



Parent/Student Handbook
2023-2024

Willowbrook Elementary School
2500 Happy Hollow Road
Glenview, IL 60026
847-498-1090

August 2023

Dear Wildcats,

Welcome to the 2023-24 school year. This year's theme is "**Be Kind. Be Brave. Belong**". "Be Kind" encourages us to demonstrate empathy and understanding towards others. We celebrate our inclusive school where all individuals feel valued and supported. "Be Brave" encourages us to step out of our comfort zone and face challenges with a growth mindset. "Belong" encourages everyone to actively participate, engage, and contribute to Willowbrook, fostering a strong sense of community and collaboration.



The beginning of each new year presents the opportunity for a fresh start, goal-setting, discovery, and new relationships. Thank you for taking the time to review this parent/student handbook. It includes information regarding attendance, behavior expectations, safety, and more. For more detailed information, we encourage you to read the [District 30 Handbook](#).

Please note - The elementary school day is extended by 10 minutes this year. The school day for students in Kindergarten through 5th grade is now 8:40 a.m. to 3:20 p.m.

It is a privilege to serve the Willowbrook School community. Please let us know if we can be of assistance to you or your family. Our door is always open to you.

Sincerely,

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ATTENDANCE

Arrival & Dismissal

Being on time for school is an important life skill and crucial to a good start to the day. Children who arrive on time are better able to transition from home, reconnect with friends and teachers, and prepare for a productive day. Please do what you can to establish morning routines that enable your child to be on time.

Students should plan on arriving at school between 8:30 and 8:40 a.m. (outdoor supervision does not begin until 8:30 a.m.). Staff supervisors will open school doors at 8:40 a.m. and the tardy bell rings at 8:45 a.m. Students who arrive after the tardy bell must get a pass from the office before reporting to the classroom.

Preschool	Kindergarten - 5th grade
PreK-3 Drop Off begins at 8:40 a.m. at Door C Class Starts at 8:50 a.m. PreK-3 Dismissal at 11:20 a.m. at Door C PreK-4 Drop Off begins at 12:30 p.m. at Door C Class Starts at 12:40 p.m. PreK-4 Dismissal at 3:10 p.m.. at Door C	Drop Off begins at 8:30 a.m. Doors Open at 8:40 p.m. <ul style="list-style-type: none"> ● Kindergarten and 3rd grade enter at Door A ● 1st and 2nd grade enter at Door B ● 4th and 5th grade enter at Door D Tardy Bell rings at 8:45 a.m. Dismissal at 3:20 p.m.

We ask students to enter and exit the building at their grade-level assigned entrance. Students should be picked up promptly after school, as outdoor staff supervision ends at 3:40 p.m. Please call the front desk if you will be delayed.

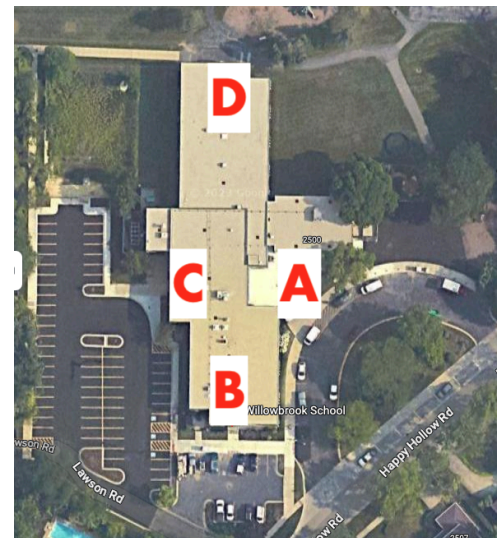
Bicycles & Skateboards

We encourage all students to bike, skateboard, or walk to school. However, we expect students to walk their bicycles on school grounds and sidewalks at arrival & dismissal time. All bicycles are to be parked in the racks. Skateboards can be stored in the student locker. Bike helmets, while not required, are strongly recommended.

Cars

Car drop-off and pick-up for Kindergarten through 5th grade is in the front of the school (not on Happy Hollow Road). Preschool drop-off and pick-up, and the loading of school buses are in the back of the school. Please follow the guidance of our staff at drop-off and pick-up. They are there to ensure student safety and to facilitate a smooth flow of traffic.

- No left turns are allowed into the circular drive at any time. Enter the drive from the east.
- For your child’s safety, students should ONLY exit on the passenger side of the car. Parents should remain in the driver’s seat.
- Drop off and pick up on the inner circle only. Do not double park and do not park on the outer circle.
- Children should remain in their seats until the car comes to a complete stop.
- There is no parking in the circular drive from 8:30-9:00 a.m. and 3:10-3:40 p.m.
- Parents should not park in the staff parking lot when dropping off or picking up their children.
- Drivers should turn off engines when they arrive at school and when they expect to be parked.
- Cell phone usage is not permitted within the school zone.



Crossing Guards

Students who walk to school must cross with the guard at Happy Hollow Road and Greenwood, or with the crossing guard at Pfingsten and Keenan. We also have a school supervisor posted near the parking lot entrance. Walkers should enter the building at their grade-level assigned door (see above). For more information on the Glenview Police Department's crossing guard program, please visit [Crossing Guards | Willowbrook School](#)

Student Absence Reporting (New)

For the 2023-24 school year, all parents must report student absences, late arrivals, or early departures through the Parent Portal. Please do not contact the Health Office or classroom teacher via phone or email. For a step-by-step guide on how to report an absence, [click here](#).

Please ensure to include as much detail as possible when entering the reason for the absence. If no information is in the Parent Portal by 10 a.m. and a student is absent, the school will attempt to contact a parent or guardian. If the absence is medically involved, please report the absence first in the Parent Portal. Following this, you are welcome to contact the school Health Office to communicate with the nurse about the condition. Questions? Please contact the front desk of your child's school.

Being at school is critical to a child's success. Missing 10% or more of the school year results in your student being designated as chronically absent. Therefore it is important to only keep your child home when they are sick. Vacations and appointments should be scheduled on days when school is not in session. For more information and helpful parenting tips, please see [this handout from our regional office of education](#).

Appointments

A student who has an appointment must be signed out at the front desk and picked up by a parent/guardian or someone the parent/guardian has designated. The appointment should be reported in PowerSchool ahead of time.

Vacations

Vacations and holidays are built into the school year, so additional vacations on school attendance days are discouraged. If there is an unusual circumstance that requires a child's absence, the school should be notified in advance.

Homework will be given when families come back from a trip. For several reasons such as meeting individual student needs and the pacing of lessons, it may not be possible for teachers to provide work for absent students ahead of vacations. Students can work on a journal and daily reading when they are away. Students may also be able to complete assignments through the learning management system (i.e., Schoology). There are, however, classroom experiences that cannot be replicated and unfortunately, students will simply miss these learning experiences.

DISCIPLINE

Behavior

The foundation for Willowbrook School's culture is built on the Six Pillars of Character: Trustworthiness, respect, responsibility, fairness, caring, and citizenship. Each of the pillars help instill a positive school climate and a culture of kindness, making Willowbrook a safe environment for students to learn. Students are expected to uphold these values by:

- Being honest
- Respecting themselves, others, and the learning environment
- Being accountable for their words, actions, and attitudes
- Playing by the rules
- Being kind
- Doing their share to make Willowbrook a better school

Students are expected to behave in an appropriate manner that is consistent with the rules for the activity. In the classroom, the teacher has the responsibility of setting the rules and establishing the consequences. General rules are established for the bus, hallway, lunchroom, and playground. More information about the district's discipline policy can be found within the [District Handbook](#), located on the District 30 website.

Potential school disciplinary measures may include the following:

1. Parent/guardian notification
2. Disciplinary conference
3. Withholding of privileges
4. Temporary removal from the classroom
5. Return of property or restitution for lost, stolen, or damaged property
6. Respect time (see below)
7. In-school suspension
8. Out-of-school suspension

Bullying

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 (Board Policy 7:180).

Bullying includes cyberbullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following (105 ILCS 5/27-23.7):

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying on the basis of actual or perceived race, color, national origin, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability is prohibited. Whenever students are at Willowbrook (e.g., during school, school bus, Adventure Campus, PTO events), we expect them to do their best to be an "upstander" by trying to prevent bullying or mean behavior. Students can be upstanders in a variety of ways:

- Use their own words to try to get the bully to stop
- Support other students by helping them to walk away
- Support other students by giving “put-ups” instead of “put-downs”
- Include students who might feel left out
- Report the behavior to a parent or teacher

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, the Director of Student Services, or any staff member with whom the student is comfortable speaking. Anyone, including teachers and parents/guardians, who has information about actual or threatened bullying is encouraged to report. Parents/guardians of every student involved in an alleged incident of bullying will be informed and school services, interventions, and restorative measures will be provided.

Bus

Riding the bus is a privilege. A student who does not follow safety rules can lose the privilege of riding the bus for a period of time. The driver is in charge and students are expected to follow the rules that they establish:

- All riders must be seated. Changing seats is not allowed while the bus is moving.
- Students who have not paid for bus service cannot ride at any time.
- A student who wants to get off at a different stop must have a note from a parent, and the stop must be one of a paid bus rider.

Communication Devices

We recognize that some students will carry communication devices including smart watches to school. If a student brings a communication device to school, it should be silenced and remain in the student’s locker throughout the day. We reserve the right to confiscate student communication devices and hold them at the front desk if they are misused.

Dress

Student clothing should be appropriate to the age of the student and the educational activities. Hats may not be worn in the building. We also recommend that all children keep a seasonally appropriate change of clothes in their locker. This will avoid mid-day calls home in the event of a spill or accident, resulting in a better day for you and your child.

Hallway

We have a few essential behavior expectations for students in the hallway. It begins with walking (not running) at all times. When walking as a class to specials, we ask students to maintain a single file line while staying to the right side. We also encourage the use of quiet voices in the hallways. This ensures a calm and focused atmosphere for everyone, promoting a conducive learning environment. It's important to respect the directions given by all adults in the building, as they are here to ensure your safety and well-being.

Lunchroom

The lunchroom is supervised by education support personnel. Students have 20 minutes to enjoy their lunch and socialize with classmates. However, we expect all students to use quiet voices (table talk), maintain school-appropriate conversations, remain at their seat, and respect the directions of all supervisors. At the end of the lunch period, students are asked to clean up their space.

Playground & Recess

Recess is scheduled for 30-minutes immediately before or after the lunch period. On occasion, classroom teachers may find additional time in the school day to take students outside. Students will go outside for recess (and physical education) when weather permits. During inclement weather, the classroom or some other alternate space will be made available for students to engage in recess activities.

The playground areas are fun places to play at recess and before/after school. It is important that they also be safe areas. Some general rules include:

- Include others in your play
- Keep your hands/feet to yourself
- Use respectful language and solve problems with words
- Use recess equipment safely
- Line up immediately when the recess supervisor calls

During the winter months, inappropriate use of snow is not permitted on school grounds. Also, only children with appropriate snow gear (i.e., snow pants, snow boots, and gloves) will be permitted to play in the snow.

Respect Time

“Respect Time” is another step in our school’s progressive discipline practices. It provides students with a developmentally appropriate consequence for inappropriate, repetitive, or escalating behavior. Through a structured conversation, facilitated by a staff member, students have the opportunity to reflect on the impact of their behavior and/or develop a plan for repairing damaged relationships caused by the student’s behavior. The parent/guardian will be contacted once a staff member refers a student for “Respect Time” and arrangements will be made for the student to serve this time by staying after school from 3:20-3:40 p.m.

Selling Items at School

Items are not to be brought to school and sold for the purpose of making a profit. Students who are working on charitable projects should speak to the principal before fundraising. The majority of fundraising and charitable collections are managed through the PTO or 5th grade Spirit Committee.

Toys/Nuisance Items

Bringing toys or nuisance items that disrupt the educational environment is not allowed. Teachers reserve the right to confiscate any toy or distracting item that a student brings into the classroom environment.

Weapons

It is important that all students are safe at school. To keep all children safe, dangerous items are not to be brought to school. Examples of dangerous items include knives, firearms, fireworks, and other explosive devices. This includes “Leatherman” style pocket tools and Boy Scout knives. There are strict discipline guidelines established within the Illinois School Code.

STUDENT SUPPORT

Diversity, Equity, and Inclusion

District 30 exists to create a community that craves learning, fosters resilience and cares deeply about every student. We embrace all aspects of diversity and its contributions to learning. Equitable access, representation, and participation in educational opportunities generate the most effective learning environment for ALL students and prepares students to become global citizens. We do not tolerate racism, hate, or other discriminatory actions. For more information, please visit <https://www.district30.org/about/equity>

Multi-Tier System of Supports (MTSS)

Multi-Tier System of Supports is a framework for providing all District 30 students with evidence-based practices to meet their individual academic, social-emotional, and behavioral goals. The types of assistance vary based on the level of need demonstrated by the student. MTSS is intended to provide universal supports and interventions of varying degrees of intensity and duration - to prevent academic difficulties and enhance student performance. The district follows a team approach in determining the most appropriate diagnostically aligned interventions to address the needs that have been identified. Once a service plan has been developed, parents will receive an informational letter describing the proposed interventions. For more details on the District's continuum of support services, including special education, parents are encouraged to reference the [District Handbook](#).

Special Education Services

Special education services are provided in accordance with Article XIV of the Illinois School Code, Individuals with Disabilities Education Improvement Act of 2004 (I.D.E.I.A or IDEA 2004) and Section 504 of the Rehabilitation Act of 1973. The district provides a comprehensive program of special education for students who have been identified as having a disability under one of the federally recognized disability categories. The district follows all required procedures involved in eligibility determination to ensure that all students receive the necessary services to achieve academic success. For more information, parents are encouraged to contact our Director of Student Services, Ms. Lauren Schulman at lschulman@district30.org or 847-400-8964.

District 30 values the establishment of strong home-school partnerships in its provision of special education services. In order to meet the school-based needs of Willowbrook students, special education teachers, speech-language pathologists, school psychologists, and an occupational therapist are available. Through a transdisciplinary model and parental involvement, Willowbrook students are appropriately supported by individual education plans. Willowbrook has developed programming that can accommodate students through co-teaching, specialized instruction, resource programming, and therapeutic support. In addition, Willowbrook staff work on an ongoing basis with all special education personnel to build in the requisite support within grade-level coursework to ensure that students are educated in the Least Restrictive Environment as identified with each IEP.

SAFETY

Emergency Preparedness

Every classroom has emergency procedures and maps that are readily available and reviewed with staff members. Our school conducts a minimum of 3 fire drills, 1 severe weather drill, 1 bus evacuation drill, and 1 law enforcement drill each school year. Moreover, our schools have been audited and assessed by village public safety officials who have participated in the planning of the procedures that ensure the safety and security of our schools in the event of a disaster. Automated External Defibrillators (AED) are available on both floors of the building.

Should it become necessary to evacuate the building during school hours, there is a contingency plan in place. If school is to be closed because of extreme weather or other emergencies, the closing will be announced on the district website and via email. The automated phone system will be used to inform families of the closing or other emergency information. For more detailed information on how the decision to close schools is made, please refer to the District Handbook.

Food Practices

We strive to maintain a safe and inclusive environment for the increasing number of students entering our school with food-related allergies. Allergies can affect a child's physical and emotional health and can interfere with daily activities. Additionally, a severe allergic reaction with rapid onset, anaphylaxis, can be life-threatening, and foods represent the most common cause of anaphylaxis among children and adolescents. Therefore, Willowbrook adheres to the following food practices:

Allergy Information on File

Please contact Lisa Mullen, RN at 847-400-8860 or lmullen@district30.org, prior to the first day of school to discuss any issues related to your child's allergy, or if you would like more information about the allergy aware lunchroom table that is available for students with allergies. Individual health care plans and Section 504 plans are created for those students with a life-threatening allergy.

Lunch

Quest Food Management Services offers a "nut safe" program. They will not serve anything with peanuts or tree nuts. However, they cannot guarantee there will be no cross-contamination. Willowbrook will continue to maintain an allergy-safe lunch table in the multi-purpose room for students who need to safely consume their meal outside the classroom. Access to one of these tables is made by the child's parent(s) in consultation with the school nurse.

Daily Snack

The scheduling of a daily snack is at the discretion of the classroom teacher. If your classroom teacher provides time for a daily snack, we ask that you carefully consider the foods sent to school for snack. Sharing of foods containing dairy or nuts or not washing hands thoroughly after eating these foods may trigger a possibly life-threatening situation. We limit classroom snack options to fruits and vegetables. If you feel your child requires a snack, please send only fruit or vegetable, preferably cut into bite-size pieces to make it easier for them to eat. Any fruits or vegetables are safe. Some examples would be: baby carrots, apple slices, grapes, blueberries, pears, bananas, cucumber slices, celery sticks, cherry tomatoes, raisins, and dried fruit, "GoGo" squeezes, plain applesauce, plain canned fruit in its own juice, etc. Please do not send in condiments such as dips or salad dressings.

Birthdays & Holiday Parties

Student birthdays are observed in classrooms in various ways. Each teacher and class create their own birthday rituals as part of their classroom community. However, edible treats for birthdays or other such special occasions are not permitted. Willowbrook students also enjoy 3 classroom parties sponsored by the PTO Room Parents. Celebrations may include games, crafts, dance parties - creativity abounds! However, edible treats are not permitted.

Individual Health Care Plans

Individual health care plans are plans that can be written in order to meet the health monitoring and/or care of a specific student during the school day or at school-sponsored functions. The school will develop a team that can work with the student's parents/guardians, health care providers, and teachers to write an individual health care plan that will meet the student's special health care needs. Individual health care plans should be written for students who have health conditions that are medically fragile, require complicated or lengthy health procedures during the school day, who require several contacts with the health assistant during the school day, who have conditions that may require emergency care, or who have been granted permission to self-medicate and/or self-monitor in accordance with the local school board's policy.

Medication

All medication, prescription or over-the-counter, must be stored in the Health Office. Children may not keep medication in their pockets, backpacks, desk, or locker. There are some exceptions under the law (i.e., inhalers and EpiPens). The parent/doctor must complete the necessary forms before medication can be taken at school.

Should cough drops be needed, they must be provided by the parent and written permission must be included on the medication form. Please be sure to contact our school nurse for any medication permission forms as well as any other questions.

Pets and Animals

While we understand the love and companionship that pets can bring, it is important to note that pets are not allowed on the school grounds. The safety and well-being of our students and staff are our top priorities. Some students may have allergies or phobias related to animals. Additionally, not all pets may be accustomed to being around children or large groups of people. We appreciate your understanding and cooperation in adhering to this policy.

Visitors

All visitors to the building must check in at the front desk through Door A to receive a visitor badge or lanyard. Any approved volunteer must submit a driver's license to complete the check in process and be allowed to enter the school building.

This practice also extends to parents who may wish to visit with their children at recess. We consider the playground to be an extension of the school property and our recess supervisors are expected to refer all adults/visitors to the front desk.

COMMUNICATION

The school has several ways of communicating with parents. “What’s Up Willowbrook” is our weekly electronic newsletter that is emailed every Friday and posted to the school website. Parents will find important school dates, events, and Parent-Teacher Organization highlights. If you are not receiving this weekly newsletter, please contact the front office. Below are some other important ways to remain informed about the school and your child’s educational program. If you have any questions, please don’t hesitate to contact your child’s teacher directly.

Calendars

Parents can access and “subscribe” to the Willowbrook and District 30 calendars by going to the District’s website at [Subscribe to Calendar | Northbrook/Glenview SD30](#)

District Handbook

Northbrook/Glenview School District 30 maintains a student handbook with more detailed information. Parents are encouraged to reference this handbook for important District procedures and policies. It can be found on the District website at [Handbook | Parents](#)

Learning Management Systems

Please make sure you are connected to your child’s Seesaw (Kindergarten to 2nd grade) or Schoology (3rd to 5th grade) site. Enable notifications for yourself and your child. These learning management systems will be used to share student work, manage assignments, calendars, and more.

Report Cards and Parent-Teacher Conferences

Education is the shared responsibility of teachers, parents, and students. We value this partnership. Ongoing communication of student growth is achieved in a variety of ways, including through student report cards and conferences. Parents should expect report cards in December, March, and June. Parent-teacher conferences are held in October and February over video conference. Parents/guardians are welcome to request an in-person conference at any time.

GENERAL INFORMATION

Band & Orchestra

School District 30 offers an instrumental music program beginning in 4th grade. Students may choose to play string instruments in 4th & 5th grade or brass, percussion, and woodwind instruments in 5th grade. The program includes one large ensemble rehearsal (8:00-8:40) and one small group sectional lesson (during the school day) each week. The band and orchestra perform two concerts during the year. Questions about orchestra should be directed to Mrs. Lexi Barrett at abarrett@district30.org. Questions about the band program should be directed to Robert Pittman at rpittman@district30.org.

Busing

First Student is our contracted bus company. All students must be registered with First Student to ride. For more information, please visit the [Transportation Services](#) page.

Character Counts!

Willowbrook School and District 30 are committed to character development and the six pillars of character: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship. Students can be nominated by their peers or school staff for a character award to be presented at Friday Flag Raising. Nomination forms can be found in the front office. Willowbrook also participates in the annual Glenview Character Counts! Committee poster & video contests.

Child Care

District 30 has an Intergovernmental Agreement with Northbrook Park District that allows before and after school care to students in kindergarten through fifth grade at Wescott and Willowbrook Schools. The School District provides the facility while the Park District provides the program and staff management with all revenues going to the Park District. This Adventure Campus program offers the ability to participate in before/after school care on days when school is in session and on select Teacher Institute Days, Conference Days, and Holidays.

For more information on this park district Adventure Campus program, visit the [Northbrook Park District website](#) or contact the recreation supervisor at 847-897-6165.

Classroom Parties & Birthdays

There are 3 PTO-sponsored classroom parties: Halloween, Winter Holiday, and Valentine's Day. The PTO room parents are responsible for the planning and execution of these parties. On Halloween, we hold a neighborhood parade (weather permitting). The Winter Holiday festivities occur on the last day before winter break. There is an all-district sing at Maple School in the morning, followed by principal read-alouds, room parties and a Willowbrook sing. With the rise of food allergies, we have eliminated food from all classroom parties.

Willowbrook has a "no food" and "no party favors" birthday celebration practice. If you want your child to bring something in for their birthday, we encourage you to donate a book to our library through the Birthday Book Club Program. Each student's birthday will be shared over the morning announcements and they are invited to come down to the principal's office to select a book. Finally, parents are invited to consult the PTO student directory if they wish to distribute electronic birthday invitations. Our classroom teachers will not distribute birthday party invitations unless all students are included.

Clubs

Willowbrook hosts a variety of [staff-sponsored clubs](#) during the school year. These clubs are inspired by staff interest/passion and free to students. Notice of these clubs are shared in the school's weekly electronic newsletter. However, space is limited. Clubs run from 3:20 to 4:20 p.m. for a period of 8 or 16 sessions.

Dropping Off Forgotten Materials

If you feel it is necessary to bring a forgotten item to school, please bring it to the front desk. Make sure the item is marked with your child's name and teacher. The table in the foyer is not monitored by the front office staff.

Field Day

In late spring, Willowbrook holds a field day organized by the physical education teachers and supported by parent volunteers. Students participate by classroom in a spirit of friendly cooperation and competition. Classrooms compete for the coveted Willow Cup.

Friday Flag Raising

Our school community gathers in the gym for flag raising most Friday mornings at 8:45 a.m. Parents are always invited. Flag raisers are selected by teachers and announced in our newsletter. Friday flag raising is also an opportunity to recognize students with Character Counts! awards for exemplary behavior. We celebrate shared success, recognize important holidays, introduce school-wide events, and share other general information.

Halloween Costumes

We celebrate Halloween with classroom parties and a school parade. Our elementary students are encouraged to proudly wear a costume in the afternoon. However, we ask parents to help us make this celebration safe and comfortable for all students. For safety reasons, and out of respect to our younger population of students, we ask that students DO NOT bring weapons or wear masks to school. It is difficult to judge what is a scary mask or whether student vision is impeded. If parents understand this policy ahead of time, families can prepare an appropriate school costume.

Head Lice

If it is confirmed that a child, while at school, has nits and/or head lice, the parents of the child will be notified immediately. The child will not be excluded from class following detection, but will be allowed to complete the day. It will be the parent's responsibility to choose the treatment that best meets the needs of the child and the family.

Homework

Students in all grades are expected to complete certain activities or assignments at home. This can range from practicing math facts or spelling words, reviewing vocabulary words or classroom notes, working on projects, independent reading, and completing assignments. Homework can be expected each week in grades 2-5. Students who are having difficulty completing their homework should ask for help from their classroom teacher.

If a student is ill, homework may be requested on the second day of an absence of more than two days. Parents desiring homework may call the office on the morning of the second day of absence. Homework can be picked up after school in the front foyer.

It is at the discretion of the teacher to provide homework ahead of time for absences that result from vacations. Most classroom experiences cannot be replicated with homework. Children missing multiple days may not be able to complete all in-school tasks.

When coming after school for homework or supplies that are forgotten, please stop in at the main office for assistance. Parents and/or students should not go into classrooms before or after hours without a staff member.

Library Media Center

We encourage you to stop in the library to read, play, imagine, create and explore. Our goal is to promote lifelong information literacy and learning through reading, inquiry, and critical thinking. We provide quality resources

(print/non-print and digital formats), and our collection continues to be refined and added to. We understand the importance of equity and choose materials that provide windows and mirrors for all patrons so that we can learn from those like us and those that are different from us. The library serves to support and enhance teaching and learning.

Students may access several online subscription databases. These may be accessed directly from the Online Library Catalog link on our [Willowbrook School Library page](#). Usernames and passwords are required to log in. Please ask your classroom teacher or Mrs. Eichmiller, the librarian.

All students are encouraged to check out books frequently. Books can be returned as soon as students are done reading them. This way, students do not have to wait for their “library day” to exchange materials. PreK and Kindergarten students are allowed to check out 1 book at a time. First-grade students may check out 2 books at a time. Students in upper grades will have access to 3+ books. Overdue notices are automated and sent out each week. The library will ask for payment if materials are not returned within one month of checkout or if books are lost/damaged from home.

Lockers

Each student is assigned a hallway locker. Students should keep lockers neat and free of items that will cause damage to the locker. They should be cleaned and organized regularly so that books, materials, and clothing can be easily found. The lockers remain the property of the school and we reserve the right to limit their use and search them. Students can only use magnets to decorate the insides of lockers. No stickers, please. Valuable items should not be stored in lockers.

Lost and Found

Willowbrook has two areas for items that are lost. Clothing and items are kept in bins located in the front vestibule. Valuables such as glasses, watches, and jewelry are kept at the front desk. Items left in the lost and found will be donated to charity over winter break, the day before spring break, and the first day of summer vacation. Contact First Student Bus Company (847) 724-7200 for any items left on a bus.

Lunch

All students will eat in the multi-purpose room this school year. Students may bring their own lunches, or they may purchase lunch from [Quest Food Service](#). We ask parents to NOT order food to be delivered to school during their child’s lunch hour. Our front office staff cannot be responsible for the timely and safe delivery of lunch.

	Lunch	Recess
Kindergarten	12:15 - 12:40	12:40 - 1:10
1st Grade	11:45 - 12:10	11:15 - 11:45
2nd Grade	11:15 - 11:40	11:40 - 12:10
3rd Grade	12:45 - 1:10	12:15 - 12:45
4th Grade	12:15 - 12:40	11:45 - 12:15
5th Grade	11:45 - 12:10	12:10 - 12:40

Food Service

Parents can pre-order student meals a month at a time. It takes just a few minutes to make an online payment at www.mymealorder.com. All orders must be placed at least 3 days in advance. If your child forgets their lunch, Quest Food Service can provide a cold lunch and charge your account. More information can be found at [District 30 Food Services | Parents](#). If you should have any questions, please do not hesitate to reach out to Ashley Jenkins, Food Service Director at ajenkins@questfms.com

Parent Volunteers

The District 30 food service program relies on parent volunteers. Please consider signing up through the Parent Teacher Organization when this becomes available. It's a great way to see your children and make connections with other parents.

PTO Special Lunch

The Parent Teacher Organization provides a special (pre-paid) lunch once a month. The PTO also provides ice cream once a month. Please visit the [Willowbrook PTO page](#) for more information.

Behavior Expectations

Students are expected to behave appropriately and show respect for the lunchroom supervisors. A child who does not obey the rules may be assigned seating or temporarily removed from the lunchroom. Specific lunchroom rules will be reviewed with all students on a regular basis. The general lunchroom expectations are as follows:

- Use good manners.
- Remain seated at the lunch table until dismissed.
- Use quiet voices.
- Clean up your own mess at the table and on the floor.
- Due to food allergies, the sharing of food is prohibited.

Physical Education

All students participate in physical education. If a student should be excused because of illness or injury, the parent (or doctor if it is more than 3 days) should write a note to the Health Office. The school nurse will inform the P.E. teachers.

Parent Teacher Organization

The Willowbrook school community enjoys an active and supportive parent teacher organization, which works to foster a close relationship between the home and school. Our PTO is run by volunteers and welcomes all parents/guardians to attend meetings and participate in its many activities. More information can be found on the [Willowbrook PTO website](#).

Preschool

The [District 30 Kid Connection Preschool](#) is an integrated early childhood program designed to support the development of social, language, motor, and pre-academic skills. The program services 3-year-old students in the morning and 4-year-old students in the afternoon. There is a balance of children identified for special education services and typically developing peers. Research has shown that shared learning experiences have positive effects for all children involved in such programming. The program is built around best practices in early childhood education and follows the Creative Curriculum for Preschool®. For more information, parents can contact Lauren Schulman, Director of Student Services at lschulman@district30.org.

School Store

The PTO sponsors a school store where students can buy basic supplies and inexpensive novelties. The store hours are approximately 11:30 to 1:00 p.m. on Tuesdays once or twice per month. The school store is located just outside the multi-purpose room and is operated by 5th-grade students.

Supplies

Students are required to have the supplies designated by their teachers which are necessary for the completion of assignments and participation in activities. Supply lists are available at the front desk and the PTO organizes a convenient box order once per year.

Valuables & Money

Students should not bring expensive items to school unless they are part of a class activity. This would include valuable jewelry, electronic gadgets, and other collectible items. Money should only be brought for purchases from the school store, ice cream, or fundraisers. Large bills should not be brought to school. It is a good idea to put money in a well-marked envelope, especially for younger students.

Willowbrook School Song

Oh, Willowbrook!

Kurt Barker & Erin Janick

Kurt Barker & Sue Smilie

Moderato

C F C F C

We all come to school each day, through work and play we're on our way, to -
mf

5 Am G F C/E C E7/G# Am C F F(sus2) G C7

geth - er as one fam - i - ly, grow - ing in - to who we'll be. Oh,
rit.

a tempo

9 F F F C Dm7 G7 F C C7

Will-ow-brook! Oh, Will-ow-brook! Our years with you we'll trea - sure! Oh,
f

13 F F C D Em D/F# F/G G C7

Will-ow-brook! Oh, Will-ow-brook! Oh, let's all sing to - ge - ther! Oh,

17 F F C Dm7 G7 F/C C C7

Will-ow-brook! Oh, Will-ow-brook! Our years with you we'll trea - sure! Oh,

21 F F C G7 C

Will-ow-brook! Oh, Will-ow-brook! A Wild - cat is for - ev - er! —

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