



# Glenside Middle School

## 2025-2026

### Student Handbook

Mr. Edward Garza, Principal  
Mr. Matthew Lindgren, Assistant Principal  
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Website: [www.queenbee16.org](http://www.queenbee16.org)  
(select Glenside)

Student Attendance Hours:

8:08 AM – 3:03 PM (Monday - Friday)

**BE SAFE, BE RESPECTFUL, BE RESPONSIBLE**  
**HAVE A WONDERFUL SCHOOL YEAR!**

Advisor: \_\_\_\_\_ Room #: \_\_\_\_\_

## GLENSIDE BELL SCHEDULE (MONDAY - FRIDAY)

### SCHEDULE 6TH - 8TH

Period 1      8:08 - 8:55  
Period 2      8:58 - 9:43  
Period 3      9:46 - 10:31

	6th Grade	7th Grade	8th Grade
Period 4	10:34 - 10:58 (Lunch)	10:34 - 11:24	10:34 - 11:24
Period 5	11:01 - 11:51	11:27 - 11:51 (Lunch)	11:27 - 12:12
Period 6	11:54 - 12:39	11:54 - 12:39	12:15 - 12:39 (Lunch)

Period 7      12:42 - 1:27  
Period 8      1:30 - 2:15  
Period 9      2:18 - 3:03

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### SCHEDULE 5TH GRADE

Schedule:      8:08 a.m. - 3:03 p.m.  
Lunch:          11:00 - 11:25  
Recess:         11:25 - 11:50

## STUDENT POLICY

The information contained in this handbook/student planner are those most important to you as a student of Glenside Middle School. The items included here have been selected by the staff not only to help you adjust to the programs, but also to acquaint you with the expectations during your time at Glenside Middle School. As a staff at Glenside, we want you to enjoy your experiences at school and take advantage of everything it has to offer. Here are a few general reminders to contribute to your success:

- work with your teachers
- accept responsibility for your decisions
- treat others the way you wish to be treated
- always try your best

## STUDENT RIGHTS AND RESPONSIBILITIES

It is expected that students will learn and exhibit the expectations outlined through Positive Behavioral Interventions and Supports (P.B.I.S.), Character Counts, and Social Emotional Learning Standards (S.E.L.) through the Second Step Program. Glenside students will:

- Be Safe
- Be Respectful
- Be Responsible

## INTERNET ACCESS/USE OF COMPUTERS

In order to have access to the internet at Glenside, students must have an Internet User Agreement signed by a parent/guardian and on file with their advisor. An Internet User Agreement form is filled out at the time of registration and students/parents/guardians have also read the agreement.

## ELECTRONIC DEVICES

Students are encouraged to leave electronic equipment at home. If electronic devices such as iPods, iPads, airpods, smart watches, cellular phones and electronic games are brought to school, they must be turned off before entering the building, including breakfast and stored in the student's locker during the school day. If a student is found in possession of a device or using the device during school hours, the device will be given to the administrator and will be returned only to the parent. If the device is seen or used without permission a second time, the student will no longer be allowed to bring their device to school. Chronic violations of this policy may result in additional disciplinary action. These devices are brought to school at the child's own risk. The school/district bears no responsibility for loss of or damage to any electronic equipment.

Students can turn their cell phones on at the end of the school day. If a student is attending an athletic or after school event he or she may use his or her cell phone to call their parents in the vestibule area or outside the gym. The use of cell phones inside the gym is prohibited. **Update w/ cell phone step process**

## SOCIAL NETWORKING

Illinois Public Act: 98-0129 requires all schools/districts to publish in the student handbook the expectations for their students who are involved or may be involved in social networking, not use it for illegal purposes or for acts of bullying or harassing others. The law also requires us to inform all students and parents that there are times in which the school or district may request or require a student to provide their passwords or other social networking account information

## VIDEO/PHOTOGRAPHY

Video or photography by students at school is strictly prohibited. Video and photography taken by students and parents at school related events is permitted after the notification of the event supervisor and assurance that the photographs and/or video are for personal use only. School staff may take pictures and/or video at school events from time to time. In order to be included in photographs or video taken by staff, students must have an "Acceptable Use" agreement on file

with their advisor. "Acceptable Use" agreements are filled out during registration. By checking off the box, parents/guardians agreed to the terms and conditions of the Acceptable Use agreement.

### **MIDDLE SCHOOL CODE OF CONDUCT**

The students and staff have the right to learn and work in a pleasant, safe and orderly environment. The Middle School Code of Conduct has been developed in order to ensure these rights while promoting the child's self-esteem and self-confidence. The Middle School Code of Conduct will be going through a **review process** this year. The review process will include central office personnel, building administration, staff as well as parents.

The Code of Conduct or "Step" Program was designed to provide a system for addressing student behavior that is not responsive to the classroom management plan on a consistent basis. Every effort will be made to address inappropriate behavior with the least restrictive intervention. Students and parents/guardians are expected to familiarize themselves with the Step Program in an effort to avoid confusion if the student's behavior warrants this level of intervention.

#### **STEP I: PHONE CALL AND WARNING FROM THE TEACHER (WITH DOCUMENTATION)**

If a student has failed to observe a rule, the teacher will remind the student of the rule being violated. If the misbehavior continues, the teacher will discuss the behavior and the consequences with the student, the parents/guardians of the student and the school disciplinarian in making every effort to resolve the problem. Step I will be initiated if resolution of the problem fails to occur. The teacher will contact parents/guardians of the student by phone to discuss the misbehavior and inform the parent/guardian that the next misbehavior will result in referral to the school disciplinarian for the purpose of initiating Step II. The teacher will keep a record of the call, stating which rule was violated.

At any time during the program, the student has the opportunity to be removed from placement on the Step Program outlined in the Code of Conduct if no other violation occurs within 30 school days.

#### **STEP II: NOTIFICATION HOME FROM THE SCHOOL ADMINISTRATION**

If similar behavior continues, a school administrator will notify the parents/guardians of the student to explain the violation and the procedure that will follow if similar behavior continues. The school administrator may offer the services of the school counselor at this time. Administration will keep a report of the notification.

At any time during the program, the student has the opportunity to be removed from placement on the Step Program if no other violation occurs within 15 school days.

#### **STEP III: AFTER-SCHOOL DETENTION**

If, after progressing through the first two steps, the student continues to be uncooperative, the student will be placed on Step III. The school administration will contact the parents/guardians by phone. In addition, a letter describing the infraction and the penalty will be sent home.

After-school detention is a 40-minute period supervised by a certified staff member and has special rules. It is not to be confused with staying after school for a teacher. The student will be deemed ineligible until the detention is satisfactorily completed. A student who is ineligible loses all privileges such as, but not limited to: non-academic field trips, school dances, athletics, and clubs, etc.

#### **A student may be placed directly on Step III if he or she:**

1. *Directly challenges the authority of any staff member including substitute teachers at Glenside.*
2. *Disobeys or acts disrespectfully toward an adult during a school-related activity.*
3. *Is involved in a play fight or engages in excessive horseplay.*
4. *Is in possession of items that do not belong to him/her.*
5. *Uses profanity, vulgarity or an obscenity.*
6. *Fails to attend classes without a valid excuse.*

7. *Throws, spits, or shoots any object in school or on school grounds.*
8. *Fails to come before or after school upon the request of a teacher for disciplinary reasons (without a valid excuse).*
9. *Violates hallway/lunchroom rules.*
10. *Appears at any school function when ineligible.*
11. *Defaces school or private property.*
12. *Damages another student's chrome book or repeatedly disregards tech policies as outlined in the **Tech agreement**.*
13. *Commits any act similar in nature to those listed above.*

If another violation occurs within 15 school days, the student and parents/guardians will be required to attend a conference to devise a behavior contract.

At any time during the program, the student has the opportunity to be removed from placement on the Step Program if no other violation occurs within 15 school days.

#### **STEP IV: BEHAVIOR CONTRACT AND TEAM DEVELOPED 10 DAY POINT SHEET AND TEMPORARY LOSS OF PRIVILEGES.**

*If after progressing through Step I, II and III, or receiving three Step III infractions within 15 school days, the student will be placed on Step IV.*

The student, the guidance counselor, the advisor, and the parent/guardian will develop a behavior contract with input from the teacher(s) involved. Following that meeting a point sheet will be developed from the objectives developed by the team. This will occur within 5 days. In order for a student to successfully complete the objectives and Step IV the student must achieve at least 80% of their stated goals. If the parent/guardian is unable to be present while the contract is being developed, the contract will be sent home for the parent's/guardian/s signature. A copy of the form will need to be returned to the advisor within seven calendar days.

The student and parent/guardian will be given a written explanation of the next step should the student's behavior continue to violate school rules. The student will be placed on Step V if the objectives of the contract are not met.

In the absence of a contract, it will be necessary to implement a behavior program for the student. The terms of the program will be in effect for 15 school days from the designated date. If the terms of the behavior program are violated, Step V will be activated.

The remaining steps on the Code of Conduct may result in the student being removed from classes and as such must comply with the Illinois School Code.

At any time during the program, the student has the opportunity to be removed from placement on the Step Program if no other violation occurs within 15 school days.

#### **STEP V: EXTENDED REMOVAL FROM CLASS, TEMPORARY LOSS OF PRIVILEGES, AND IN-SCHOOL ASSIGNMENT**

In an effort to maximize direct instructional time despite the need for increased interventions due to inappropriate behaviors, alternatives to suspension are provided at the Step V level. There are a variety of alternatives at this level, dependent upon the severity, intensity and frequency of the incident(s). Final judgment of the severity of the incident, notification of the police and appropriate punishment is up to the discretion of the school administration. This applies to Steps VI and VII, as well as Step V.

A Step V offense can be handled through before or after school time, as well as during the school day. It is always the preference to have a student make arrangements to attend the before or after school session in order to attend class during the instructional day; however, this may not always be possible. In that case, the student may be assigned to an in-school session or a removal from

class. In all cases, the student will be provided with class work and given credit for any work completed during that time.

When a student receives a Step V, a school administrator will contact the parent/guardian via the telephone.

**A student will be placed on Step V if he or she:**

1. Fails to comply with the objectives of the contract established on Step IV.
2. Commits an act of gross disobedience or misconduct which is evidenced by a severe violation of the District Code of Conduct.
3. Verbally harasses, provokes, or threatens an adult or another student.
4. Is involved in a real fight.
5. Smokes on school property or at school sponsored activities.
6. Vandalizes school or private property.
7. Is in possession of any type of weapon, excluding knives or guns (please refer to Step VI for details regarding knives and Step VII for details regarding guns).
8. Is in possession of items that do not belong to him/her.

**A student who receives a before/after school assignment will:**

1. Report to the Main Office from 3:05-4:05 p.m. for an after-school assignment for five (5) consecutive days.
2. Remain silent and be allowed to complete homework or read.

**A student who receives an in-school assignment will be:**

1. Removed from classes for a specified amount of time.
2. Required to follow the rules as listed below:
  - a. Report on time to the in-school assignment area.
  - b. Bring appropriate materials for daily and/or make-up assignments.
  - c. Refrain from talking unless in response to the monitor.
  - d. Remain in an assigned seat.
  - e. Remain awake and in proper posture throughout the day.
  - f. Request permission from the monitor for the following privileges: leave, eat lunch and use the washroom.
  - g. User proper respect and courtesy at all times.

The student will be allowed bathroom breaks during the day. Lunch will be eaten in the in-school assignment area. All work must be done to the satisfaction of the school disciplinarian and/or subject teacher. Work carelessly done will not be accepted as fulfilling requirements.

The student will become ineligible from the time the step is issued and will remain ineligible for a period of 15 school days. A student who is ineligible loses all privileges such as, but not limited to: non-academic field trips, school dances, athletics, and clubs, etc. Should the parents/guardians request a board review; the student will be eligible during that review.

At any time during the program, the student has the opportunity to be removed from placement on the Step Program if no other violation occurs within 30 school days.

**STEP VI: SUSPENSION, OUT-OF-SCHOOL SUSPENSION AND PERMANENT LOSS OF PRIVILEGES**

The school board has authorized the principal, associate principal, and/or assistant principal to suspend students guilty of gross disobedience or misconduct which is evidenced by a severe violation of the District Code of Conduct. The parents/guardians will be asked to attend a conference to discuss the decision to suspend the student.

Suspensions will be governed by procedures as defined by state and federal law. Prior to imposing a suspension, the following procedures will be observed:

1. The suspending school official shall give the student oral or written notice of the charges and evidence to support the charges.
2. Students accused of offenses that warrant suspension shall be guaranteed due process in order to present a defense, to explain the circumstances of the alleged improper actions, or to attempt to prove innocence.
3. If the student denies the charges, an opportunity shall be given to the student to present an explanation in a conference with the suspending school official. The school official shall inform the student whether or not the suspension is to be imposed.
4. The suspending school official shall immediately notify parents/guardians, by phone and/or in writing, of the suspension, the reason for the action, the number of days removed (not to exceed ten school days), and the notification of the right to seek school board review of the suspension.
5. The suspending official must receive parent/guardian requests for board review by the end of the next school day. The suspension shall not take place until after the review. At a board review, the student/parents/guardians have a right to legal counsel at their own expense, the right to question the person who made the decision to suspend, the right to present and question witnesses, and the right to put forward a defense.
6. If a review is requested, the school board or the review officer appointed by the board will review the suspension as soon as possible. At this session, the parents/guardians may discuss the suspension with the board or the review officer. If the board appoints a review officer, the review officer shall report to the board a written summary of the evidence presented at the review. After the review or upon receipt of the written report of the review officer, the board may take appropriate action.
7. If the suspension decision is reversed, all references in the student's records shall be removed.

A student may be immediately removed from school when his/her presence poses a continuing danger to persons or property or an ongoing threat of disruption of the academic process. In such cases, the requirements of suspension proceedings must follow immediately.

The student will also become ineligible from the time the Step VI is issued and will remain ineligible for a period of 30 school days. Should the parents/guardians request a board review; the student will be eligible during that review.

A student may be suspended from the school bus, following the same procedure as required in any other suspension. The bus driver may not suspend or remove a student from the bus except as a safety measure in cases of immediate harm or disruption. At any time during the program, the student has the opportunity to be removed from the Code of Conduct if no other violations occur within 30 school days.

***The student will be placed on Step VI if he or she:***

1. Fails to comply with the objective established on Step V.
2. Commits an act of gross disobedience or misconduct (which is evidenced by a severe violation of the District Code of Conduct) which would make his/her presence a continuing danger to the persons, property, and/or academic process of the school.
3. Brings and/or is in possession of a knife on school property.
4. Is in possession of or under the influence of a controlled substance (drugs, alcohol, etc.) on school property or at school-sponsored activities. When a substance is determined to be an illicit drug, the identity of the student shall be given to the proper authorities.

***A student who receives an out-of school suspension will be:***

1. Immediately removed from all classes for a period not to exceed ten school days.
2. Required to attend a conference with his/her parents or guardian and the school disciplinarian before being readmitted to all classes. The purpose of this conference is to establish final measures for changing behavior.

**A student on an out-of-school suspension is not to be on school grounds at any time. An out-of-school suspension is considered the most serious disciplinary measure the administration can take to correct improper behavior. It also represents the final effort on the part of the school to direct the student toward acceptable school conduct. If this effort fails, the school board will determine the future of the student.**

In this vein, it is strongly suggested that the parents/guardians follow these guidelines during an out-of-school suspension:

1. The student is under adult supervision at all times.
2. The student should not be allowed any rewarding experiences. This time off should not be considered a vacation.

It is very important that the student realizes the seriousness of the situation. To this end, home and school need to work together in dealing with the student. The student is responsible for all work missed during the out-of-school suspension. Homework will be available daily upon request. Mutual support can be used as a foundation to reconstruct acceptable school behavior.

### **STEP VII: AN OUT-OF-SCHOOL SUSPENSION WITH A REQUIRED APPEARANCE BEFORE THE SCHOOL BOARD**

***The student will be placed on Step VII, which may result in an expulsion, if he or she:***

1. Brings and/or is in possession of a gun on school property.
  2. Physically attacks the person or property of any person on school property, at school-sponsored activities, or in areas within school jurisdiction.
  3. Fails to comply with the objectives established on Step VI.
- A. All procedures for suspension will be enacted prior to a school board review:
1. Due process.
  2. Written notice of charges and evidence in support of charges.
  3. Opportunity to present explanation in conference with suspending official.
- B. The student's parents/guardians shall be notified of the reasons for the proposed suspension, be required to attend the school board review to discuss their child's behavior and will be notified of the date, time, and place of the school board review. Such information will be sent by registered or certified mail.
- C. At the review by the school board, the parents/guardians have a right to counsel at their own expense, the right to question the person who made the recommendation to suspend, the right to present and question witnesses, and the right to make a statement in their own behalf.

After appearing before the school board, it will be determined if the student's gross disobedience warrants a recommendation for expulsion.

### **RECOMMENDATION TO THE BOARD OF EDUCATION FOR EXPULSION**

If after appearing before the School board it is determined that the student's gross disobedience continues to endanger the health and/or safety of others, or is an ongoing threat of disruption to the academic process, a recommendation to the Board of Education for expulsion will be made by the school principal/disciplinarian/superintendent.

A recommendation to the Board of Education for student expulsion may result for the following reasons, but is not limited to:

1. Brings and/or is in possession of a gun on school property.
2. Physically attacks the person/property of any person on school property, at school-sponsored activities, or in areas within school jurisdiction.
3. Fails to comply with the objectives established after an out-of school suspension.

The power to expel belongs solely to the school board. In cases where all other methods have failed to change the situation, endangers the safety of the school environment or the act is so

grievous, the principal/school disciplinarian has no recourse but to recommend expulsion. In expulsion cases the following procedures will be observed:

- A. All procedures for recommendation of expulsion will be enacted prior to a school board review.
  1. Due process.
  2. Written notice of charges and evidence in support of charges.
  3. Opportunity to present an explanation in conference with the suspending official.
- B. The student's parents/guardians will be notified by registered or certified mail of the reasons for the recommended expulsion and be required to attend the school board review to discuss their child's behavior. The notification shall include a full statement of the reasons for the proposed expulsion, the recommended length of the expulsion, and the date, time, and place of the school board review. The expulsion shall not take place until after the school board review.
- C. At the review by the school board, the student may be represented by counsel at the parent/guardian's expense. The parent/guardian has a right to: question the person who made the recommendation to expel; present evidence; call and question witnesses; and make a personal statement.
- D. If requested by the student, the parents/guardian, or representative, a record of the proceedings will be kept.
- E. If a review officer is appointed by the board, he/she shall report to the board a written summary of the evidence heard at the meeting and the board may take such action as it finds appropriate. [Ill. Rev. Stat., Ch. 122 Para 10-22.6 (1989)]

In the interest of helping students, the school district may assist parents/guardians in providing or locating alternative educational opportunities for an expelled student. The Illinois State Board of Education provides information and assistance to school districts and students interested in educational alternatives within a school or off campus.

#### **DISCIPLINE OF STUDENTS WITH DISABILITIES**

In cases where a student with an identified disability requires discipline procedures, guidelines mandated by the Individuals With Disabilities Education Act (IDEA) will be enforced. These mandates require careful consideration of the child's disability and the relationship of the behavior to such. A multidisciplinary team will be involved in the process to ensure compliance with the law.

#### **STUDENT INVOLVEMENT IN GANG ACTIVITIES**

A "gang" as used in this policy shall mean two or more individuals whose purposes include the disruption of the learning environment, or who associate with each other primarily for criminal, and/or other activities prohibited by law and/or the district's rules and regulations.

No students on or about school property or at any school activity shall engage in the following:

1. Wear, possess, use, distribute, display, give or sell any clothing, jewelry, emblem, badge, symbol, sign, or other item which is an indication of membership or affiliation in any gang.
2. Communicate either verbally or nonverbally (gestures, handshakes, slogans, drawings, markings, etc.), membership in or affiliation with a gang.
3. Commit any act, which furthers gang activity, including but not limited to:
  - a. Soliciting others for membership in any gang;
  - b. Requesting any person to pay protection or otherwise intimidating or threatening any person;
  - c. Inciting other students to act with physical violence upon any other person;
  - d. Committing any other illegal act or other violation of school district policies.

Discipline for student violation of this policy will be in accord with the District Discipline Code of Conduct.

### **PENALTIES FOR GANG ACTIVITY VIOLATION**

A student violating the school's policy on #1 or #2 above will be subject to the following:

1. Required to surrender any material or item alleged to violate this policy to school officials;
  - a. conference with the building principal or his/her designee;
  - b. parental notification and/or conference with the building principal or his/her designee;
  - c. notification to the police liaison officer for additional intervention and assistance;
  - d. subsequent related violation of this policy will subject the student to suspension or expulsion.
2. A student violating the district's policy on #3 above may be suspended for up to ten (10) days and may be recommended for expulsion for up to one year and will be referred to the proper law enforcement agency.

### **HARASSMENT**

No person, including a School District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

#### Sexual Harassment Prohibited

The District shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. See policies [2:265](#), *Title IX Sexual Harassment Grievance Procedure*, and [2:260](#), *Uniform Grievance Procedure*.

### **ATTENDANCE**

It is the parents or guardians responsibility to call the Glenside main office by 8:00 am on the day of the absence for the student to receive full make-up privileges. Parents or guardians must report absences by calling the **Glenside Middle School Attendance Line, 630-344-5771, 24 hours a day. Failure to call within 24 hours of the absence will result in an unexcused absence.** Any deviation from this procedure must be discussed with the Assistant Principal and is the parent's or guardian's responsibility. Only calls from parents or legal guardians will be accepted. The following information must be provided to excuse the absence for valid case:

- Parent / Guardian must identify themselves
- Student name
- Reason for the absence

If a parent/legal guardian anticipates being out of town and, therefore, will be unable to provide official notification of a student absence, the parent/legal guardian must provide written documentation of the adult designated to approve student absences. This written notification must be turned into the office prior to the parent/legal guardian leaving town

## **EXCUSED ABSENCES**

Section 26- 2a of the Illinois School Code, considers VALID CAUSE for a student's absence to be:

1. Personal Illness
2. Observance of a religious holiday
3. Death in the immediate family
4. Family emergency
5. Circumstances which cause reasonable concern to the parent/guardian for the safety or health of the student
6. Situations beyond the control of the student as determined by the Board of Education of the District

### **1. EXCUSED ALL-DAY ABSENCE**

- Parents/guardians must call the office, **630-344-5771**, to make arrangements for the student to be excused following the guidelines listed above. Whenever possible, the call should be made a day in advance.

### **2. EXCUSED PARTIAL DAY ABSENCE:**

#### Early Release:

- Parents/ guardians must call the office, **630-344-5771**, the day **before** the student is to leave the building for the appointment. On those rare occasions when there is an unavoidable last-minute reason for removing a student from school, a call from a parent/guardian must be made at least 30 minutes before the requested release time to allow the office sufficient time to contact the student.
- Students must report to the office and sign out
- Students are not allowed to contact parents using their cell phones to obtain permission for early release; all such calls must be made in one of the following locations: Nurse's Office, Main Office, or the Assistant Principal's Office

#### Late Arrival:

- It is the parent's/guardian's responsibility to notify the office, **630-344-5771**, if the student will be arriving late to school. The call must be made prior to the student's arrival. If the reason for the late arrival is not a valid reason (see Unexcused Absences) the student will receive an unexcused tardy or absence on their record. If the school does not receive a call excusing the student for arriving late to school, the student will serve a tardy detention after school for at least 20 minutes on Tuesday, Wednesday or Thursday.

### **3. ILLNESS DURING SCHOOL DAY**

If a student should become ill during the school day, the student must first secure a pass from their teacher and then go to the Nurse's Office. The nurse will contact the parent/guardian. If it is determined that the student will go home, the student **must report to the office** prior to leaving.

### **4. MULTIPLE & PROLONGED ABSENCES**

For prolonged absences due to illness or emergencies, special arrangements may be made with the office not to call in each day. If a student is able to do homework, arrangements may be made through the Attendance Office.

### **5. PRE-ARRANGED ABSENCES**

Pre-Arranged Absence forms may be obtained through the Attendance Office. The form needs to be filled out for the following absences: vacations, or participation in a non-school related

activity or sport. Students need to give themselves enough time, approximately a week, to complete this process in order to ensure that the absence will be excused.

1. The student must pick up the Pre-Arranged Absence Form from the office
2. Fill out the top of the form with details regarding the reason for the absence and the relevant dates. Have the parent/legal guardian sign it
3. Bring the form back to school in order to: inform all the teachers of the absence, list on the form all homework that must be completed during that time and have each teacher sign the form after the student lists the homework.
4. Turn the completed form in to the office two days before the absence for approval by the Assistant Principal.
5. Parents or guardians will need to contact the office in order to verify the absence
6. If the form is not turned in/on time, the absence will be counted in determining excessive absences. Vacations and participation in a non-school related activity or sport are not recommended when school is in session and may be counted towards excessive absence.

**UNEXCUSED ABSENCES / EXCESSIVE ABSENCES**

If the office has not received a phone call from the student's parent or guardian within 24 hours of the day of the absence, the student will be considered unexcused. Unexcused absences are defined as those absences which are not authorized and/ or school related.

In order to comply with School Code, the school reserves the right to determine if an absence is unexcused. The school reserves the right to determine if an absence is unexcused. The school considers the following reasons as examples of absences without valid cause, thereby resulting in an unexcused status

<ul style="list-style-type: none"> <li>● Car trouble</li> <li>● Missing the bus</li> <li>● Babysitting</li> <li>● Oversleeping</li> </ul>	<ul style="list-style-type: none"> <li>● Shopping</li> <li>● Personal</li> <li>● Vacation</li> <li>● Message on school voicemail with no reason for absence</li> </ul>
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The above list is used for illustrative purposes only and is not considered all-inclusive. Unexcused absences may result in disciplinary action as follows

- Administrative detention
- Building/ Event ineligibility
- Parent Meetings

**EXCESSIVE ABSENCES**

- Any student who is absent for 5% or more of the school year, either excused or unexcused, will be considered as having excessive absences. Absences that result from participation in a school-related activity will not be counted in determining excessive absences; however, absences due to vacations and non-school related activities/sports may be counted
- Once a student has been absent for 5% or more of the school year, a doctor's note (licensed M.D. or nurse practitioner) will be required for each absence.

**TRUANCY**

- Illinois School Code 1055 ILSC 5/26-2a defines a "truant" as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof. "Chronic or habitual truant" shall be defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for 5% or more of the previous 180 regular attendance days.

**Tuancy-Parent Liability (122:26-10)**

- Any person having a custody or control of a child to whom notice has been given of the child's truancy and who knowingly and willfully permits such a child to persist in his truancy within that school year, upon conviction thereof shall be guilty of a Class C misdemeanor and shall be subject to not more than 30 days imprisonment and/or a fine of up to \$500.

**Tuancy-General Liability (122:26-11)**

- Any person who induces or attempts to induce any child to be absent from school unlawfully, or who knowingly employs or harbors, while school is in session, any child absent unlawfully from school is guilty of a Class C misdemeanor.
- Truancy Ordinances exist in the communities served by District 16. Truant students are subject to the tenets of the local ordinances as well as school consequences.

**TARDY**

Students are expected to be in class at 8:08 am. If you are not in class by 8:08 am, you are considered tardy and will require an entrance slip from the office to enter class. A parent/guardian must call or write a note to excuse the tardy by 2 pm. If a parent/guardian does not contact the office or send a note, you will have an unexcused tardy and will be required to serve an after-school detention on the same day or on the next day. Failure to attend an after school detention will result in a Step 3 and place the student on the step system for progressive discipline.

You will be required to make up all unexcused tardy minutes. Five unexcused tardies will equal one unexcused absence and students will be required to make up time. Students must be in attendance for ½ day to participate in school and/or extra-curricular activities. Half a student attendance day starts or ends at 11:30 am.

**GRADE REPORTING**

Report cards are issued four times during the school year at the end of each quarter. Progress reports are issued midway through the quarter to communicate student progress. The midterm report does not become a part of the student's permanent record.

<b>EFFORT</b> 4=Excellent 3=Good 2=Fair 1=Poor
<b>DAILY BEHAVIOR SCALE</b> 4=Excellent 3=Good 2=Satisfactory 1=Unsatisfactory

<b>GRADING SCALE</b>		
A+	97-100	Excellent
A	93-96	
A-	90-92	
B+	87-89	Good
B	83-86	
B-	80-82	
C+	77-79	Needs Improvement
C	73-76	
C-	70-72	

D+	67-69	Unsatisfactory
D	63-66	
D-	60-62	
F	0-59	Failing
INC	INCOMPLETE	

### **ACADEMIC HONESTY**

Academic honesty is expected from all students in all classes. Any form of cheating including plagiarism will result in a grade of zero on the assignment in question as well as possible disciplinary action. In addition, the student's parents will be notified of the incident.

### **PROMOTION AND RETENTION**

In order to pass from one grade to the next, the student must pass in all classes for the year. All subjects count for promotion and/or retention. The students' grades at the end of the year will determine whether he/she has earned promotion or will be recommended for retention. The parents of the student will be notified, by registered letter, if there is a possibility of retention. Status reports will be sent prior to the end of each semester. If promotion is still questionable, the parents will be requested to attend a placement conference with the building principal at the end of the year. State requirements for promotion may include IAR and local assessment minimum standards.

### **ELIGIBILITY REQUIREMENTS**

In order to participate in all school activities, you must be eligible. Eligibility is reviewed every 4 ½ weeks and includes both behavior (daily behavior), and academics (grades). Students who have a failing grade (F's) in two or more subjects are academically ineligible. Placement on Step III, Step V, and Step VI also results in a temporary or permanent loss of eligibility. Conduct ineligibility results when two or more teachers assign daily behavior grades of "I".

### **GRADUATION REQUIREMENTS**

In order to receive a diploma on stage, you must fulfill all the academic requirements for completing eighth grade including passing the US and Illinois Constitution Tests. In addition, you must be a student in good standing related to your conduct and attendance at school. All make-up time will need to be served prior to graduation. Fines and/or student fees owed as a result of participation in school events or use of school materials must also be paid up to date. As a student at Glenside, you are responsible for meeting all graduation requirements. You will be provided make up opportunities if you are in danger of not graduating. Your parents will be kept informed if you are in danger of not graduating. All efforts will be made to assist students in meeting the graduation requirements.

### **HOMEWORK/DAILY ASSIGNMENTS**

Students at Glenside will be assigned homework on a regular basis, which will have an influence on their grades. You are required to finish all homework at home and turn it in when it is due. Make up and late work is subject to penalties.

### **SCHOOL AND PERSONAL PROPERTY**

All school and personal property should be marked with your name and advisory number/name. You and you alone are responsible for all school items given to you to use during the year. If you damage or lose these items, you will be assessed a fine which must be paid. It is strongly suggested that students cover all books to prevent excessive wear. **THE SCHOOL IS NOT RESPONSIBLE FOR LOST, STOLEN, OR DAMAGED ITEMS.**

### **SCHOOL LOCKERS**

Your locker is the property of the school and must be used as a storage area for books, school supplies and outdoor garments. Lockers may be searched by school officials at any time with or

without your knowledge or consent. The Glendale Heights Police Department K-9 Unit may assist in these searches from time to time. **DO NOT SHARE YOUR LOCKER COMBINATION WITH ANYONE. THE SCHOOL IS NOT RESPONSIBLE FOR MISSING ITEMS. PLEASE MARK ALL OF YOUR BELONGINGS.**

### **DRESS REQUIREMENTS**

You have the right to dress and groom according to your parents or your own personal taste as long as it does not present health or safety hazards or substantially disrupt the education process. The following examples of clothing that should not be worn to school: short shorts, ripped shorts / jeans, halter tops/spaghetti straps, tube tops, tank tops, mesh tops, cut-off shirts, see-through shirts, and hats. Jackets, pullovers and coats must be stored in the locker during the day. Shorts should extend past the mid-thigh. Also, clothing that contains graffiti objectionable in nature or indicating membership in or affiliation with a gang are not to be worn in school. Clothing must be worn in the manner and for the purpose for which it was designed. Final judgment on questionable dress will be made by the administration.

The district allows a student to modify his or her athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of his or her religion or his or her cultural values or modesty preferences. A student is not required to receive the prior approval of the school board for such modification.

### **PHYSICAL EXAMS-ATHLETIC PARTICIPATION**

All fifth, sixth, seventh, and eighth grade students desiring to participate in any of the athletic programs are required to have a sports physical examination within one year of intended participation. This physical report must be on file in the nurse's office by 8:10 AM on the previous day of student tryouts or practice for all athletic activities.

### **MEDICATION POLICY**

No school personnel shall administer to any student nor shall any student possess or consume any prescription or nonprescription medication except after the filing with the school district of a completed and signed school medication authorization form. All student medication shall be left with the school nurse during the school day. Student medication shall be administered by the school nurse whenever possible; principals and other certified or non-certified school personnel may be instructed by the school nurse to administer medication if he/she is unavailable.

For overnight field trips, medications must be dropped off to the school nurse by the parent at least two days prior to the trip. All school medication authorization forms must be completed and signed by a physician and the parent so that the medication can be administered to the student while on the field trip. In addition, students who self-medicate must have a signed release form prior to attending the field trip. Additional guidance will be provided by the school nurse.

**DISTRICT/GMS 2024/2025 CALENDAR**

August 19, 2024	Teacher Institute Day - No Student Attendance
August 20, 2024	First Day of Student Attendance - Half Day
September 2, 2024	Labor Day - No Student Attendance
<b>September 12, 2024</b>	<b>Curriculum Night (5th - 8th) - 6:00 - 7:30</b>
September 13, 2024	School Improvement Day - Student Attendance / Half Day
<b>September 25, 2024</b>	<b>GMS- Picture Day</b>
October 14, 2024	Columbus Day - No Student Attendance
October 15, 2024	Teacher Institute Day - No Student Attendance
October 17, 2024	Conferences - Late 5:00 - 8:00
October 23, 2024	Conferences - Early 3:30 - 6:30
November 5, 2024	Election Day - No Student Attendance
November 8, 2024	School Improvement Day - Student Attendance / Half-Day
November 8, 2024	End of Trimester 1
November 15, 2024	Report Cards Live (Through Skyward)
November 25-29, 2024	Fall Break (No School)
Dec. 23, 2024 - Jan. 3, 2025	Winter Recess (No School)
January 6, 2025	Teacher Institute Day - No Student Attendance
January 7, 2025	Classes Resume
January 20, 2025	MLK Jr. Birthday - No School
January 23, 2025	Winter Conferences - Late 5:00 - 8:00
January 29, 2025	Winter Conferences - Early 3:30 - 6:30
February 7, 2025	School Improvement Day - Student Attendance / Half-Day
February 10, 2025	End of Trimester 2
February 17, 2025	Presidents' Day - No School
February 21, 2025	Report Cards Live - Skyward
February 28, 2025	Countywide Teacher Institute Day-No Student Attendance
March 31 - April 4, 2025	Spring Recess
April 11, 2025	School Improvement Day - Student Attendance / Half-Day
April 18, 2025	No School - No Student Attendance
May 5, 2025	School Improvement Day - Student Attendance / Half-Day
May 26, 2025	No School - Memorial Day
TBD	<b>GMS- 8<sup>th</sup> Grade Graduation</b>
*May 30, 2025	Last Day of School- End of Trimester 3 (if no emerg. days)
June 6, 2025	Report Cards Live (Through Skyward)

**\*The Board of Education may specify a closing date earlier than that date set on the official district calendar submitted to the Illinois State Board of Education due to non-use of emergency closing days. The last day of the 2024/2025 school year may be as early as May 30, 2025. The last report cards will be sent on the last day of student attendance.**



**GLENSIDE MIDDLE SCHOOL  
STUDENT HANDBOOK 2022 - 2023**