....                                                                        | 17    | WITHDRAWAL FROM SCHOOL ..... | 27 |
| OPEN HOUSE.....                                                                  | 17    |                              |    |
| ORIENTATIONS .....                                                               | 17    | MAPS:                        |    |
| PARCC (Partnership for Assessment of<br>Readiness for College and Careers) ..... | 18    | HENKING SCHOOL .....         | 28 |
| PARENT-TEACHER ASSOCIATION .....                                                 | 18    | HOFFMAN SCHOOL .....         | 29 |
| PARTIES/CELEBRATIONS .....                                                       | 18    |                              |    |
| PERA (Performance Evaluation Reform Act) ..                                      | 19    |                              |    |
| PHYSICAL AND DENTAL EXAMINATIONS.....                                            | 20    |                              |    |
| PHYSICAL EDUCATION.....                                                          | 20    |                              |    |
| PICK-UP AND DROP-OFF OF STUDENTS .....                                           | 20    |                              |    |
| PRE-SCHOOL SCREENING .....                                                       | 21    |                              |    |
| PROCESS WRITING .....                                                            | 21    |                              |    |
| PTA COUNCIL .....                                                                | 21    |                              |    |
| PULL-OUT .....                                                                   | 22    |                              |    |
| PUPIL SERVICES/SPECIAL EDUCATION .....                                           | 22    |                              |    |
| RECESS POLICY .....                                                              | 22    |                              |    |
| RECORDS .....                                                                    | 23    |                              |    |
| REPORT CARDS .....                                                               | 23    |                              |    |
| RESPONSE TO INTERVENTION.....                                                    | 23    |                              |    |
| SCHOOL CONDUCT .....                                                             | 23-24 |                              |    |
| SCHOOL SUPPLIES .....                                                            | 25    |                              |    |
| SIP/PROFESSIONAL DEVELOPMENT.....                                                | 25    |                              |    |
| SMARTBOARD .....                                                                 | 25    |                              |    |
| STRATEGIC PLAN .....                                                             | 25    |                              |    |
| STUDENT GOVERNMENT .....                                                         | 25    |                              |    |
| STUDENT PICTURES .....                                                           | 25    |                              |    |
| SUMMER SCHOOL .....                                                              | 25    |                              |    |
| TARDY .....                                                                      | 26    |                              |    |
| TEACHER PLANNING DAYS.....                                                       | 26    |                              |    |
| TEASING/BULLYING .....                                                           | 26    |                              |    |
| TESTING .....                                                                    | 26    |                              |    |
| TREE.....                                                                        | 26    |                              |    |

# HENKING SCHOOL

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2941 Linneman Street  
Glenview, IL 60025

|                              |          |
|------------------------------|----------|
| Office .....                 | 998-5035 |
| Health Office .....          | 998-5036 |
| Irene Villa, Principal ..... | 998-5037 |

Half-Day Kindergarten  
Morning: 8:55 – 11:25 a.m. Afternoon: 1:00– 3:30 p.m.

Grades pre K – 2  
8:55 a.m. – 3:30 p.m.

# HOFFMAN SCHOOL

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2000 Harrison Street  
Glenview, IL 60025

|                               |          |
|-------------------------------|----------|
| Office .....                  | 998-5040 |
| Health Office .....           | 998-5041 |
| Mark Walther, Principal ..... | 998-5042 |

Grades 3 – 5  
7:55 a.m. – 2:30 p.m.

# SCHOOL DISTRICT #34

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Administration Building  
1401 Greenwood Road  
Glenview, IL 60026  
Office: 998-5005  
Dr. Michael Nicholson, Superintendent

## **ABSENCE**

### **Daily Absence**

One of the major objectives of the school health program is the encouragement and development of good health habits. For each child's protection and for the protection of schoolmates, children should stay at home when they have the following symptoms: sore throat, coughing, rash, weakness, fever, earache, runny nose, nausea, vomiting, drowsiness, enlarged glands, diarrhea, or listlessness.



**Each day your child is absent, call the health office to report the illness.** Before school hours, a message may be left on voice mail. If you do not report your child's absence, the health coordinator will contact your home within the first hour of school. If your child is ill with a strep infection or other illness that is contagious, report this at the time of your call. **Your child should be free of fever for twenty-four hours before returning to school.**

Henking - Call before 8:30 a.m. 998-5036

Hoffman - Call before 8:15 a.m. 998-5041

### **Extended Absence**

If your child will be out of school for an extended vacation, notify the teacher and health office in writing in advance of the absence. Homework or make-up work is not provided for extended vacations. (See "Homework Policy.") The child should keep a journal of the trip and give it to the teacher upon return. If your child will be out of school for an extended period of time due to illness, surgery, etc., please notify the principal. Arrangements for home-bound tutoring can be made.

### **Parent's Absence from Home**

Advise the school in writing if you are planning to be away for any extended time while your child remains in school. The office should know the name and telephone number of the person(s) who will be responsible for your child in your absence.

### **Repeated Absence**

Repeated absence from school without a valid reason is considered truancy. The principal will contact parents as a first step in addressing this problem. School personnel (health coordinator, social worker) will be called upon to find a solution. If the problem is not resolved at the local school level, it will be referred to the District Truant Officer who may call on the resources of outside agencies.



## **ACCESS**

This is a standards-based, criterion referenced English language proficiency test designed to measure English Language Learners (ELL) social and proficiency in English.

## **ACCIDENTS AND INJURIES**

Minor injuries (superficial bumps, cuts, abrasions, etc.) will be treated at the school by the health coordinator, administrative assistant, or principal. Parents will be notified when appropriate.

If there are injuries which might require professional medical treatment, parents will be notified. Interim first-aid care will be provided until the child can be referred to a physician through the parents.

When a child is injured or becomes ill at school, the health and school staff will use their best judgment in determining if the case is an emergency. In an emergency, the Glenview paramedics are called, and the student is taken to the appropriate hospital.

The “emergency data” on file at the school serves as a source of information if parents or guardians cannot be reached. Appropriate emergency information is taken to the hospital or medical office where the child may receive treatment. Changes in address and/or phone numbers should be reported immediately.

School personnel, friends or neighbors cannot authorize treatment for a child. However, existing law states that parental or guardian consent is not necessary for emergency treatment or first aid of a minor if, in the sole opinion of the physician, dentist, or hospital, the consent is not reasonably feasible under the circumstances without adversely affecting the condition of the minor’s health.

## **ADVANCED MATH**

This math enrichment program is offered to students meeting designated criteria in grades 4 and 5 at Hoffman School.

## **ANIMALS AT SCHOOL**

Animals may be brought into the classroom. Prior permission from the principal and the supervising teacher is required. Animals may not be transported on school buses and must have all required shots.



## **ARRIVAL**

Teachers will greet the children at their entrance door. (See maps at the end of this handbook.)

Those children who do not ride the bus need to arrive at school by 7:40 a.m. at Hoffman, and 8:50 a.m. at Henking. Students will not be allowed in the building

before these times. In the case of inclement weather, the children will wait in the halls outside their classrooms.

## **ART ENRICHMENT**

(Picture Person)

Classrooms are visited regularly by a parent PTA volunteer. He/she discusses with the children a painting created by a noted artist to increase the children's appreciation and awareness of art and artists.

## **ATTENDANCE**

### **Early Dismissal**

A note written to your child's teacher is needed for early dismissal. The note, will then be sent to the office. Your child must be signed out at the Henking office or Hoffman office before leaving the school. Children will not be allowed to wait outside for their parents for an early release nor be released from the classroom before a parent has checked in at the office. If you did not send a note and need an early dismissal, please call the office at least one hour before the end of the day.

### **Late Arrival**

In the case of late arrival, bring your child to the office where he/she will be given a pass to class. (See "Tardy.")

## **BALANCED LITERACY**

An approach to reading instruction that emphasizes the primacy of constructing meaning from authentic texts while also including instruction in skills. Includes shared reading, guided reading, independent reading, word study, and writing.

## **BICYCLES**

Bicycle racks are provided for children who ride bicycles to school. A lock and chain are necessary. At Hoffman, bikes should be parked in the rack at the far east door. The Henking bike racks are located south of the building.

## **BILINGUAL EDUCATION**

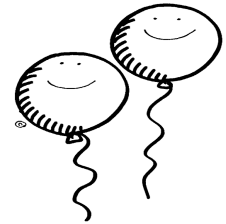
The district program housed at Henking and Hoffman that teaches English Language Learners all subjects in their native language while they are learning English.

## **BIRTHDAY BOOK PROGRAM**

The Birthday Book program is encouraged at the Learning Centers of both Henking and Hoffman Schools. Children may donate a book for the permanent collection on their birthday. A book plate is placed in the book with the child's name.

## **BIRTHDAY PARTIES**

Food or beverage is not allowed at birthday parties at any school in District 34. Instead, the Wellness Committee (a group of parents, teachers, and administrators) has offered several suggestions for parents and children who still want to celebrate a birthday without food. These suggested alternatives include:



- Special time/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 not disruptive items. If you need help deciding, 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 but that **NO** food or beverages will be allowed as part of these celebrations. Administrators throughout the District are responsible for implementing this practice.

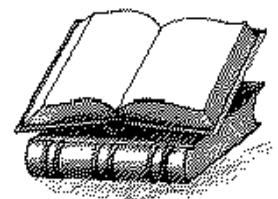
## **BOARD OF EDUCATION**

The District 34 Board of Education consists of seven district residents elected in November of odd-numbered years on a staggered basis for four-year terms. Members serve without pay, elect their own officers each year, and set their own meeting dates. The meetings are held on the third Monday of the month at the Administration Building, 1401 Greenwood Road, unless otherwise specified.

Residents are encouraged to attend and express their opinions at board meetings. Special topics may be placed on the agenda by calling or writing the board president or the superintendent in advance of the meeting.

## **BOOK AND MAGAZINE ORDERS**

Several times in each school year, book club order forms are sent home to encourage the purchase of selected paperback



books of good literary quality at reasonable costs. Purchase of these books is entirely voluntary.

## **BOOK RENTAL**

Moderate fees, which cover a part of the actual costs of textbooks, workbooks, and other materials, are collected at registration.

## **BUILDING SECURITY**

Both schools have a locked-door policy with only the front door remaining open during the day. Parents and other visitors should enter only through the front door and obtain a visitor's pass at the office. (See "Visitors.")

## **BULLYING/TEASING**

Playful or good humored teasing occurs when it causes everyone to smile or laugh, including the person who is being teased. In contrast, hurtful teasing includes ridicule, name-calling, put-downs, and saying or doing annoying things. Unlike playful teasing, hurtful teasing may cause the person being teased to feel sad, hurt, or angry. Teasing becomes bullying if it is repeated, prolonged, or threatening. Please contact your child's teacher and/or Principal should your child experience hurtful teasing or bullying of any kind so that an appropriate course of action may be taken.

## **BUSES**

### **Bus Fees**

Children living more than one and one-half miles from school or who must cross a hazardous route as determined by guidelines prepared by the Illinois Department of Transportation receive free bus service. Those living less than one and one-half miles may ride by paying an annual fee. A full payment must be made at registration.



### **Bus Safety**

To orient the primary children during the first week of school, PTA volunteers ride the Henking buses. Special care is taken to orient kindergarten children to the bus routines so these new students are comfortably familiar with their stop and with safety precautions.

Students are expected to behave courteously and safely while waiting for and riding on school buses. Instruction on bus safety and evacuation is scheduled twice a year. Parents are expected to discuss bus safety with their children.

If inappropriate behavior is observed on a bus: 1) The bus driver will first talk to the student and issue a verbal warning. 2) The driver will bring the complaint to the principal in written format, and the child will meet with the principal. The parent

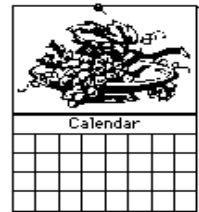
is notified. 3) Bus riding privileges may be suspended for a period of time. If a parent has a question/concern about bus service, please contact the Principal or the District's Director of Transportation.

### Changing Routes

Children may ride **only** the bus to which they have been assigned. A bus pass is issued to the student, and if lost, a replacement fee is charged. **If it is necessary for your child to get off at another stop on the same route, a note from the parent or guardian must be sent to school and approved by the principal.** In case of emergency, the school office must be contacted.

### CALENDAR

Available on the District website – [www.glenview34.org](http://www.glenview34.org)



### CAUCUS

Citizens may participate in the election process by becoming involved in the District 34 Caucus which annually selects and supports candidates for the Board of Education. Delegates and alternates from voting precincts are elected in October in alternate years.

### CBM

Curriculum-Based Measure. The practice of obtaining direct and frequent measures of a student's performance in reading, math, or writing based on the objectives from the curriculum.

### CELL PHONE POLICY

It is the intention of the Board of Education to provide a safe and secure learning environment for the students in its schools and to structure the possession of electronic signaling devices so that student welfare and safety and the educational environment are not adversely affected. To that end, every classroom in the District maintains a telephone that students are able to access with teacher permission.

The possession and use of cell phones by students at the intermediate school level are to be used in emergency situations and not merely for convenience. As such, they are subject to the following rules:

1. A parent must register his/her child's cell phone with the school by completing and signing the "Cell Phone Use Agreement" form. This form will be kept on file at the school for the current school year. It will need to be renewed at the start of each school year.
2. The cell phone is not for use during the school day and must be kept in the student's backpack (**not desk**) from the start of the school day until the student leaves school property. During this time, the cell phone must be

turned OFF (no tone or vibrating features should be on). A student's school day starts the moment the child enters the building.

3. Games, cameras, text-messaging, and other add-on devices for cell phones are not to be used during the school day and field trips.

**Violation of the above guidelines will result in the following:**

**First Offense:** The phone will be confiscated and will be returned only to a parent. It will be the parent's responsibility to establish a time to meet with the appropriate administrator to collect the phone.

**Second Offense:** The phone will be confiscated and will be returned only to a parent. It will be the parent's responsibility to establish a time to meet with the appropriate administrator to collect the phone. The student will be issued an administrative detention for violating the policy.

**Third Offense:** The phone will be confiscated and will be returned only to a parent along with a notice that a further infraction of the policy will result in confiscation of the phone for the remainder of the school year.

**Fourth Offense:** The phone will be confiscated for the remainder of the school year.

## **CHARACTER COUNTS**

A national nonpartisan, nonsectarian alliance of over 535 organizations, dedicated to strengthening the character of American children and adults by using a consistent set of ethical values: trustworthiness, respect, responsibility, fairness, caring, and citizenship. The oldest chapter of Character Counts in Illinois has resided in Glenview since 1996. Poster contests, essay contests, food drives, and a number of other community outreach programs are made available to our students.

## **CIVIL RIGHTS OF STUDENTS**

Refer to District 34 website (Handbook Information).

## **CLASS LISTS**

Class lists are available the second week of August at Walk-In Day. A student directory listing addresses, phone numbers, and class lists is published in the fall by the PTA. New class members and families are listed in the school newsletter as they enroll.

## **CLASSROOM PLACEMENT**

Staff members meet to establish class groups and make assignments to assure balanced composition of working styles, academic achievement, behavior types, and academic needs. Parents are encouraged to provide input regarding the special needs of their children.

## **CogAT**

Also known as the Cognitive Abilities Test. The CogAT measures learned reasoning and problem-solving skills in three different areas: verbal, quantitative, and nonverbal. CogAT does not measure such factors as effort, attention, motivation, and work habits. It is administered to all 2<sup>nd</sup> and 5<sup>th</sup> grade students in the spring. CogAT test results are used in the identification process for academically gifted students and to help identify Accelerated Math students (at Hoffman).

## **COMMON CORE STATE STANDARDS (CCSS)**

State education chiefs and governors in 48 states came together to develop the Common Core, a set of clear college and career – ready standards for kindergarten through 12<sup>th</sup> in English/language arts/literacy and mathematics. Today, 43 states have voluntarily adopted and are working to implement the standards, which are designed to ensure that students graduating from high school are prepared to take credit-learning introductory courses in two or four-year college programs or enter the workforce.

## **COMMUNICATION**

### **Classroom Newsletters**

Information from your child's teacher will be sent home periodically during the year.

**PTA e-news** - consistent communication about school events is provided by our PTA through their website.

### **“SchoolLook”**

District 34 publishes this newsletter 5-6 times a year and sends it to all homes in Glenview.

### **School Newsletters**

“Henking Happenings” and “The Hoffman Hum” are published electronically or distributed in hard copy each Friday (upon request) with information about upcoming events.

## **CONFERENCES**

Parent-teacher conferences will be arranged by the school to discuss your child's progress. If at any time there are concerns or questions about a child's progress, contact the teacher by note or phone message. The teacher will call to arrange a conference. A teacher may ask you to come to school to confer with him/her about your child's progress.

## **CRT**

Criterion-Referenced Test. Relates to tests that report mastery of objectives in a content or subject area; the score relates only to the individual and is not a comparison to other students.

## **CURRICULUM NIGHT**

### **(Parents Only)**

In the fall, each school schedules a curriculum night for parents only. During that evening, parents will hear about the school and specifically about the curriculum from the classroom teacher and other staff members.

## **DAY CARE**

Day care is provided by Wesley Child Care at Henking before and after school for both Henking and Hoffman students. Day care is also provided by Wesley Child Care at Hoffman from 2:30 – 3:30 p.m. Bus service is available after school to local facilities in the Henking/Hoffman area with approval of the District.

## **DIFFERENTIATED INSTRUCTION**

A form of instruction that seeks to maximize each student's growth by recognizing that students have different ways of learning, different interests, and different ways of responding to instruction.

## **DIRECTORY**

The Henking/Hoffman directory published by the PTA is distributed in the fall to members. The directory identifies room parents, contains class lists, telephone numbers and addresses, and information about school personnel and PTA board positions. The directory is intended for school and home use only; inclusion in the directory is optional.

## **EMERGENCY CLOSING**

In case of snow or emergency weather conditions, school cancellation is announced by radio stations WIND (560 AM), WMAQ (670 AM), WGN (720 AM), WBBM (780 AM), WLS (890 AM), and WMWA (89 FM). Visit the District's website at [www.glenview34.org](http://www.glenview34.org). Visit the school closing website at



www.emergencyclosings.com. Please know the District will attempt to use its automated calling system to inform parents if school is closed at 6:00 a.m.

If emergency weather conditions arise during the school day, students shall remain in the buildings where special procedures will be activated.

## **ENGLISH LANGUAGE LEARNERS (ELL)**

The goal of the ELL program is to enable the student with limited English proficiency to acquire the necessary language skills to function successfully in the mainstream classroom. The children receive English instruction in small groups from a certified specialist.

## **FEES**

The annual book fee is due at registration. (See “Book Rental.”) There is an instrumental music fee for band and orchestra students (grades 4 and 5) and Recorder/Book/Cover fee for all 3-5 grade students at Hoffman.

## **FIELD DAY/SPIRIT DAY**

Near the end of the school year, Hoffman (Field Day) and Henking (Spirit Day) schedules end of the year activities on the school grounds. All students participate in a variety of activities throughout the morning. Track and field events, soccer, softball, academic relays, group problem-solving experiences, and tug-of-war are samples of the activities for students, teachers, and parents.



## **FIELD TRIPS**

Field trips are scheduled throughout the year as part of the regular school program. A permission slip requiring a parent’s signature will be sent home prior to the trip. A child’s participation in these unique learning experiences is encouraged. Occasionally, a fee will be charged for admission and/or bus. Parents may be asked to join in supervising these trips by the teacher.

## **FIRE, BUS, LOCKDOWN, AND TORNADO DRILLS**

Throughout the year, all students participate in scheduled fire, bus, lockdown, and tornado drills. Procedures have been established and posted at the exits for all classrooms.

## **FORMATIVE ASSESSMENT**

Any assessment used by teachers to evaluate students' knowledge and understanding of particular content and then to adjust and plan further instructional practices accordingly to improve student achievement in that area.

## **GIFTED**

Refers to a small percentage of the population having natural abilities that significantly exceed district-defined norms in one or more areas of learning.

**Henking** – A pull-out Enrichment program for reading/language arts and related thinking skills for a small group of students. Students are selected for enrichment who show a readiness for enrichment based on teacher input, ISEL, CBM, and IRI date review. Groups are flexible throughout the year.

**Hoffman** – A daily pull-out program during the reading block for reading/language arts and related thinking skills for identified students taught by the gifted teachers. Student are identified through CogAT performance, NWEA reading and language performance, parent, and teacher input.

## **GIFTS TO STAFF MEMBERS**

Gifts from students or parents are generally discouraged. Letters expressing gratitude or appreciation are always welcome. If a child feels a spontaneous desire to present a gift to a staff member, it should not be elaborate or expensive. The PTA sponsors a Teacher Appreciation Luncheon at each school and activities during National Teacher Appreciation Week in May.

## **HEAD LICE**

Checks for head lice are scheduled by the health coordinators in the fall, after the winter break, and after spring break. In the event that head lice are found, families are contacted for required treatment.

## **HOLIDAYS**

Consult the school calendar for designated holidays.

## **HOMEWORK POLICY**

While there will be differences among teachers on homework procedures, the following general information is provided to help parents understand the broad framework of homework purposes and policies. Parents are encouraged to set aside some time each day to discuss with their child the activities of the school day. This important time may or may not involve assignments from school.

Homework for children in the primary grades (K–2) should not exceed one hour per day. Homework is for extension and/or practice, not for the introduction of new material. Nightly reading is encouraged as is frequent practice of math facts and spelling words.

Parents should expect that their children at the intermediate level (grades 3–5) will have homework on a regular basis. All Hoffman students are expected to read independently 20-30 minutes per evening. Each child is expected to maintain an assignment notebook, and parents are encouraged to review this with their child. Long-term projects may be assigned. With good planning and organization, this can and should be paced so that a bit is done each day.

Homework is assigned for a variety of reasons including providing added practice and extending an area of study.

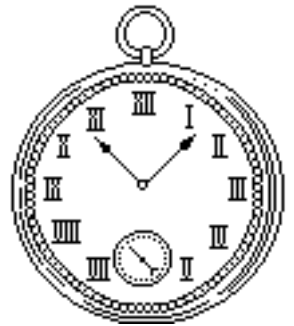
For the homework policy when planning an extended vacation, see “Absence.”

## HOURS

Henking School is in session for morning kindergartners from 8:55 – 11:25 a.m. and for afternoon kindergartners from 1:00 – 3:30 p.m. Children in grades one and two are in session from 8:55 a.m. - 3:30 P.M. At Henking, children who walk or are picked up by car exit the building at 3:30 p.m.

Hoffman School is in session for all grades from 7:55 a.m. – 2:30 p.m.

Children will **not be** allowed in the building before 8:45 a.m. at Henking and 7:45 a.m. at Hoffman. In case of inclement weather, the supervising teachers will have the children wait in the hall outside their classroom.



## IEP

Individualized Education Plan. A plan written to address the individualized needs of special education students. This plan is written in collaboration with parents.

## IDENTIFICATION

The school will provide identification tags (see Buses). In addition, we ask that each child carry another identification tag in his/her backpack with name, address, and telephone numbers.

## INCLUSION

Providing regular classroom opportunities for students with special needs.

## **INSTRUCTIONAL ORGANIZATION**

### **Fine Arts Team**

Every student participates in visual art, music, drama, and physical education classes. Visual art is scheduled for first- through fifth-grade classes once a week for one hour. Music and Drama are held twice a week, and physical education classes are scheduled daily. Kindergartners also participate in visual arts, physical education, and music.

### **INSTRUMENTAL MUSIC**

The district offers optional instrumental music instruction beginning in grade four. Beginning band meets once weekly during the school day. Advanced band meets once weekly before school (7:15 a.m.).

Orchestra rehearsals (beginning and advanced) are held once weekly during the school day.

In addition to rehearsals, each band or orchestra student receives a thirty-minute class lesson once per week. All fourth- grade students participate in a band/orchestra orientation at the beginning of the school year.



### **INVENTED SPELLING**

Invented spelling is the spelling young children devise as they learn to write. These spellings represent children's early attempts to match letters to the sounds they hear in words.

### **iPad (1:1 RESOURCE ALLOCATION)**

All students in District 34 will receive an iPad as a learning device to support our curriculum standards. Students will be allowed to take their device home as well as use it at school. A yearly technology fee will be assessed to all students to offset the overall cost of technology usage in District 34.

Students and parents must sign the Acceptable Use Policy and the Student Pledge document. The use of District 34 technology is a privilege, not a right. If a student violates any of the iPad policies or procedures, privileges may be terminated or limited and the appropriate disciplinary action shall be applied.

iPads are school property and students are responsible for the general care of the iPad. An internet filter is in place at school and at home. However, it is incumbent upon the parent to monitor and manage student internet activity while at home.

The software/Apps distributed by Glenview School District 34 must remain on the iPad. Students are not allowed to load extra apps on their iPads unless approved by District 34 staff.

## **IRI**

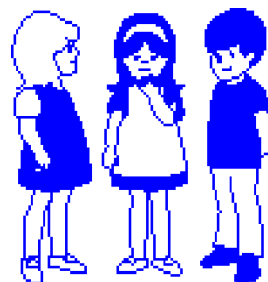
Informal Reading Inventory. An assessment given by a teacher to an individual student to determine that child's proficiency in phonics, fluency in phonics, fluency, comprehension, and vocabulary.

## **ISEL-E**

Illinois Snapshot of Early Literacy Achievement. A multi-faceted kindergarten, first and second grade classroom-based reading performance inventory administered to students individually. The purpose of the ISEL-E is to provide information for instructional planning, identify students in need of early intervention, and provide pre- and post-assessment data to assess progress.

## **KINDERGARTEN PARENTS' COFFEE**

At the beginning of the school year, kindergarten parents are invited by the PTA to a coffee. This is an opportunity for parents to be introduced to the programs, meet the principal, and tour the building. The coffees are held in the Learning Center on the first day of the kindergartners' attendance at school.



## **KINDERGARTEN REGISTRATION**

Children are eligible for enrollment in kindergarten if they will have reached their fifth birthday on or before September 1.

Registration is during February. The school calendar and local newspapers carry the exact day and time. A certified birth certificate is required at the time of registration. Hospital certificates are not acceptable.

Parents will be notified of morning or afternoon placement by June. Morning and afternoon placement is determined by geographic location.

## **LIBRARY/LEARNING RESOURCE CENTER**

### **Henking**

Students come to the Learning Resource Center to check out books and for a variety of activities. The activities are closely correlated with classroom curricula and are planned by the Learning Center director and the classroom teacher. While in the Learning Center, students may hear a story, share a poem, or see a class production. They may also use a wide variety of technology available to them, write a story, or learn and practice basic research skills. Students are encouraged to check out books. Students do not have a regularly scheduled LRC time. Rather teachers reserve space and resources as needed.



## **Hoffman**

The Learning Center at Hoffman provides students with research opportunities and technological experiences which closely follow classroom curricula whenever possible. Heterogeneous groups of students learn to use a wide variety of reference materials. Students participate in the basic research process and develop critical-thinking skills. All students are provided opportunities to check out books for their reading pleasure.

## **LIFE SKILLS**

Every child has the right to physical and emotional wellness. It is the role of the school in cooperation with parents, children, and community to provide the knowledge and skills the child will need for care of “self” in our society. A manual with the overview of the Life Skills program is available at each school. Age-appropriate instruction is provided through a sequentially-defined curriculum in areas such as physical fitness, nutrition, drug and alcohol awareness, and human growth and development.

## **LOOPING**

Looping is an opportunity for students to stay with the same teacher and classmates for two years in a row. Parents may request to have their child in a non-looping classroom if desired.

## **LOST AND FOUND**

Each school has a lost-and-found area designated by the office. Those items not claimed are donated to a charitable cause several times a year.

## **LUNCH**

Children may bring a lunch to school or buy a lunch in the cafeteria. Students have their own account via the computer. Money can be added to this account by parents either by check or cash throughout the school year. Students will be issued a lunch card that is processed by a scanner at the Point of Sale (POS) terminal.



The price of a lunch, an a la carte item, or breakfast (Hoffman only) is deducted from the students’ account and the remaining balance in the students’ account is shown on the POS terminal.

Parents are encouraged to purchase a “block” of lunches at a time (e.g., \$25) as opposed to paying for lunch each day.

Lunch and milk money will not be loaned if a child loses money, forgets a lunch card, or forgets a sack lunch. We will provide a child with cheese, crackers, a trip to the salad bar, and milk for lunch should there be a deficit balance in a

child's account. Reasonable effort must be made by the child's parents to maintain a positive balance.

Menus are published each month. Fees for lunch are determined prior to registration. Menus are available on the school websites and district website.

If a sack lunch is brought from home, chocolate or white milk may be purchased. Bottled water may also be purchased. Parents may bring a forgotten lunch to the office **with the child's name and teacher's name on it.**

Please see your school newsletter or contact your principal for specific lunch/recess schedule information.

You must sign your child out and in if you plan to pick him/her up for lunch. Check in at the office and have your child meet you there.

### **Supervision**

Staff members are assigned to monitor the lunch and recess periods.

### **MARKET DAY**

As a fund-raising activity, the PTA administers the Market Day program. On a regular basis, order forms are sent home with the children. Fresh and frozen food may be ordered; food items are picked up at Hoffman School.

### **MEDICATION**

Our medication policy and forms must be followed closely. If your child needs any medication administered by the health coordinator during the school day (prescription or over-the-counter medications such as Tylenol, cough drops, allergy medications, etc.), the first page of the medication form must be completed and signed by a parent/guardian and the prescribing doctor.



**If a child is being treated for asthma or any allergy requiring an EpiPen and the parent/guardian would like to have that child carry his or her own medication and self-administer that medication, the child MUST have all three pages of District 34's medication form filled out and signed by the child, the parent/guardian and the prescribing doctor.**

Medication can only be administered to a child when the parent/guardian has filled out the necessary medical forms. These forms can be secured from the school office or the District's website.

Please remember that all prescription medication must be in a pharmacy vial or bottle with a current date. Over-the-counter medication must be in its original packaging.

All medication will be stored in a locked area and will be administered by the school health coordinator or administrative assistant. In all cases, the school retains the right to reject the request for administering medicine.

## **MULTI-AGE INSTRUCTION**

Students may be grouped across grade levels to work together for specific goals.

## **NSSED**

North Suburban Special Education District. District 34 works in cooperation with this organization to provide special education services to our students.

## **NWEA**

Northwest Evaluation Association. A normed achievement test that makes it possible to monitor students' growth from year to year in reading, language arts, and mathematics. This assessment is designed to show a student's growth over a period of time.

## **OPEN HOUSE**

### **(Families)**

Each spring an open house is held for students and their families. Families are invited to tour the building and classrooms and to visit the teachers.

## **ORIENTATIONS**

### **Third Grade**

In the spring, all second grade students visit Hoffman School during the day to tour the school. They start their visit by meeting their third-grade partners who accompany them on a tour of the building. Henking students then meet with the third-grade teachers to participate in a variety of activities. Afterwards, the students meet with the principal.

**Parents** of second grade students are invited to attend a meeting with the Principal in the spring to become oriented to Hoffman.

### **Sixth Grade**

In the winter and spring, all fifth-grade students and parents participate in a series of orientation activities designed to foster a smooth transition to sixth grade at Attea and Springman Middle Schools.

In February, all fifth grade students tour Attea and Springman Middle Schools and participate in a specially scheduled day. Orientation meetings for parents are scheduled at both schools also.



## **PARCC (Partnership for Assessment of Readiness for College and Careers)**

PARCC is a group of states working together to develop a set of assessments that measure whether students are on track to be successful in college and their careers. These high-quality, computer based K-12 assessments in Mathematics and English/Language Arts/Literacy give teachers, schools, students, and parents better information whether students are on track in their learning and for success after high school, and tools to help teachers customize learning to meet student needs. The PARCC assessments are aligned with the new, rigorous Common Core State Standards (CCSS) and will be administered to students in March and May.

## **PARENT-TEACHER ASSOCIATION (PTA)**

The mission of the Henking/Hoffman PTA is to support the education of our children and to encourage parent involvement in our schools. The many family and fund-raising activities scheduled throughout the year support these goals. There are many opportunities for parents to get involved in our PTA. Please check the PTA website at [www.henking/hoffmanpta.org](http://www.henking/hoffmanpta.org), school newsletters, the district calendar, or the school office for further information.

The Henking/Hoffman PTA Board meets monthly. The school calendar lists the dates of these meetings. All parents are welcome. Agendas and minutes are online.

The Henking/Hoffman PTA is an active unit and promotes the following services to the schools: the handbook, the directory, art enrichment, health and safety, shop and share fund-raisers, book fairs, environmental awareness, school spirit wear, student photos, fifth-grade picnic and musical, parent-education programs, room parents, Local School Council, Market Day, and cultural arts opportunities. In addition, social events are planned for families, such as the International Fair, movie nights, and fall carnival. All parents are encouraged to become PTA members and to volunteer to assist with PTA events.

## **PARTIES/CELEBRATIONS**

### **Birthdays**

Children may celebrate their birthdays at school. (See “Birthday Parties.”)

### **Halloween Parade**

At both schools an outdoor parade is held in the afternoon (weather permitting). Family members are encouraged to line up outside along the parade route. The weekly school newsletter carries



details about the parade route and times. Classroom parties are held after the parade.

PTA room parents organize the parties. The morning kindergarten children parade throughout the building with parties following in the classroom. Food and beverage provided at these parties **must** meet all district requirements.

### **Winter Holiday Parties**

Prior to winter break in December, both schools have classroom parties organized by PTA room parents. The weekly school newsletters specify times and dates. Food and beverage provided at these parties **must** meet all district requirements.

### **Valentine's Day**

Valentine parties are held in the individual classrooms and are organized by PTA room parents. Food and beverage provided at these parties **must** meet all district requirements.

### **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 drink items will be chosen from a list of menu options developed by the Food Service Department. The list will be available near the start of the school year and distributed through the school newsletters. The list is also available on the District's website at [www.glenview34.org](http://www.glenview34.org).

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 parents or 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.**

### **PERA (Performance Evaluation Reform Act)**

In 2010, Gov. Pat Quinn signed the Performance Evaluation Reform Act (PERA), which requires all schools in Illinois to change how teachers' and principals' performance is measured. PERA requires districts to design and implement performance evaluation systems that assess teachers' and principals' professional skills as well as incorporate measures of student growth.

Teacher evaluation systems should provide clear descriptions of professional excellence so everyone understands what great teaching means. These

evaluations will be based on standards of effective practice, with evaluators trained and pre-qualified to conduct observations, collect evidence and provide helpful feedback. The PERA-based evaluations add objectivity to a practice that most universally was subjective.

In addition, student achievement will become a significant factor in every evaluation by the 2016-17 school year. Beginning September 2, 2012, both teachers and administrators in all districts began to be rated using one of three performance categories: Excellent, Proficient, Needs improvement or Unsatisfactory.

## **PHYSICAL AND DENTAL EXAMINATIONS**

### **Physical**

All children are required by the State of Illinois School code, Chapter 122, Section 27-8, to submit documented evidence of a physical examination (no more than one year old) and immunizations against certain communicable diseases upon entering school for the first time and again in the sixth grade. The form must be returned to the school office on or before the first day of school. Children are not permitted to attend school until the immunization form is on file.

### **Dental**

**Henking** - Dental exams are now required by the state for kindergarten and second grade. The completed dental form is due by May.

**Hoffman** – Regular dental exams are encouraged. Dental forms are available in the school health office.

## **PHYSICAL EDUCATION (PE)**

Daily activity in physical education class requires that your child wear the proper shoes to prevent foot and leg injuries. Your child should wear gym shoes to PE class that tie with laces or fasten with velcro (no “slip on” shoes). Avoid black-soled shoes as they tend to leave marks on the floor.

**A doctor’s note is required to excuse your child from participating in PE.**



## **PICK-UP AND DROP-OFF OF STUDENTS**

### **Henking**

The west parking lot is designed for student drop-off and pick-up. Students who are expecting to ride home will be released from the exit doors and will proceed to the west gym wall. They will be asked to wait until their parent’s car reaches the pick-up area. Students will not be allowed to cross the line of traffic. Approach the west parking lot from the west on Linneman or from the north on Huber and exit

the parking lot east or west on Linneman. Please do not park on Linneman in front of the school. If a child is not picked up by 3:45 p.m., the teacher on duty will bring the child to the office to call home. The child may then be picked up in the office by the parent. (See maps at the end of this handbook.)

**If you know you will be more than 15 minutes late to pick up your child, please make other arrangements for your child's pick-up and notify the school office of these changes. Cell phone usage in school pick-up zones is prohibited by law.**

### **Hoffman**

All children arriving in cars should be dropped off at the front door of the school. The bus loading zone in the east lot is for buses only. **Students may not use the front door but must enter through their designated grade-level door.** Parking is available for parents in the main parking area near the school's front door. No stopping, standing, or parking is allowed in front of the school on Harrison Street from 7:00 a.m. to 4:00 p.m. daily.

**Please note: Students may not change pick-up plans on their own. We must have a note or call from the parents when there is a change of plans. If you know you will be more than 15 minutes late to pick up your child, please make other arrangements for your child's pick-up and notify the school office of these changes. Cell phone usage in school pick-up zones is prohibited by law.**

### **PRE-SCHOOL SCREENING**

Glenview School District 34 offers a pre-school screening periodically throughout the year for three- and four-year-old children. The screening includes observation and evaluation in the areas of speech and language development, perceptual, visual, motor, cognitive, and other learning skills, as well as vision and hearing screening. There is no cost for this service.

Information regarding this screening appears in local newspapers in advance of the registration dates; letters are sent to all families of preschoolers in District 34.

### **PROCESS WRITING**

The five stages that experts agree writing instruction should emphasize: prewriting, writing, editing, revising, and publishing/presenting.



### **PTA COUNCIL**

Presidents and parents representing the PTA from all schools in the district provide a communications link with the school district as they serve monthly with

the superintendent on the PTA Council. The District 34 website lists the dates and times of these meetings; all parents are welcome to attend.

## **PULL-OUT**

Student support provided outside of the regular classroom: this may include speech, ELL, learning development (LD resource), reading support, and counseling.

## **PUPIL SERVICES/SPECIAL EDUCATION**

District 34 provides a full range of special education services. It is one of twenty-two cooperating school districts which comprise the North Suburban Special Education District (NSSSED). Inquiries should be directed to the school office.

### **Problem Solving Team (PST)**

The members of the Problem Solving Team are a multi-disciplinary group of professionals consisting of the principal, classroom teacher, social worker, psychologist, student service coordinator, learning resource specialists, and speech and language specialists. The team members meet regularly to receive and review referrals from classroom teachers and parents, perform preliminary screenings, complete case study evaluations, provide regular feedback to parents and teachers, review and evaluate pupil progress, and maintain records.

## **RECESS POLICY**

### **Henking**

Recess is a regular part of the school day for all children. In addition, there is a lunch recess if after lunch the entire school. (See "Lunch.")

Children should be dressed appropriately to go outside for recess, regardless of the season. In winter, recess is held outside whenever the temperature/wind chill is above zero degrees Fahrenheit.

Children are expected to participate in recess if they are in school. **A doctor's note is necessary for children to stay inside for recess.**

### **Hoffman**

All students participate in a recess period after their designated lunch period. There is no other recess period during the school day. All children are expected to participate in recess if they are in school. **A doctor's note is necessary for children to stay inside for recess.** Children should be dressed appropriately to be outside if the wind-chill index is above zero.

## **RECORDS**

Parents have access to their child's school records. The school district maintains records about students which are necessary for legal and educational purposes. Permanent records containing biographical information and academic transcripts containing grades are kept in District 34 for sixty years. Temporary records, which include all other information, are kept as necessary.

Parents or guardians have the right to inspect and copy any of their child's permanent and temporary records. They also may challenge any information in their child's records (except grades) on the basis of accuracy, relevance, and/or propriety. Refer to the District 34 calendar for more information regarding school records.

## **REPORT CARDS**

Children are evaluated on a regular basis. Parents will be notified of the schedule of written reports and parent-teacher conferences.

## **RESPONSE TO INTERVENTION (RtI)**

A model or approach of providing instruction, support, or interventions matched to student needs. Research based interventions in academics/behavior are implemented to assist student growth. Student performance data is monitored closely to determine learning rates and time.

## **SCHOOL CONDUCT**

### **Parent Role**

It is the parent's job to:

1. Prepare and encourage children to approach the educational process with appropriate values and positive attitudes.
2. Attend to the health and physical strength of children so that they will have adequate nourishment and rest for school activities each day.
3. Ensure that children attend school regularly, **are on time each day**, and miss school only when absolutely necessary.
4. Support the school and its expectations for the behavior of the students.
5. Communicate consistently with teachers in an effort to work together to enhance learning.
6. Help children learn to express anger, frustration, and strong emotions in appropriate ways.
7. Support the school-work activities of children by encouraging homework completion, setting aside study time at home, and creating an atmosphere for learning.
8. Encourage children to spend 20-30 minutes at night reading material of their choice.

9. Teach children at the developmentally appropriate time how to make good choices about health-related issues, such as drug abuse, pregnancy, AIDS, and sexually transmitted diseases, with the school and community supporting those efforts.

## **Student Role**

It is the student's job to:

1. Be responsible for one's own work at school and at home.
2. Work to the best of one's ability.
3. Ask questions when you do not understand, and ask for help when you are having trouble.
4. Respect the property of the school, the teachers, and fellow students.
5. Respect the rights of others to learn.
6. Respect and listen to students, teachers, the principal, teaching assistants, cooks, custodians, substitute teachers, bus drivers, administrative assistants, the health coordinator, volunteer helpers, and crossing guards.
7. Speak kindly to and about others, and use appropriate language.
8. Work within the rules established by the school and each teacher for the good of oneself and for the class.



## **Teacher Role**

It is the teacher's job to:

1. Strive for academic excellence by enabling children to meet or exceed the student learning outcomes defined in the *School Improvement Plan*.
2. Have respect for children's thoughts, feelings, and learning styles; be kind and understanding.
3. Be consistent and fair in dealing with behavior and problems.
4. Provide a classroom that promotes the learning process and helps students to develop self-esteem, good study skills and listening habits.
5. Help children learn appropriate life skills such as cooperation, communication, and problem solving.
6. Keep parents informed about their child's progress in meeting school achievement requirements as well as problems that will require special parental attention. This includes prompt notification of absences, tardiness, incomplete homework, incomplete school work, breaking school rules, and poor school performance.
7. Respond in a timely manner to parental requests for information about their child's progress at school or about problems which parents may perceive.

## **SCHOOL SUPPLIES**

A list of school supplies needed at each grade level is provided to parents on the school's website and summer newsletter. The PTA sells pre-packaged school supplies for the following year each spring.



## **SIP / PROFESSIONAL DEVELOPMENT**

### **School Improvement Plan**

Every school in the state of Illinois must develop and implement a School Improvement Plan that adheres to strict guidelines as set by the state. The plan involves the entire school community. Included in this plan is the outline for professional development in the areas of teaching and learning.

## **SMART BOARD**

Interactive whiteboard used in classrooms for collaboration and presentations.

## **STRATEGIC PLAN**

The overall long-range plan for District 34 which includes the mission, goals, evaluation of and planning for all the programs and departments in the district; includes timelines and personnel responsibilities.

## **STUDENT GOVERNMENT**

### **Hoffman**

Students in grades three through five have an opportunity to participate in the Hoffman Student Board as president, vice-president, secretary, treasurer, or class representative through an election process. Monthly meetings of the student board center around community-service projects, all-school extracurricular events, and school procedures.

## **STUDENT PICTURES**

School photos are taken of each student and faculty member in the fall and are available for purchase. This is a PTA fund-raising activity.

Information is sent home in advance of the scheduled date. There is a make-up day scheduled to take pictures of those children absent on the original date.

## **SUMMER SCHOOL**

Each year a summer school program is offered. More specific information will be published each spring in each school's newsletter and the District's website. Remedial, enrichment and leisure courses are offered.



## **TARDY**

Students arriving at Henking School after 8:55 a.m. or at Hoffman School after 7:55 a.m. are considered tardy. Please bring your child to the office and sign in if arriving after 8:55 a.m. at Henking or your child should report to the health office if arriving after 7:55 a.m. at Hoffman.

## **TEACHER PLANNING DAYS**

Teacher planning days are scheduled throughout the year to facilitate curriculum planning and the professional growth of the staff. The school calendar specifies exact dates and times. School is not in session on these days.

## **TEASING/BULLYING**

Playful or good humored teasing occurs when it causes everyone to smile or laugh, including the person who is being teased. In contrast, hurtful teasing includes ridicule, name-calling, put-downs, an saying or doing annoying things. Unlike playful teasing, hurtful teasing may cause the person being teased to feel sad, hurt, or angry. Teasing becomes bullying if it is repeated, prolonged, or threatening. Please contact your child's teacher and/or Principal should your child experience hurtful teasing or bullying of any kind so that an appropriate course of action may be taken.

## **TESTING – See PARCC**

## **TREE**

### **Technology Rich Educational Environment**

This program is offered at Hoffman School. Student enrollment is by parent request only. Students in this program are offered experiences in multi-age instruction, project enhanced learning, and extensive use of technology.

## **TRUANCY**

A truant is a student subject to compulsory school attendance and who is absent without valid cause for a school day or a portion thereof. For example, if your child is absent from school and the parent does not inform the school as to the reason for the absence, the child is considered truant. A chronic truant is a student subject to compulsory school attendance and who is absent without valid cause for 10% or more of the previous 180 regular attendance days.

## **UCSMP**

**University of Chicago School Mathematics Project.** The math resource utilized by the district in grades K-8.

## VISION AND HEARING

Vision and hearing screening is offered for all students each fall. Re-screening follows two weeks later if deemed as necessary. If a student does not pass the re-screening, a notification is sent home with a letter recommending the child be evaluated by a doctor. Classroom teachers are notified of the treatment and recommendations of the physicians.

Vision and hearing screening can be scheduled at any time throughout the year upon request from parents or teachers. PTA volunteers are needed to assist with moving students to/from their classrooms to the scheduled screenings.

## VISITORS

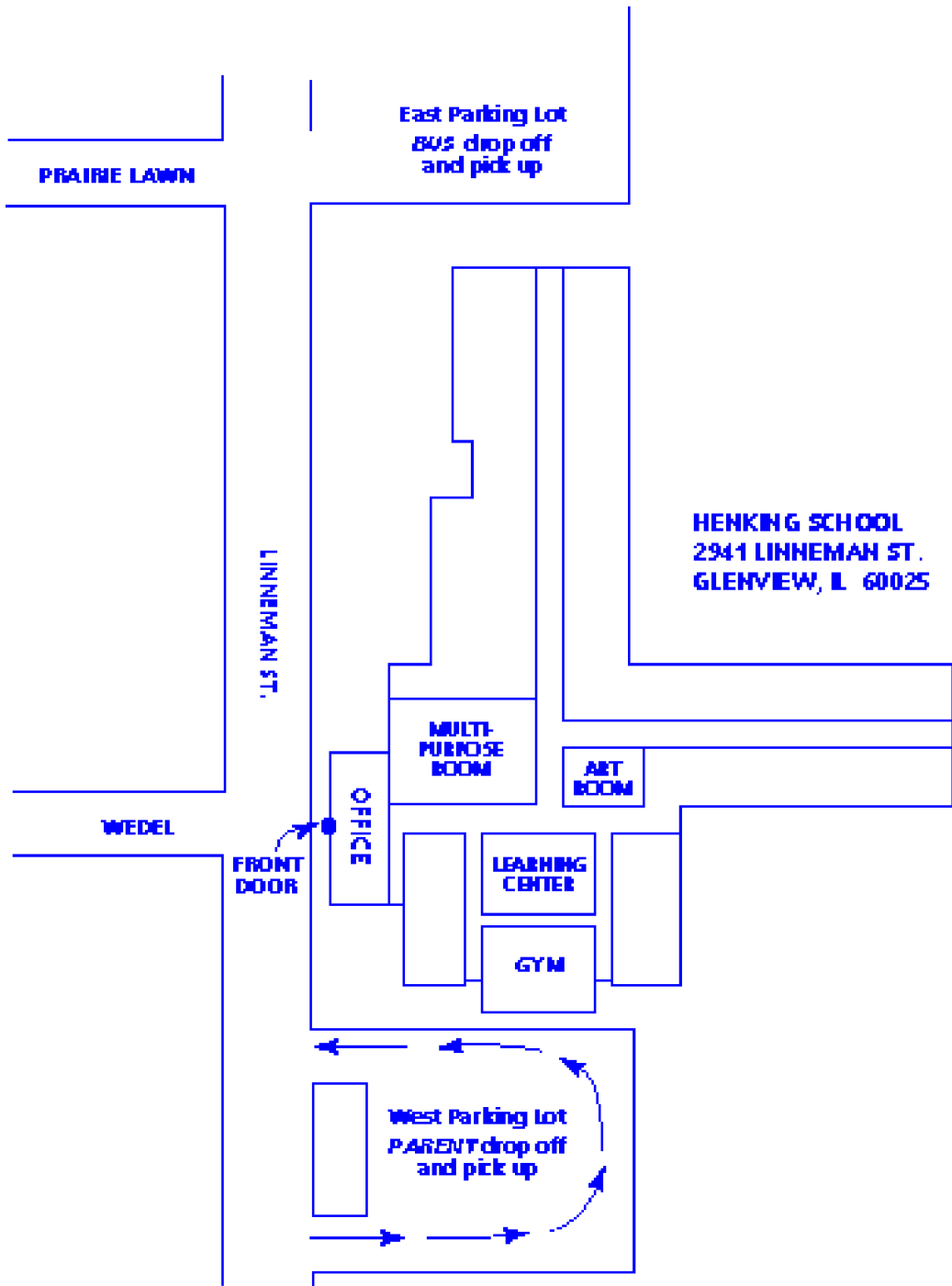
Any visitor to the school must enter through the school's main office. All visitor's are required to present a state-issued Identification card (i.e. driver's license). The card will be scanned and a temporary visitor badge will be oriented to be worn during the visit. Upon leaving the building, the visitor badge and lanyard must be returned to the school office.

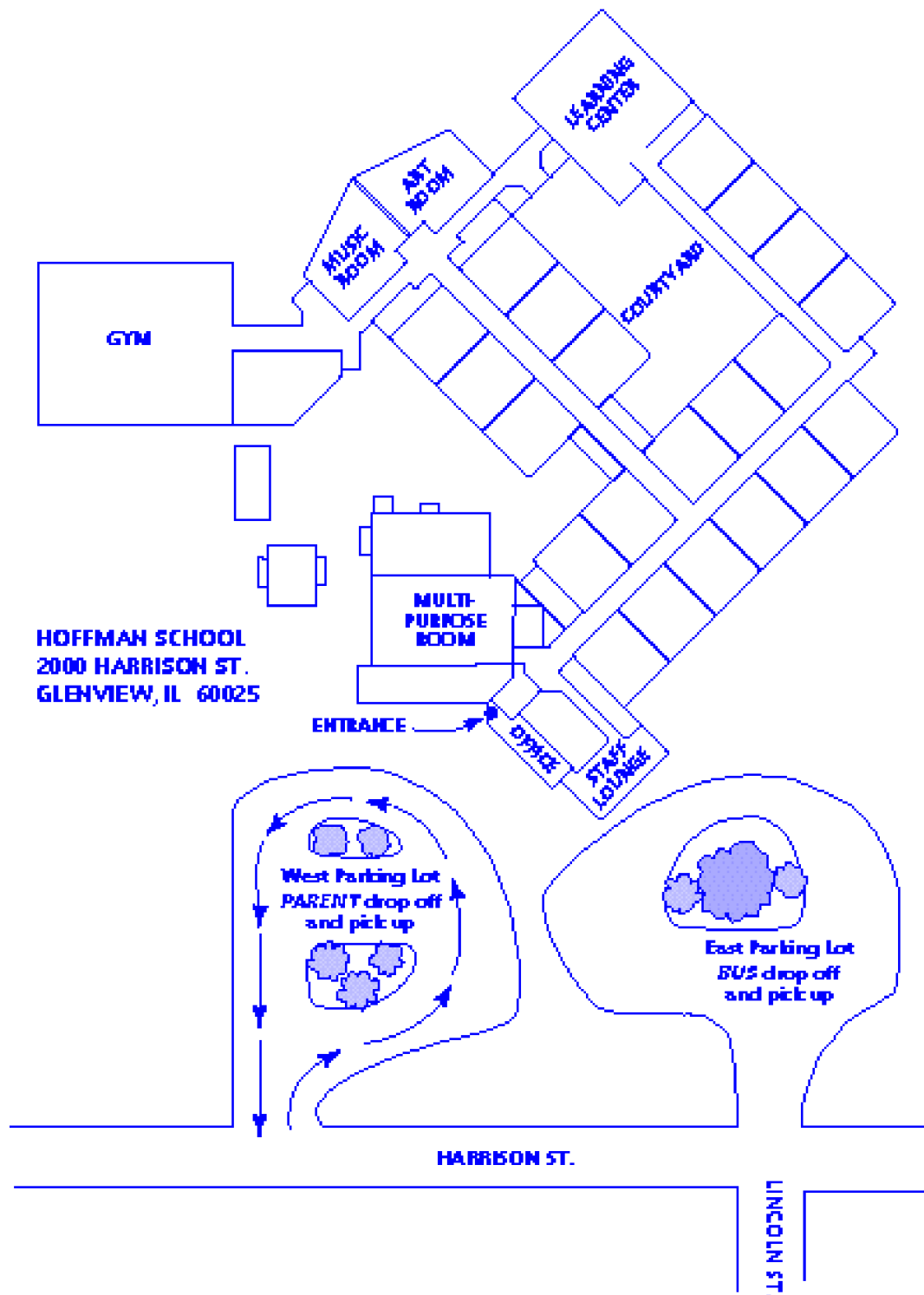
- Bring any item for your child to the front office **labeled with your child's name and teacher's name**. Office personnel will deliver it.
- To visit a child's classroom, call the office or teacher directly to make an appointment a day or two in advance.

## WITHDRAWAL FROM SCHOOL

When moving out of the district or transferring your child to another school, inform the school office as soon as possible in advance of departure. A student's record-release form must be signed by a parent before records or transcripts can be forwarded.







# NOTES

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