

**2025-2026 Glenwood Intermediate School
Student Handbook**



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[Ball-Chatham BCSD#5 School Board Policies](#)
[Employee Code of Professional Conduct](#)

This handbook is not intended to create a contractual relationship with the student; rather it is intended to describe the school, its current practice, procedures, rules, and regulations. It also serves as only a summary of BCSD#5 School Board policies and may be changed during the year.

2024-2025 Glenwood Intermediate School	1
Chapter 1: GIS General Information	5
Introduction	5
Glenwood Intermediate School Mission	5
Glenwood Intermediate School Leadership	5
Leader in Me School	5
GIS Grading Scale	5
Address Changes	6
Chapter 2: Attendance	6
Arrival Time/Building Hours/Dismissal Time	7
Daily Routine	7
Absent from School	7
Absences are excused for:	8
Absences are unexcused for:	8
Absenteeism and Student Placement	8
Absentee/Homework Request Procedures	8
Checking In/Out of the Building	8
Pre-planned Absences	9
Make-up Work	9
Tardiness to School	9
Student Withdrawal	9
Chapter 3: Student Conduct	9
Expectation Matrix	9
School Climate Expectations	11
Behavior Guidelines	11
Suggestions to Help Students	12
Appropriate Attire	12
Buying, Selling, Trading	12
Telephone Usage/Cell Phone Policy	13
Valuables	13
Fundraising	13
Gum, Candy, and Soda Policy	13
Hallways/Transitions	13
Book Bags, Hand Bags, Purses	14
Books and School Property	14
Chapter 4: Student Fees, Meals, and Cafeteria Expectations	14
Meal Programs Offered	14
Meal Costs and Payments	14
Cafeteria	15

<u>Chapter 5: Academics</u>	<u>15</u>
<u>Message to Parents from the Administration...</u>	<u>15</u>
<u>Academic Dishonesty</u>	<u>1</u>
<u>Homework</u>	<u>16</u>
<u>Test/Quizzes/Projects</u>	<u>16</u>
<u>What are the purposes of homework?</u>	<u>16</u>
<u>How much homework should be assigned?</u>	<u>16</u>
<u>What are Teachers' Responsibilities?</u>	<u>16</u>
<u>What are Parents' Responsibilities?</u>	<u>17</u>
<u>What are Students' Responsibilities?</u>	<u>17</u>
<u>Parent/Teacher Communication</u>	<u>17</u>
<u>Response to Intervention (RtI)</u>	<u>17</u>
<u>Standardized Testing</u>	<u>17</u>
<u>Concluding Statement...</u>	<u>18</u>
<u>Chapter 6: Parent Information</u>	<u>18</u>
<u>Parking</u>	<u>18</u>
<u>Student Drop Off/Pick Up</u>	<u>18</u>
<u>School Visitation and Background Check</u>	<u>20</u>
<u>Chapter 7: Health and Safety</u>	<u>21</u>
<u>School Nurse</u>	<u>21</u>
<u>Recess Attire</u>	<u>21</u>
<u>Weather Policy</u>	<u>21</u>
<u>Accidents</u>	<u>22</u>
<u>Chapter 8: Extra Curricular Code/ Athletic</u>	<u>22</u>
<u>Philosophy and Objectives</u>	<u>22</u>
<u>Extra-Curricular Expectations</u>	<u>22</u>
<u>Concussions and Head Injuries</u>	<u>22</u>
<u>IESA</u>	<u>23</u>
<u>Requirements for Participation</u>	<u>23</u>
<u>Parent Meeting</u>	<u>23</u>
<u>Team Division/Participation</u>	<u>23</u>
<u>Sixth Grade Girls' Athletics</u>	<u>24</u>
<u>Six Grade Boys' Athletics</u>	<u>24</u>

Chapter 1: GIS General Information

Introduction

This handbook is provided to students and their families to acquaint them with the rules, regulations, procedures and other relevant information necessary for the orderly functioning of the school. In cooperation with the administration, a student-parent-teacher advisory committee has reviewed and assisted in the development of the procedures included within this handbook. The handbook is only a summary of the Board policies governing our school district. Board policies are available to the public at the district office and on the district website.

This handbook is not intended to create a contractual relationship with the student; rather, it is intended to describe the school, its current practices, procedures, rules, and regulations. The principal or assistant principal may establish additional rules, procedures, and regulations not contained within this handbook. Such rules and regulations shall be consistent with those established by the Board of Education and the Superintendent. A student handbook will be distributed to the student and/or parent/guardians within 15 days of the beginning of the school year or student's enrollment. The school handbook may be amended during the year without notice.

Glenwood Intermediate School Mission

At Glenwood Intermediate School we are a community of Titan Leaders, committed to serving others and leading ourselves, by working hard and using all available resources to develop skills in problem solving, collaboration, and communication, in order to become confident, independent learners for life.

Glenwood Intermediate School Leadership

The administration, faculty, and staff at Glenwood Intermediate School believe that all students can conduct themselves with leadership in a respectful, responsible, and safe manner. Misbehavior is a matter of choice, and the students are taught to concentrate on their "Circle of Control" to ensure that they are leading themselves on a path of positivity and success. Once mastering this initiative, students are then offered the responsibility to lead others by modeling these behaviors and providing a service to the academic community.

Leader in Me School

As a Leader in Me School, students are provided with daily lessons and activities that work to promote a "whole child mindset." The importance of personal and academic goal setting is highlighted daily offering students the opportunity to take ownership in their education and build strong, successful social skills that instill a life-long mentality that inspires leadership.

GIS Grading Scale

A+	98.5 – 100
A	91.5 – 98.49
A-	89.5 – 91.49
B+	87.5 – 89.49
B	81.5 – 87.49
B-	79.5 – 81.49
C+	77.5 – 79.49
C	71.5 – 77.49
C-	69.5 – 71.49
D+	67.5 – 69.49
D	61.5 – 67.49
D-	59.5 – 61.49
F	0 – 59.49

Address Changes

Parents should contact the office as soon as possible with changes in address, phone number, or other pertinent student information. This will keep parents informed of activities, emergencies, or disciplinary situations at school.

Chapter 2: Attendance

Glenwood Intermediate School Attendance

School Day: 7:30 - 2:30

Drop-Off Time: 7:00

Pick-Up Time: MTRF 2:30 PM, W 1:30 PM

Early Dismissal Days: 7:30 AM -10:30 AM

Arrival Time/Building Hours/Dismissal Time

Official school hours are 7:30 AM-2:30 PM. The office is open from 7:30 AM-3:15 PM. Students are allowed to enter the building at 7:00 AM. Students are not to be dropped off before 7:00 AM as no supervision is provided. A bell will signify that students may go to their lockers at 7:30 AM. Students are to be picked up and dropped off in the front of the school.

Daily Routine

Upon the 7:15 a.m. bell, students should follow these procedures:

1. Go directly to their locker and get necessary materials.
2. Report to the classroom or first period class.
3. Students must be in their seats by 7:30. IF A STUDENT ARRIVES AT SCHOOL AFTER 7:30 A.M., HE/SHE MUST REPORT TO THE MAIN OFFICE FOR A PASS TO CLASS.

Absent from School

When a student is absent, a parent/guardian should call the school by 9:00 a.m. Parents/guardians may call the **school attendance line (483-1183 ext. 8)** or the school office. If no phone call is made, the school will attempt to contact the parent/guardian. If no phone contact is made between the parent/guardian and the school, the absence will be deemed unexcused.

Student attendance will be reviewed at least quarterly. An email will go out reminding parents to view their child's attendance on Skyward, as well as, review the attendance procedures and policies. Data collection will begin for those students that are absent or tardy 10 days. Parents will be sent a letter addressing these concerns.

When a child has 10 or more absences without a doctor's note, parents will be informed that their child will need to be excused by a licensed physician for future absences. If no medical excuse is received the absence will be considered unexcused. Parents are encouraged to turn in doctor notes for all appointments scheduled during the school day regardless of the number of absences. Students with a history of attendance concerns may be referred to the BCSD's Prevention Coordinator for supportive services including prevention, intervention, remedial services and school and community resources. Chronic attendance concerns could result in a referral to truancy at the Sangamon County Regional Office of Education.

Absences are excused for:

- Illness of a student (including mental or behavioral health)
- Death in the family or of a close friend.
- Critical illness of a near relative (mother, father, brother, sister, grandparent or corresponding step relation)
- Dental or medical appointments when prior arrangements have been made.
- Pre-arranged family trips
- Attend a civic event
- Observance of family's religious holiday or for religious instruction

If the absence is excused, the student will be given a reasonable timeframe to make up missed homework and classwork assignments.

Absences are unexcused for:

- Oversleeping
- Car problems
- Ordinary weather hazards
- Staying home to care for younger children
- Visiting friends or relatives without the pre-arrangement form
- Minor aches and pains (persistence may indicate a more serious problem)
- Other, as determined by the administrator.
- Day off for birthday

Absenteeism and Student Placement

Students with a history of frequent absences are at risk of not being eligible for special programs or extra-curricular activities. Attendance can impact a student's placement, ability to play sports, participate in clubs and organizations, or receive special support programs. Attendance histories can also be taken into consideration during promotion and retention decisions. Therefore, it is imperative that parents and school work together to ensure those students attend school on a regular basis. Students with chronic attendance problems will be considered truant. Along with their parents, truant students will be referred to the truancy official of the Regional Superintendent of Schools.

Make-up Work

Students must take responsibility to make arrangements with each teacher for make-up work. On the second day of a student's absence, a parent/guardian may call in and request homework. This request must be made BEFORE 9am to give teachers enough time to have the work ready for pick-up that day. You may request the homework at the same time you call in the absence of your student. Students are allowed one day to make up work for each day of an absence.

Checking In/Out of the Building

Students may need to leave the school building during the school day for various excused reasons. Such students, as well as those who return or arrive at school while the day is in progress, should report directly to the office to sign in/out. Students should not leave the school grounds without permission until they are dismissed at the end of the school day.

Pre-planned Absences

Whenever possible, the Ball-Chatham School District recommends that students take vacations during school holidays or breaks. Not only is the student missing out on valuable information from the classroom, but the financial support of the district is impacted as well. If for a valid reason a parent is aware that his/her student is going to be out of school, a pre-arranged absence form must be completed prior to the absence. Teachers and administration will determine if pre-planned absence forms are approved. Once the form is approved, make-up work that is provided before leaving needs to be completed upon the student's first day of return to the building.

Tardiness to School

Students are tardy if they are not in their seats by the 7:30 a.m. bell. Students must report to the office before entering class to receive a pass.

Student Withdrawal

Students planning to withdraw must obtain the necessary forms from the office on their last day of attendance. A parent must contact the office directly before a student will be given a form.

Chapter 3: Student Conduct

Expectation Matrix

	Be Respectful	Be Responsible	Be Safe
All Settings	<ul style="list-style-type: none">● Use appropriate language and voice● Use leadership at all times● Address all adults appropriately● Respect property	<ul style="list-style-type: none">● Listen and follow directions the first time they are given● Be responsible for your actions and choices● Accept consequences without arguing or complaining	<ul style="list-style-type: none">● Remain in designated areas● Follow all rules● Keep hands, feet, and objects to yourself
Classroom	<ul style="list-style-type: none">● Be positive● Be considerate● Respect individuals● Respect personal space	<ul style="list-style-type: none">● Be prepared with all required materials● Turn homework in on time● Use agenda daily● Be in your seat before the bell rings● Give your best effort	<ul style="list-style-type: none">● Keep aisles clear● Use school equipment properly● Be aware of safety procedures
Hallways	<ul style="list-style-type: none">● Maintain personal space● When classes are in session, use quiet voice● All appropriate language and voice● Walk on the right side● Keep hands to yourself	<ul style="list-style-type: none">● Keep hallways clean● Have a pass● Keep lockers clean and neat● Keep moving	<ul style="list-style-type: none">● Walk on the right side● Keep hands, feet, and objects to yourself

Cafeteria	<ul style="list-style-type: none"> • Use inside voices • Follow adult directions • Keep area clean • Speak to adults respectfully 	<ul style="list-style-type: none"> • Follow directions • Dispose of all trash appropriately 	<ul style="list-style-type: none"> • Wash hands before eating • Keep food and drink in cafeteria • Walk • Stay in line
Restrooms	<ul style="list-style-type: none"> • Use quiet voice • Use appropriate language • Give privacy to others 	<ul style="list-style-type: none"> • Flush toilet after use • Wash hands with soap • Throw away trash 	<ul style="list-style-type: none"> • Keep hands, feet, and objects to yourself • Report problems to an adult • Wash hands after using restroom
STEAM Lab	<ul style="list-style-type: none"> • Use quiet voice • Use equipment appropriately • Clean area and push in chair 	<ul style="list-style-type: none"> • Stay on task • Use appropriate websites • Log off computer 	<ul style="list-style-type: none"> • Use assigned computer and login • Keep hands, feet, and objects to yourself • Report all equipment problems
Library	<ul style="list-style-type: none"> • Use quiet voice • Use appropriate manners • Treat books and/or computers properly • Stay on task 	<ul style="list-style-type: none"> • Return books on time 	<ul style="list-style-type: none"> • Walk • Be aware of personal space
Office/Nurse	<ul style="list-style-type: none"> • Speak clearly • Wait your turn • Be patient 	<ul style="list-style-type: none"> • Have a pass 	<ul style="list-style-type: none"> • Sit still and in one place
Playground	<ul style="list-style-type: none"> • Share equipment • Respect personal space • Apologize for accidents • Include others • Follow adult directions • Treat equipment properly 	<ul style="list-style-type: none"> • Line up when whistle blows • Put away equipment • Accept consequences without arguing • Follow directions the first time they are given 	<ul style="list-style-type: none"> • Walk to and from recess areas • Use equipment properly • Dress appropriately for weather conditions • Stay in designated areas • Use hands and feet appropriately
Before and After School	<ul style="list-style-type: none"> • Follow adult directions 	<ul style="list-style-type: none"> • Keep track of personal property • Wait at designated area • Be on time 	<ul style="list-style-type: none"> • Arrive and depart with the designated bell • Walk
Bus	<ul style="list-style-type: none"> • Follow adults directions • Use inside voices 	<ul style="list-style-type: none"> • Be on time • Keep bus clean 	<ul style="list-style-type: none"> • Line up correctly at stop • Sit appropriately • Keep hands, feet, and

			objects out of the aisles and inside the bus ● Stay quiet at railroad tracks
PE	● Maintain personal space	● Be in designated areas ● Wear gym shoes	● Use hands, feet, and equipment appropriately ● Report injuries

School Climate Expectations

The Ball-Chatham School District's goal is to provide a safe and positive learning environment for the students, teachers and staff through the implementation of positive behavior interventions & supports. In addition, we will reduce behavior problems that interfere with student learning. Utilizing this research-based approach helps improve consistency in expected behaviors, resulting in students being safe and prepared to learn. Our focus is to build a positive environment in our schools and classrooms.

Each classroom will use a classroom management system to monitor individual student behaviors. An ongoing focus on positive behavioral choices will be provided to all students. However, should problem behaviors occur, your child's teacher will communicate directly with you. Substantial or consistent behavioral concerns will be addressed by the principal/assistant principal. Students referred to the office for behavioral concerns will receive consequences as outlined in the district handbook and policy.

Behavior Guidelines

The administration, faculty, and staff believe all students can behave appropriately. Misbehavior is a matter of choice. Every student is responsible for their actions.

Pupils enrolled in the Ball-Chatham schools shall be subject to the discipline code of the District. Pupils of the District on a school day whether at school, on the way to or from school, or in public away from the school premises should conduct themselves in a manner as not to be detrimental to the welfare of the school or any of the pupils or teachers thereof. In order to assist students in knowing what type of behavior is expected of them, the following guidelines should be noted and observed:

- Be courteous and respectful to others.
- Keep your hands, feet, and objects to yourself.
- Follow directions from all school personnel.
- Report to classes on time.
- Arrive to class with all required material, including homework.
- Gum is not to be brought to school.
- Writing or passing notes is not allowed during the school day.
- Walk quietly and respectfully through the halls at all times.
- Students will use technology as outlined in the Acceptable Use Policy.
- The 5–6th grade students have a Closed Campus.

Suggestions to Help Students

1. Be on time for class.
2. Be organized with proper books, pencils, etc. Take your agenda to all classes.
3. Record your daily class schedule inside your agenda.
4. Listen closely to the daily intercom announcements. Record dates and events of interest in your agenda.
5. Take good care of books and materials assigned to you. Assigned books become your responsibility. Students responsible for damaged books will be required to pay for them.
6. Ask questions if you do not understand instructions.
7. Develop good and regular study habits. It is advisable to study at the same time and place daily. Do not put off big projects, such as a major essay or research project, until the night before it's due.
8. Be courteous and helpful to others.

Appropriate Attire

A student's style of dress must not interfere with the educational process or student safety. Appropriate dress will be determined by health and safety factors that substantially and materially disrupts the educational process. Parents will be contacted by the administration if they feel the student violates this rule. Vulgar, obscene or inappropriate words or graphics including gang symbols, on shirts, or clothing that prohibits the identification of a student should not be worn. Garments that advertise or promote alcoholic beverages and/or drinking establishments, tobacco products or drugs are not acceptable attire. Shoes with wheels ("Wheelies") shall not be worn at school. Gym shoes are required for P.E. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.

Buying, Selling, Trading

Glenwood Intermediate School forbids the buying, selling, or trading of personal items at school. Students who engage in these activities may be subject to disciplinary action. Disciplinary action may include suspension.

Lost and Found

Students who find lost articles are to take them to the cafeteria where the owner can claim them. Students who have lost an item should check in the office or in the cafeteria until the item is found. Unclaimed items will be given to charity or placed in the garbage annually.

Telephone Usage/Cell Phone Policy

We ask that messages be left for students only in an emergency. If there are changes in after school arrangements, please inform the school before a student's lunch period. Every effort will be made to deliver important messages. The use of telephones by students will be restricted to emergencies. Confusion over after school activities such as intramurals is not considered an emergency. Each student must have the permission of a teacher or the office staff before using a phone. The possession and use of cellphones and smart devices are subject to the following rules:

- They must be kept out of sight and in an inconspicuous location, such as a backpack, purse or locker.

- They must be turned **off** during the school day unless (a) the supervising teacher grants permission for them to be used, (b) use of the device is provided in a student's IEP or 504, or (c) if needed during an emergency that threatens the safety of students, staff or other individuals.
- They may not be used in any manner that will cause disruption to the educational environment or will otherwise violate student conduct rules.

The School District is not responsible for the loss or theft of any electronic device brought to school.

Valuables

Students are cautioned not to bring large amounts of money or other valuable items to school. The school is not responsible for the personal property of students. If it is necessary to bring large amounts of money to school, leave it at the office for safekeeping.

Fundraising

Fundraising projects at GIS will be limited and closely supervised. Fundraisers must be cleared through the principal's office. Money-making projects from outside organizations are not allowed.

Gum, Candy, and Soda Policy

During the school day, gum chewing, the eating of candy and the consumption of soda and other beverages is not permitted unless pre-approved by a school official. Beverages in glass bottles are forbidden. Items purchased during lunch are to remain and be consumed in the cafeteria. Trash receptacles and recycling containers are provided for proper disposal of these items. Food/drink shall not be kept in a student's locker unless it is part of a lunch and stored in an appropriate lunch container.

Hallways/Transitions

Students are expected to practice these rules when moving to and from classes:

1. Use the most direct route possible. Students are not allowed to cut through the library.
2. Keep to the right side of the hallway.
3. Walk at all times.
4. Except for stopping at the restroom, water fountain, or locker, walk directly to the next class.
5. Do not linger at the drinking fountains or restrooms.
6. Keep noise to a minimum.
7. Keep hands and feet off other people.
8. Except for students with passes, no one should be in the halls once class has begun.
9. All students must have a pass with a timestamp.

Invitations and Gifts

Party invitations or gifts for classmates **are not to be brought to school to be distributed**. Items such as these are of a personal nature and should be mailed home using the information listed in the school directory. The school is unable to release addresses and phone numbers of students. Names and addresses of students are available in the Student Directory sold by the PTO each year. Directories may also be obtained at your child's school. **Items delivered to students through florists or other outside sources will be held in the office until the end of the day. Items can include but are not limited to flowers, balloons, vases, etc. These gifts will not be permitted on the buses due to safety concerns.**

Book Bags, Hand Bags, Purses

Book bags, hand bags, and purses are to be used to carry books and belongings to and from school. Book bags, hand bags, and purses are to be left in the student's hall locker during the school day. Exceptions to this rule may be made for students who require special accommodations or have a book bag contract with the teacher or grade level team of teachers in addition to administrative approval.

Books and School Property

The books rented or checked out from school are the students' responsibility. If they are lost or damaged, students will be expected to make the appropriate restitution. Books will be checked and damages assessed before report cards are posted at the end of the year. Textbook fees are set by the Board of Education each year.

Chapter 4: Student Fees, Meals, and Cafeteria Expectations

Meal Programs Offered

Glenwood Intermediate School participates in the United States Department of Agriculture's (USDA) School Breakfast and National School Lunch Programs.

Meal Costs and Payments

The cost for breakfast is \$2.00 and school lunch is \$2.75.

Parents/guardians may send money any day of the week to be applied to their student's food service account. Parents/guardians should pay for meals in advance on a weekly or monthly basis. It is the parents/guardians responsibility to maintain a positive account balance. It is strongly recommended that checks or online payment options are used instead of cash. On checks please include the student's name, teacher, and what the money is for (Lunch \$). **Please allow at least 24 hours for payments to be applied to your student's account.**

Ball-Chatham School District's online payment option is available through Skyward/RevTrak (<https://chathamschools.revtrak.net>). Payments made online are typically available on student accounts within minutes of payments being approved. A convenience fee is charged per transaction. Multiple student's payments can be made at one time, but only one convenience fee will be charged.

Cafeteria

The school cafeteria offers a well-balanced lunch and breakfast program. GIS has a breakfast program for those students who wish to buy breakfast in the morning. The serving time is from 7:15 a.m. – 7:30 a.m. Cereal, breakfast bars, apple juice, milk, etc. are typical items students may purchase. Transportation schedules are not changed to accommodate the serving time for breakfast. Each student has a thirty minute lunch/recess period. Parents/guardians may send a check to school to establish an account for the child's lunch and breakfast. The school prefers payment monthly, but payment may be made anytime in any amount. Blue or black ink must be used when writing a check. **Student accounts are not allowed to be overdrawn more than \$10.00.**

Cafeteria Expectations:

- Depositing all lunch litter in wastebaskets.
 - Returning all trays/utensils to the dishwashing area.
 - Cleaning the table and floor area around it.
 - Keeping the noise down and maintaining orderly lines.
 - Respecting the authority of the supervisors.
 - Consuming food/drink purchased in the cafeteria.
-
- Food/drink shall not be taken from the cafeteria to a student's locker unless advised by a licensed physician and approved by the school nurse. At this point documentation must be reflected in the student's agenda.

*During lunch, all students wishing to use the restroom must use the restroom facilities in the fieldhouse hallway.

Chapter 5: Academics

Message to Parents from the Administration

It is the policy of Glenwood Intermediate School that homework is an important student activity that contributes to educational progress and achievement. Homework may serve to tie school more closely to the home. It is a demonstration of teacher expectations to both student and parent. By definition, homework is a task initiated and/or motivated in the classroom related to the objective of the course studied that is normally completed during out-of-class time. Homework may take the form of additional practice on exercises, reading of material on a specific subject, in-depth follow-up of classroom activities, or independent reading or project work related to a subject.

What are the purposes of homework?

Homework should:

1. Reinforce skills introduced in the classroom.
2. Assist in achieving mastery of basic learning facts.
3. Promote independent in-depth study of chosen topics.
4. Provide opportunities for broad enrichment activities.
5. Promote independence as well as wise and orderly use of time.

How much homework should be assigned?

Homework at this level should be regularly assigned, not necessarily daily. Whenever possible, study time at school should be provided for homework with guidance and assistance from teachers. As a guideline, the total daily homework assignments should not require more than two hours of out-of-class preparation time. Weekend or holiday assignments may occur on occasion; make-up work from absences may also need to be completed during these times. Teachers make every effort and try to plan cooperatively in making assignments, so that an equitable load results.

What are Teachers' Responsibilities?

Teachers should be sure that:

1. The objectives of the lesson and resultant homework are fully understood.
2. The direction, extent and options in homework are clear.
3. Background and reference materials are available.
4. Students at various levels of achievement have a reasonable chance of completing assignments successfully.
5. An unfair burden of homework for a subject is not placed on the student.
6. Homework is collected promptly and a record made for each student.
7. Homework is checked and evaluated.
8. Homework is normally returned in a short period of time, but not to exceed two weeks, with an indication of the evaluation. Certain materials may be retained for display purposes.
9. Parents are informed of their responsibilities.

What are Parents' Responsibilities?

Parents should:

1. Observe closely how well the student does his homework and communicate with the teacher whenever the student is observed having difficulty with particular assignments.
2. Support the school and teachers in providing a suitable environment for study.
3. Provide time and encouragement for their children to do good schoolwork, including homework.
4. Coordinate homework efforts with the teacher in special cases.
5. Guide or assist in homework when unusual difficulties arise. (Never do the homework for your child.)
6. Provide educational activities that broaden the child's interests, such as visits to museums, the zoo, and other places as well as reading with and to your child.
7. Monitor television viewing, radio listening, Internet usage, and video game playing so that homework and other school activities do not suffer.
8. In some cases, provide opportunities for specialized help, such as tutoring, when progress falters and all school resources have not been as successful as desired.
9. Access Skyward to monitor grades weekly.

What are Students' Responsibilities?

Students should:

1. Write down assignments.
2. Ask questions at school to clarify assignments.
3. Set aside a regular time for studying.
4. Find a quiet, well-lit place to study.
5. Be responsible for completing assignments.

6. Turn in all assignments by specific due date.

Academic Dishonesty

Any attempt to get a grade on a test or assignment by using another person's work, artificial intelligence or plagiarism is academic dishonesty. Students who are detected using cheat sheets, copying from other students, or submitting another person's work as though it were their own, or assisting another student in cheating, will be given a zero on that assignment or test and held to be in violation of this policy. Students who violate the above rule in the same course will be subject to further discipline:

- 1st Episode: Document as Academic Dishonesty and given a zero on the assignment
- 2nd Episode: Document as Academic Dishonesty and give an "F" for the current quarter; highest possible grade is 59%.
- 3rd Episode: Document as Academic Dishonesty and give an "F" for the current semester.

Test/Quizzes/Projects

- 1st offense Zero grade on the test, quiz, or Project
- 2nd Episode: "F" for the current quarter; highest possible grade is 59%.
- 3rd Episode: "F" for the current semester.

Parent/Teacher Communication

Parents/guardians are encouraged to call or email teachers with questions or concerns regarding their child. When calling the office, please leave your child's name, teacher, and phone number. Teachers respond at their earliest convenience. Teachers may return the call before school, during prep, or after school. Teachers may not be able to call that same day, but will usually respond within 48 hours.

Response to Intervention (RtI)

Students enter our schools with many abilities and many needs. The goal of the entire staff is to help each child be successful. It is our primary task to determine each child's strengths and weaknesses and help each grow to his or her full potential. Many steps are taken to ensure that each student's education is meaningful. RtI is a process designed to help schools match student needs to research based interventions. Student progress is monitored on a frequent basis. The information gained from the RtI process is used by school personnel to make decisions regarding the student's educational program. More information can be obtained about the RtI process on the school's website or by contacting the building principal.

Standardized Testing

Students and parents/guardians should be aware that students in grades 5-6 will take the IAR (Illinois Assessment of Readiness) in the spring. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can ensure their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;

2. Ensure students get a good night's sleep each evening;
3. Ensure students eat well each morning, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for the students the importance of good performance ;
5. Ensure students are on time and prepared with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing days.

Concluding Statement

Glenwood Intermediate School is eager to provide the best educational opportunities for all the students in our school. These include physical facilities, professional and support staff, learning materials and other resources. Only about six hours of a student's day is under the control of the schools. Therefore, parents and the community share the responsibility for educating children in all aspects of life. Homework, along with extra-curricular activities and other programs, is an important link in the total educational program.

Chapter 6: Parent Information

Parking

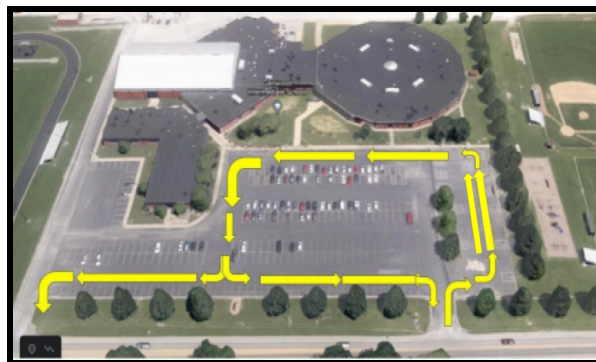
The school has specific locations available for school visitor parking. Those dropping off and picking up children may do so in accordance with each school's procedures.

Vehicles **MAY NOT** be parked or located in bus lanes or fire lanes at **ANY TIME**. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Student Drop Off/Pick Up

Drop Off Procedures:

- Please enter at the East entrance and follow the yellow lined path.
- Students will need to exit cars **all along the sidewalk**.
- We will have GIS Staff greeting students and directing their entry into the building.



****Student should exit vehicles **all along the sidewalk** near 6th Grade Circle****

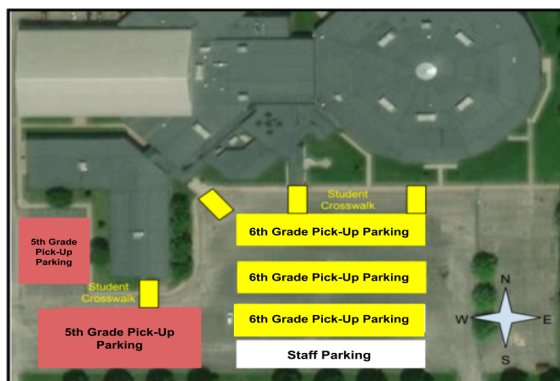
Park to Pick Up

5th Grade Pick Up

- Please enter the parking lot from the West entrance closest to the GMS/GIS football field.
- Park in any available space marked for **5th grade** students on the attached map.
- Wait in your car until your student is safely walked to your car.
- **We will dismiss cars in waves. Please exit the parking lot only after a staff member has motioned to leave.**

6th Grade Pick Up

- Please enter the parking lot from the East entrance closest to the GIS Playground.
- Park in any available space marked for **6th grade** students on the attached map.
- Wait in your car until your student is safely walked to your car.
- **We will dismiss cars in waves. Please exit the parking lot only after a staff member has motioned to leave.**



Fpr

School Visitation and Background Check

All visitors and volunteers are required to enter the main Visitor entrance doors at the front of the building and proceed to the interior foyer area. Visitors should identify themselves and inform entry staff of the purpose of their visit. Some teachers utilize parent volunteers in the classroom. Individual teachers make this decision. Teachers who desire parent volunteers will notify parents. The learning centers are always in need of parent volunteers. Contact the learning center directors if you are available to help. For school-wide volunteer opportunities, please contact the building principal. Volunteers are to check in at the office to receive their visitor badge before going to the classroom. Upon entry, visitors who do not have a volunteer background check form on file must present identification (i.e. driver's license) for scanning into the RAPTOR security system, and state the location in the school they're visiting. Approved visitors will be given a badge identifying them as a guest which must be worn in a clearly visible location on their outer clothing. All visitors must return their badges to entry staff prior to exiting the school.

On those occasions, where large groups of parents/guardians, friends, and/or community members are invited onto school property after school hours, visitors are not required to sign in but must follow

school official's instructions. Former students must have an appointment if they are at school to visit a teacher.

In recognizing the importance of the academic setting and as a courtesy to teachers, please pre-arrange a time to visit. This should not be considered a time to have a conference with the teacher. Parents should leave all items such as lunches, notes, and projects in the office.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespassing and/or disruptive behavior.

No person on school property or at a school event shall perform any of the following acts:

- Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
- Behave in an unsportsmanlike manner or use vulgar or obscene language.
- Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
- Damage or threaten to damage another's property.
- Damage or deface school property.
- Violate any Illinois law or municipal, local or county ordinance.
- Smoke or otherwise use tobacco/vape products.
- Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
- Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies.
- Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
- Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
- Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
- Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
- Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
- Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

If there are individuals who are not to visit and/or remove your child from school, current legal documentation must be on file in the office indicating such restrictions.

The School District will allow reasonable access to the school, school facilities, or educational programs.

Chapter 7: Health and Safety

School Nurse

There is a school nurse at each school who is available at all times during the school hours for any emergency situations that occur.

Recess Attire

We go outside every day unless it is raining or extremely cold. Students need to come to school dressed appropriately to play outside during recesses. They should be dressed for cold weather (hats, scarves, mittens, boots, etc.). Please help your children dress appropriately for the weather.

Weather Policy

Students will go outside during recess whenever possible. However, the temperature/wind-chill is monitored throughout the school day, and students will have indoor recess if wind chill temperature is below 20 degrees. When it is considered dangerous at the time students would normally be outside, then they will have recess inside.

Accidents

Every accident in the school building, on the school grounds, or at any event sponsored by the school must be reported immediately to the adult in charge. The school will make every effort to inform the parents of any accident or illness occurring at school that may need care or observation at home; however, for safety reasons, no student will be sent home unless a responsible adult is contacted and arrangements made.

Chapter 8: Extra Curricular Code/ Athletic

Philosophy and Objectives

The Athletic Code applies to all students who want to participate in athletics. Athletics includes competitive sports and extracurricular activities. This code applies in addition to other rules and regulations concerning student conduct and imposes additional requirements on student athletes.

It is our belief that participation in GIS extra-curricular activities is a privilege and not an absolute right of Ball-Chatham students. Students who elect to represent GIS by taking part in extra-curricular activities must also accept the responsibility to conduct themselves in a manner that exemplifies the behavior of a law-abiding citizen of the community. Students must adhere to the following extra-curricular code for the duration of their attendance at GIS. These rules have been set forth to guide students toward a better understanding of their responsibilities as representatives of GIS, once they have decided to participate in extracurricular activities. If a student fails to comply with the terms of this code, the privilege to participate in athletics may be lost in accordance with the terms of this Athletic Code.

- Programs stress fundamentals, development, teamwork, self-discipline, dedication, and life skills at all levels as they apply.
- Programs provide opportunities for as many students as possible.
- Extracurricular activities foster training in conduct, ethics, and sportsmanship for all participants and spectators.

The extra-curricular code goes into effect on the opening day of the fall sports season (First day of practice) and will remain in effect through the conclusion of the spring sports season 24 hours a day, seven (7) days a week whether or not school is in session and including vacation periods, and holidays. The rules apply on and off campus and whether or not the misconduct occurs at school, a school-sponsored activity, or in some other locale.

Extra-Curricular Expectations

The purpose of an extra-curricular program is to provide GIS students with wholesome activities on an inter school level. At the same time, the program hopes to develop, in students, a sense of dedication to a cause and the establishment of high standards of morality, attitude, and conduct. These standards should be maintained throughout the year.

Concussions and Head Injuries

A student who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

IESA

Eligibility for most athletics is also governed by the rules of the Illinois High School Association or Illinois Elementary School Association and, if applicable, these rules will apply in addition to this Athletic Code. In a case of a conflict between IESA and this Athletic Code, the most stringent rule will be enforced.

Requirements for Participation

An athlete must have the following fully executed documents on file at the school office before the athlete's first participation in any activity:

1. A birth certificate and a current physical examination report completed by a physician licensed in Illinois to practice medicine in all its branches which finds the athlete is physically able to participate (must be on file with the nurse); and
2. A permission slip to participate in the specific sport in which the athlete intends to participate signed by the athlete's parent or guardian; and
3. Proof the athlete is covered by medical insurance; and
4. A receipt showing the athlete and his/her parents received a copy of the Athletic Code, understand the terms of the Athletic Code, and agree to abide by all Glenwood Intermediate

Parent Meeting

Before any athlete is allowed to participate in an athletic contest, the athlete and parent or guardian must attend the scheduled pre-season parent meeting to be held before each athletic season. The coaching staff will be on hand to discuss handbook guidelines, expectations, and team rules. At least one parent or guardian is required to attend these meetings. If the athlete and parent are unable to attend, arrangements should be made with the coach or athletic director before the student is allowed to participate in an interscholastic contest/event. Parents and students may be required to sign a document stating that they have read and will abide by specific team rules for each extra-curricular activity. Glenwood Sports Boosters representatives will be on hand to explain the role of the booster club. Parents are encouraged to volunteer their time working concessions at athletic events during the season to support the sports and extra-curricular programs.

Team Division/Participation

Every effort is made by the coaches and athletic department to develop as many athletes as possible on a given team/program. Although it is desired to keep and develop as many students as possible on a team, coaches may need to limit the number of participants in some sports through cuts. Team division/balancing of teams are made on a year-to-year basis by the coaches and athletic director. Making an athletic team at Glenwood Intermediate School guarantees the athlete an opportunity to draw equipment, receive coaching instruction, and practice time. It does not guarantee any certain amount of game or playing time. It is the school's desire for every athlete to play in all games and contests; however, this is not possible at all times. Please respect the coaches' decisions regarding team strategy and playing time at Glenwood Intermediate School. As a member of a team, each athlete should understand his or her role as a player and strive to positively impact team success. Additionally, when Glenwood Intermediate School teams participate in the IESA State Tournament Series, it is not possible for all players to participate in games/competitions due to participation limits set by the IESA. Players not selected for the IESA Tournament Team are given every opportunity to participate in additional games and tournaments. Additionally, players not selected to the IESA Tournament Team are given the opportunity to participate in additional games and be involved in a supportive role throughout the tournament.

Activities Offered

Students have a wide variety of activities to choose from at Glenwood Intermediate School. Students are encouraged to participate in as many of these activities as possible.

Sixth Grade Girls' Athletics:

Fall.....Cross Country
Winter....Basketball,Volleyball
Spring....Track

Six Grade Boys' Athletics:

Fall....Cross Country
Winter....Basketball,Wrestling
Spring....Track