

YOUR GUIDE TO GLEN HILL PRIMARY SCHOOL

A Parent Guidebook

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Sources:

A Guide to Your Children's Schools

Adult Learning Resource Center - Des Plaines, IL

Reaching All Families: Creating Family-Friendly Schools

Office of Educational Research and Improvement

Dear Parent or Guardian:

Welcome to Glen Hill Primary School! This handbook will give you important information about Glen Hill School. The information in this handbook is detailed information about our policies and procedures. Parents and schools are partners in the education of children. Both want children to succeed. When parents and families get involved in education, their children do better in school and grow up to be more successful. By understanding how our school works, you can help your child succeed and do the best they can.

Sincerely,

The Staff and Administration of Glen Hill School

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Welcome to Glen Hill Primary School

Our Mission

We encourage lifelong learning by educating students for academic excellence and supporting their development to become independent young adults.

We, the Glen Hill Primary School community, establish these responsibilities in order to foster the improvement of reading, language arts and math to support the success of our students. We believe this can be done with the planned partnership of parents, families, students, teachers, administrators and community members.

Family Responsibilities

We will:

- ✓ Make sure our child attends school regularly, is on time, and is prepared to learn, with homework completed.
- ✓ Know what skills our child is learning in classes each day.
- ✓ Do activities at home that continue our child's classroom learning at home.
- ✓ Read with or to my child for 20 minutes each day, five days a week.
- ✓ Get a library card for our child, and encourage our child to bring reading materials from the library into the home.
- ✓ Attend parent-teacher conferences and communicate frequently with our child's teacher, through notes and conversations, about how well our child is doing.

Student Responsibilities

I will:

- ✓ Come to school on time and be ready to learn.
- ✓ Pay attention to my teachers, family, and tutors, and ask questions when I need help.
- ✓ Ask my family to read to me or with me for 30 minutes each day, five days a week.
- ✓ Complete my homework on time in a thorough and legible way.
- ✓ Welcome help from my family on my homework and papers.
- ✓ Return signed homework and papers to school.

Teacher Responsibilities

We will:

- ✓ Provide quality teaching and leadership to our students and their families.
- ✓ Communicate frequently with families and tutors about our students' progress and show them how they can help.
- ✓ Coordinate with other programs to make sure nightly assignments do not exceed the time limits.

- ✓ Recognize that students are accountable for every assignment.
- ✓ Participate in meaningful professional development in how to teach, how to communicate with families, and how to work with tutors.
- ✓ Hold at least two parent-teacher conferences a year.

Principal and Assistant Principal Responsibilities

We will:

- ✓ Set high standards in all subject areas by providing a challenging curriculum.
- ✓ Report publicly on school wide assessment scores, and help teachers and parents to understand how adopting high standards can lead to the improvement of scores.
- ✓ Allocate resources to ensure high standards are met.
- ✓ Provide reading materials and training so that parents can help their children learn to read.
- ✓ Welcome and involve all families, especially those with low literacy skills or limited English proficiency, or those who have not been involved in the school before.

Community Member Responsibilities

We will:

- ✓ Make a commitment to help all children learn to read.
- ✓ Keep informed about the Common Core Learning standards and the performance of schools in my area.
- ✓ Find out more about my school's literacy and learning standards.
- ✓ Contact business and other community organizations that could donate resources to local schools to help them meet high standards in reading and math.
- ✓ Volunteer to tutor students who need help in reading, language arts skills and math or support and participate in training for tutors and other partners.
- ✓ Help to open other facilities where children can go after school to read with someone or to do their homework.
- ✓ Build a community network of concerned adults, consisting of community leaders, writers, journalists, and others who can be helpful to discuss and publicize local literary issues.

Chapter 1: The School Calendar and the School Day

How long are my children in school each day?

Students in grades K – 3 begin their school day at 8:20 A.M. School ends for grades K – 3 at 2:10 P.M. on Monday and 3:00 P.M. on Tuesday through Friday. Half day kindergarten classes begin at 8:20 A.M. and end at 11:35 A.M.

Every Monday is an Early Release Day our schedule is as follows;

Students in grades K – 3 begin their school day at 8:20 A.M.

School ends for grades K – 3 at 2:10 P.M.

Half day kindergarten begins at 8:20 A.M. and ends at 11:35 A.M.

School Breakfast/Lunch:

We provide both a cold breakfast and hot or cold lunch with a daily vegetarian option for any student. You will be provided the menu for the year during the first week of school. This menu is also available on the district website at www.queenbee16.org. Each child is provided a card and this card will track any meal they take and it is charged to their meal account. Parents can pay into this account online through Skyward. Please take this time to discuss this with your child.

When does my child eat breakfast?

- Every morning at 7:55 A.M. students may enter through Door 4 (located at the back of the building through the gym) to eat breakfast in the gym. As soon as each child has finished eating breakfast, they will be sent outside to line up or to go to their lockers. Breakfast will end promptly at 8:15 A.M.

When does my child eat lunch?

- Students in grades K through 3 will eat lunch at school. Students have the option of bringing a lunch to school on a daily basis. We do offer a hot and cold lunch program. The lunch hour begins at 11:35 A.M. and ends at 12:25 PM.
- Parents bringing lunches for their child should deliver lunches to the school office **BEFORE 11:30 A.M.** Please be sure that your child's lunch box or lunch bag has the **child's FIRST NAME, LAST NAME AND THE TEACHER'S NAME written on it.** Please place the student's lunch box or bag on the lunch cart in the main entry way of the school. Please remember that **SODA IS NOT ALLOWED.**

Lunchroom Rules:

- Children will be escorted to the lunchroom by their lunch monitors.
- Children will be assigned tables by classrooms.
- Children will be dismissed from the lunchroom when their tables and floor are clean.
- Children will remain seated until excused.
- Children will use “level 2 voices” while eating.
- Children will be respectful to fellow students, lunchroom personnel and supervisors.
- Children will remain seated in the lunchroom.

While fast food may be a good alternative to making a lunch, fast food lunches are discouraged from being brought to school on a daily basis. If you do bring a fast food lunch, please remember that **SODA IS NOT ALLOWED & KEEP ALL TOYS THAT MAY COME WITH THE MEAL AT HOME.** If you are helping your child pack a lunch, start by brainstorming foods and snacks that he or she would like to eat. The following are guidelines for packing a healthy lunch for your child.

A healthy lunch contains:
Lower-fat deli meats, such as turkey
Whole-grain breads (wheat, oat, multigrain)
Light mayonnaise or mustard
Baked chips, air-popped popcorn, trail mix, veggies and dip
Fruit in natural juices or fresh fruit
Trail mix, yogurt, or homemade baked goods such as oatmeal cookies or fruit muffins
Milk, water, or 100% fruit juice

What does my child do at recess?

All children have 20 minutes of recess daily either before or after their lunch. Playground and game rules are for the safety and fairness of all our students. These rules will be published and explicitly taught during the first few sessions of Physical Education (PE). Personal equipment (balls, jump ropes, etc) is not allowed at school. Equipment brought from home will be held in the office until the end of the day. The school will provide all of the equipment that is needed for play. Playground equipment is not given out before school, as this promotes children coming to school before adult supervision is available.

In addition to the playground and game rules, we expect our students to abide by the following:

- Excellent sportsmanship is expected from students at all times during games played at recess time.
- Students will follow directions of supervisors, the first time given, with no argument.
- Walking or running through a game area is prohibited.
- Students are to stay in the supervised, assigned areas during all recesses. The parking lot is off limits. Students must not climb fences.
- Students are to "Stop, Look and Listen" if they hear the whistle from a yard supervisor. Immediately obey any direction given after the whistle.
- On slides, children must go down one at a time, feet first.
- On swings, standing or jumping off is not allowed.
- There are no water guns or electronic toys allowed at school or on the playground.
- Walking in the playground areas

At the end of recess, the school bell will ring. All students are to stop what they are doing and walk to their lines. This prevents accidents that can happen when 200 students are running to line up.

Are there holidays or special days when children are not in school?

Our school has a two-week winter break from mid December through early January. We also have a one-week break in spring, usually during the end of March.

Glen Hill School is closed for other days, too. There are special meetings for our teachers on Institute Days and School Improvement Days. *Every Monday* all students go home early. This is called an *Early Release Day*. On student early release days, classes begin at 8:20 and end at 2:10 P.M. Half day kindergarten classes are held from 8:20 A.M. to 11:30 A.M.

If your child needs to stay home for a religious holiday when school is open, call the attendance phone (630-260-6141 OR 630-260-6143) to report your child's absence. You may leave a voicemail message.

SCHOOL CLOSINGS: Sometimes schools close when the weather is VERY bad. **PLEASE DO NOT CALL THE SCHOOLS REGARDING SCHOOL CLOSINGS.** If our schools are closed, no one will be there to answer the telephone. Our school district will send out a phone message to inform parents of any school closings due to bad weather.

Please be sure to inform the school office if you have changed telephone numbers so that this information is as current as possible. There are many other ways to find out if our school is closed.

- You can visit our website at www.queenbee16.org or download the QB16 app for your phone.
- You can listen to the following radio stations:
WGN 720AM
WBBM 780AM
- Local TV stations will also carry school closings:

IF QUEEN BEE SCHOOL DISTRICT 16 IS **NOT** LISTED – WE ARE OPEN! **Please do not call the school.**

HELPFUL HINT

Keep our school calendar on your refrigerator or by your phone.

Chapter 2: Getting to School

How can children go to and from school each day?

Children who live close to Glen Hill usually walk to school. Some parents drive their children to school. Children who walk or are driven to school must arrive no earlier than 8:00 A.M. and no later than 8:15 A.M. This is a safety issue and our staff is not available to supervise students who do not observe this time schedule. Children are not allowed in the hallways and classrooms once school has ended. Parents must make arrangements for their children before and after school.

- ❖ When dropping off or picking up students, please do not block the parking lot and do not use the drive through/bus lane. The drive through/bus lane is only for school busses and emergency vehicles.
- ❖ It is important for all cars to stay in a single line so children do not have to walk around the cars. Please do not leave your cars parked in the driveway unattended.
- ❖ Do not drop off children on Bloomingdale Road, this is very dangerous.
- ❖ Children must get out of their cars from the passenger side along the sidewalk.
- ❖ You can only turn right onto Bloomingdale Road outside of the parking lot.

If your child takes the school bus, you need to know:

- The number/animal name of the school bus
- The place your child gets on the bus
- The time your child gets on the bus
- The place your child gets off of the bus
- The time your child gets off of the bus

In the morning, children must arrive at their bus stop 10 minutes before the pick-up time. All children riding the bus are expected to get on and off at the same bus stop every day. If your child is not going to ride the bus home from school on a certain day, the school must be contacted before 2:00 P.M.

HELPFUL HINT

**To avoid the crowd in the parking lot,
use Glen Hill Drive for
drop-off and pick-up.**

Chapter 3: School Procedures

Good attendance is important for student success. State law requires that attendance be regular except for illness. It is important that students be prompt as tardiness disrupts learning. If your child misses school, please call the office by 9:00 A.M. (630-260-6141 or 630-260-6143) and let us know why he/she is absent.

You may request homework from the teacher after the second day of an extended absence. If you request homework, please call the office before 9:00 A.M. You may then pick up the homework between 3:00 P.M. and 3:30 P.M. the day of your request.

What should I do if my child is sick?

If your child is sick, they should stay home. Sometimes parents send a sick child to school because they have to go to work and can't stay home with the child. However, a sick child makes other children sick. **If your child is staying home from school, you must call 630-260-6143 or 630-260-6141 before 9:00 A.M. Please leave a detailed message on our voicemail if we do not answer the phone.**

We will send a letter to parents if 2 or more students in your child's grade level has a contagious illness such as chicken pox, strep throat, or lice. This letter will tell you what to look for so you will know if your child catches the illness.

What if my child must take medicine in school?

If it is necessary for a child to take a medication in school, parents must provide the school with a doctor's note. Parents should not send medicines or cough drops to school with children. Children are not allowed to take medicine or cough drops by themselves at school. A doctor's note is also needed to stay in for recess or not participating in physical education.

If your child has medication that has been prescribed by a doctor, please contact the nurse to arrange for your child to take the medication during school.

The child must come to the nurse's office to take the medicine.

Who should I call if I have questions about my child's health?

If you have questions about your child's health at school, call our school nurse at 630-260-6142. **Please leave a detailed message on our voicemail if we do not answer the phone. The nurse will return your phone call as soon as possible.**

How can the school reach me if my child becomes sick at school or has an accident?

If your child becomes sick or has an accident at school, the school will call you or the people listed as emergency contacts in our database. It is important that our secretaries be informed if your emergency information changes. It is important for us to know:

- The telephone number where you are during the day
- The name and telephone number of a relative or close friend
- The name and telephone number of your child's doctor or clinic
- Any special health needs your child has

If my child must be late or absent from school, what should I do?

Late for school: Children should not be late for school. Children should arrive before 8:15 A.M. If children are not inside the classroom at 8:20 A.M., the teacher will mark them absent. You should call us at 630-260-6143 or 630-260-6141 if your child is going to be late. Your child will still be marked tardy even after your call.

A student who is not inside their classroom by 8:20 A.M. is tardy and must check in at the office and receive a pass before going to class.

Absent from school: When your child can't come to school, call the school **every day**. We have voicemail service 24 hours a day where you may leave a detailed message. Please call the night before or before 8:30 A.M.

When you call our school (630-260-6143, 630-260-6141), you should say the following information:

- Your name and phone number
- Your child's first name and last name
- Your child's grade and teacher's name
- Why your child is going to be absent
- Request homework for 3 P.M. pickup

Sometimes parents take their children out of school during the day before school is over. They may have to take their child to the doctor or dentist during the day. If you need to take your children out of school, you must inform the school office. Your child should take the note to the teacher in the morning. The note should say:

- Why you are taking your child out of school
- What time you will take your child out of school
- The name of the person picking up your child

When it becomes necessary to check a student into school late or pick up for an early dismissal, please sign your child in/out at the office. Your child will be called to the office to meet you. Please do not go directly to the child's classroom, lunchroom or playground. **Please do not drive into or park in the bus lane. This is only for buses and emergency vehicles.**

Make-up Work: Children who are absent from school due to illness must do schoolwork and homework they miss. If a child is absent from school due to illness for more than 2 days, you may call to schedule a time to pick up the make-up work. You or your child's friend can go to the school office to get the make-up work.

Family Vacations: Parents should not take their children on vacations during school time. Parents should take family vacations during school breaks. **The Board policy states: "Removing students from school for vacation trips is discouraged. Instructional staff is not required to provide work to be completed by students who are away from school on vacation during the school term. Because the Board of Education discourages vacation trips during the normal school year, absences of this nature will be considered unexcused absences, and no make up work will be permitted." There are no penalties, and/or zeros issued for work missed during a vacation.**

Can I visit my child's school?

Parents are welcome to visit our school. We ask that you contact your child's teacher by phone call, written note or email to arrange a time for your visit. When you visit, you must first go to the office and present your driver's license or state ID to sign in and receive a visitor's pass. You can visit your child's classroom, but we ask that you do not talk to the teacher during class. If you would like to talk to the teacher, we ask that you make an appointment for a private conference. All parents who wish to volunteer in our school must provide a current state ID or driver's license. Please contact the Principal if you have any questions.

Do I have to pay for anything in the school?

Sometimes, there are additional fees for some school activities or materials:

Field Trips: Students go on field trips to museums, the zoo, and other places. Parents must sign a permission slip before the child can go on the field trip. There is usually a small fee for the trip, which covers the cost of the bus and admissions. Parents are sometimes offered a chance to volunteer to go on a field trip to help the teacher watch the children on the trip.

Magazine Subscriptions: Some grade levels use educational magazines in their classrooms. Teachers will send home a letter in the beginning of the year stating the cost of the magazine subscription. Children may take this magazine home when they are finished using it in class.

PROMOTION/RETENTION PROCEDURES

Placement, promotion, or retention shall be made in the best interests of the student after a careful evaluation of all the factors relating to the advantages and disadvantages of alternatives. When any alteration in a student's normal progression through school is contemplated, all factors must be considered. Quantitative measures such as age, physical size, ability and level of academic achievement shall be supplemented by a qualitative assessment of the student's motivation, self-image and social adjustment. When a decision to retain in grade is imminent, parent/guardians shall be informed in writing via certified mail by the building principal. This written notification shall be postmarked no later than two weeks prior to the end of the school year. Parents or legal guardians may appeal the decision by requesting a meeting with the Superintendent of Schools or his/her designee within ten days of the written notification.

Who can I ask about school procedures if I have a question?

You can call the school secretaries, teachers, or administrators at any time throughout the school year. Open communication is an important part of every child's success at Glen Hill.

Ms. Jonas	630-260-6145	jjonas@queenbee16.org
Ms. Price	630-260-2572	sprice@queenbee16.org
Ms. Mendez	630-260-6143	mmendez@queenbee16.org
Ms. Bess	630-260-6141	ibess@queenbee16.org
Nurse's Office	630-260-6142	

Chapter 4: Instructional Programs

What subjects do my children study in elementary school?

The primary school curriculum is the subject's children study in school. In our school, children study many different subjects:

Subject	Minutes per Week
Reading, Writing	600
Math	300
Science	150
Social Studies	150
PE and Health	80
Fine Arts and STEM	120

HELPFUL HINT

Keep a folder for all school documents. Often children bring home school information for you in their backpacks. This folder can hold information about the school calendar, bus schedules, school vacations, holidays, and other materials and announcements sent from our school.

If my child has learning difficulties or special needs, what can the school do to help?

Special education is a program for students who need specialized instruction and accommodations to support their learning. Our district provides special education services for students with disabilities to help them succeed in school. If your child has special learning needs:

- Ask about the services available in our district.
- Tell us what kind of special help your child needs at school.
- Bring or ask for an interpreter at meetings if you do not speak English.
- Keep all important documents and letters our staff sends to you.

Chapter 5: Social Emotional Learning

What is SEL?

SEL or Social Emotional Learning provides students with strategies to develop their self regulation skills.

We utilize age appropriate lessons for all grade levels that include songs, games, and engaging activities that help develop social emotional skills. Our students are learning how to make friends, manage their emotions, solve problems and deal with peer pressure.

Our school wide expectations are:

We are responsible

We are caring

We are always learning

It is our goal to make the understanding of these rules as clear and easy for children as possible. We connect the skills we are teaching our students to the school wide expectations.

Each grade level incorporates positive reinforcement for students to encourage appropriate school behaviors.

The term **bullying** means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:

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

Bullying will not be tolerated at Glen Hill. For further information of how bullying will be dealt with at the district/school level please see Board Policy 7:180 of the School Board Policy. You can locate the Board Policy on the district website www.queenbee16.org.

Chapter 6: Parents' Role in Their Children's Education and Learning

We want you to be involved in your children's education. Parents can be involved in our school in many ways. They can:

- Talk to our administrators and teachers
- Attend school activities
- Assist in making decisions about our school
- Volunteer at our school

How can I learn about my child's school?

Prompt, open communication between home and school is essential. In order to give parents adequate time in meeting with staff, we ask that parents schedule a specific time with teachers to discuss their child's program.

Individual parent/teacher conferences will be scheduled two times during the year and as needed throughout the course of the year. Report cards are intended to give parents and students an indication of the student's growth and development in school subjects.

Curriculum Night/Open House: This is a time to meet your child's teacher, see their classrooms, learn about Glen Hill, and hear about what work your children will be doing throughout the year.

Written Materials: Flyers are sent home with the children. The following are examples of materials that we send home:

- School calendars that list activities, holidays or school programs
- Newsletters telling what has happened in the classrooms and school
- Permission forms for students to take field trips
- Announcements for school meetings, conferences, school closings and other events

Phone Calls and the Internet: When calling the teacher, please note that the teacher is responsible for providing instruction during the school day and may not get back to you before the end of the day. All teachers can also be reached by e-mail. You may access this website at: www.queenbee16.org. The website also includes information about school programs, calendars and parent resources.

Since the delivering of messages may cause a disruption to the classroom, the office cannot guarantee to deliver messages to students except in cases of emergency. A student may NOT receive a telephone call unless it is an emergency. Please NEVER go directly to the classroom to give your child a message. All parents must go to the office.

Parents are encouraged to call our school whenever they have a question and ask to speak to their child's teacher or our principal. If you wish to visit our school, please call the school first to make an appointment.

How do I know how my child is doing in school?

Report Cards: Report cards are intended to give the parents and students an indication of the student's growth and development in school subjects. Report cards list each subject your child studies. For each subject, there is a rating.

Parent-Teacher Conferences: Individual parent/teacher conferences will be scheduled during November and February and as needed throughout the course of the year. This is a meeting held between parents and teachers. The teacher meets privately with each child's parents to discuss the child's progress and/or behavior in the classroom. Parents can also ask for a conference any time there is a problem. Parents can call the teacher or write a note or email to the teacher asking for a conference.

What can I do at home to help with my child's learning?

Successful students come to school ready to learn and have good study habits. There are many ways parents can help their children do well in school. Doing so tells your child that learning is important and that he is important. Here are some important things you can do to help your child's learning:

Read to Your Child: If you're like most parents, finding time to read with your child can be a challenge. With a little planning, you can make the time that you spend reading with your child one of the best parts of your day.

- Plan ahead. When you go to the library, choose five books for the week. Each day pick a different book to read.
- Talk about books. At breakfast, talk about the books you read with our child the day before. It will help your child know that reading is special.
- Make up a story. There are some days that you're on the run and don't have time to read. Make up a story instead.

Talking about Schoolwork: Parents should ask their children each day, "Tell me about something exciting that you did today." "Do you have any homework tonight?" We want you to discuss schoolwork with your child. Encourage your child to share events, projects and graded papers with you.

Helping with Homework: Homework is defined as assignments given to increase all levels of a child's understanding or skill in a particular area of the curriculum. Homework will have a purpose and will be clearly understood by the student. Homework will be an extension and enrichment of the curriculum. It will have as one of its purposes the development of good study habits and self-reliance in working independently. The assignments will be planned in terms of the child's needs, abilities and potentials.

It is the responsibility of the child, parent and teacher to ensure that assigned work is completed on time. It may be necessary to establish regular communication procedures between teacher and parent to assist individual students with their responsibilities.

Children may be assigned homework to:

- Complete assigned homework
- Complete unfinished or make-up work
- Practice in various subject areas
- Finish special assignments
- Work on Book Reports
- Review daily or returned work
- Listen to parents/students read
- READ
- Work with parents on specifically assigned tasks
- Study for a quiz or a test

The length of homework assigned daily is based on your child's grade level:

- First grade = approximately 10 minutes per day
- Second grade = approximately 20 minutes per day
- Third grade = approximately 30 minutes per day

Homework Time: Children have many daily activities such as chores, appointments, playtime, after school programs, and homework. You can help your children schedule a special time for homework. It is best if homework is done at the same time every afternoon or evening, but not late in the evening. During homework time, you should turn off the television and video/computer games. Children need a quiet place to do their homework.

It is very important to your child's health and education that he/she gets enough rest and maintains a well balanced diet. We urge you to send healthy snacks with your children to eat at morning snack time and at lunch. Here are some general guidelines for the number of hours of sleep a child needs on average each night:

Age	Hours of Sleep per Night
5	10 – 12
6	10 – 11.5
7	9.5 – 11.5
8	9.5 – 11.5
9	9.5 – 11.5

Looking at Homework: You can look at the homework to see if it is neat. Your children can explain their homework to you. Sometimes children see mistakes when they explain their homework.

Problems with Homework: Sometimes children cannot finish their homework because they don't understand it. If parents understand the homework, they can help their children. But parents should never do the homework for their children.

Many parents feel that they cannot help their children with homework. If parents cannot help their child with a homework problem, they can tell the teacher their child had a problem finishing the assignment. Many times, children can get extra help with their homework assignments at school or during recess.

School Supplies: Children need to bring school supplies to class. School supply lists are available in the office and on our website.

Dress for the Weather: Make sure your children's clothes are okay for the weather outside. For example, if it's cold outside, they should wear warm clothes such as coats, hats and gloves. Children go outside for recess on all days when the outside "real feel" temperature is 20°F and above.

Dress Code: Proper dress for school is important to your child's learning. It is important to let your child know that there is a way to dress for play and dress for school. Boys cannot wear hats inside and girls are not allowed to wear bandanas. Boys are not allowed to wear tank tops and girls are not allowed to wear halter tops. If your child is not dressed properly for school, they will be asked to put on their gym or art shirt.



YES



YES



YES



YES



NO



NO



UNSAFE



UNSAFE

What special activities can I attend at Glen Hill School?

We invite parents to special school activities. These activities give teachers, parents and children a time to get to know each other. Some activities that parents are invited to attend with their children are:

- Musical presentations to see your child act, sing or play an instrument.
- PTO Family Nights where children and their family can complete activities together.

What are some ways I can volunteer at Glen Hill School?

Visitors and Classroom Volunteers are welcome to our classrooms. To minimize potential interruptions to learning, we ask that the following guidelines be followed:

- Schedule the visit ahead of time with the teacher.
- Time and length of stay will be at the discretion of the teacher.
- Please provide an Illinois driver's license or Illinois state ID to sign in and out in the office and wear a visitor sticker. Please contact the Principal if you have any questions.

Parents are encouraged to share their time and talents with students as a classroom volunteer. We appreciate the **observance of confidentiality** when working with our children.

For Classroom and Learning Activities you might volunteer to:

- Talk to a class about your job or your native country.
- Go on a field trip with the class.
- Read to a class or listen to students read.
- Work with kindergarteners on motor activities.

For School Programs you might volunteer to:

- Join our Parent Teacher Organization, P.T.O.
- Assist with room parties
- Help with fundraisers
- Help with Book Fairs

Parent-Teacher Organizations (PTO) plan programs to earn money for our school. Being a parent automatically entitles you to participate in the P.T.O. There is no fee to join. For example, our PTO plans a Book Fair to sell books. They have used the money they earn to buy books for the students of Glen Hill.

There are many ways to volunteer in our school. We need your help, ideas and participation in your child's education. You are a very important part of your child's education. You are always welcome in our school.



Additional Glen Hill Information

Mascot: Dolphin

School Colors: Blue and Gold

**School Hours: Monday 8:20 A.M. to 2:10 P.M.
Tuesday through Friday 8:20 A.M. to 3:00 P.M.**

**School Address: 1324 North Bloomingdale Road,
Glendale Heights, IL 60139**

**School Telephone Numbers: 630-260-6141
630-260-6143**

**District Website and Direct Link to the Glen Hill
Homepage: www.queenbee16.org**

**Facebook Page: Glen Hill Primary School and Queen Bee
School District 16**

**App: Queen Bee School District 16 on Apple App Store or
Google Play**