



Parent/Student Handbook

Policies & Procedures

**Guiding Light Academy
1051 Internationale Parkway
Woodridge, Illinois 60517**

Website: www.guidinglightacademy.org

Welcome

Dear Parents and Guardians,

The staff at the Guiding Light Academy would like to take this opportunity to welcome your family to the 2017-2018 school year. Our students are encouraged to pursue their own interests, develop lasting friendships, and grow confidence, independence, and respect for themselves and others. This parent handbook outlines what you can expect from the Guiding Light Academy Program and what the program expects from you in return. We hope this resource is helpful and we welcome your questions, suggestions and feedback.

Please return your student's completed registration packets in the labeled envelope provided on or before **Thursday August 17, 2017** and contact Tabria Hill, Program Coordinator if you have any questions concerning the registration packet or if you need assistance with completion.

Medical Forms:

If you do not have an updated physical (June 1, 2017 or later) for your child, please schedule an appointment with a physician to have his/her physical updated. Additionally, if your child requires medication to be administered at school, both the physician and parent authorization forms must be completed and returned with your registration packet. Your physician may fax the updated physicals or medication authorization forms to Guiding Light Academy at (630) 783-0101 or returned in person on the first day of school on August 17, 2016. These forms must be updated annually.

Important Dates:

Guiding Light Academy's last day of the Extended School Year (ESY) is on Thursday July 27, 2017. Students will return on Thursday August 17, 2017 for the new school year.

Summer 2017 Break: GLA is closed July 28, 2017- August 16, 2017.

Meet and Greet and School Supply Drop Off:

Wednesday August 16, 2017
1:30- 3:30pm

Mission Statement

To provide an academic environment for students with special needs that supports their individual strengths and learning styles, while utilizing empirically based methodology in order to create life-long learners through active participation between the student's home, school, and community.

Vision

- Provide academic, functional and social skills to students in order to enable them to effectively function in the least restrictive environment.
- Reduce or eliminate maladaptive behaviors which prohibit students from progressing to a least restrictive environment.
- Provide educational services in conjunction with therapeutic services to increase students' successful participation in school, home and community activities.
- Teach individualized academic and therapeutic skills to maximize students' ability to effectively function both socially and scholastically.

Responsibilities & Expectations

Educator/Staff

Guiding Light Academy staff strive to carefully consider teaching, modeling and implementing appropriate student behavior. If student behaviors impede learning, the GLA Behavior Analyst is responsible for conducting a Functional Behavior Analysis (FBA) and Behavior Intervention Plan (BIP) when typical discipline methodologies have not been effective. Occasionally, staff may implement manual restraints and/or blocking strategies to protect the student, other students, staff, or property from harm as an emergency procedure. Additionally, GLA will specifically strive to:

- Be respectful of all students regardless of cultural differences, family structure/orientation, race and disability
- Provide effective treatment to all students who attend our school
- Maintain a community of effective and prosocial learning
- Provide an environment that provides each student an opportunity to learn
- Enforce all rules and responsibilities
- Treat each student with dignity
- Initiate communication with parents to address and problem solve unsatisfactory student performance
- Protect students and staff from harm

Responsibilities & Expectations (cont'd)

Parent/ Guardian

It is essential that parents collaborate with staff to provide the most effective treatment possible. Parents are obligated to manage their student's behavior as determined by law and common practice and accordingly are responsible for:

- Ensuring your student attends school daily, unless absent due to illness or family emergency beyond your control
- Reporting any tardiness or absence to the school before 8am
- Assisting your student in being neat, clean, and courteous
- Assisting your student in completing homework
- Reviewing behavioral and academic goals and practicing implementation with your student
- Checking your student's backpack daily and read all communication notes
- Responding to communication notes sent home with your student
- Attending parent/teacher conferences
- Being available to retrieve your student when he/she is ill or otherwise deemed necessary
- Having your student stay home when ill

Student Responsibilities

Each student has the right to:

- Learn in a safe and healthy environment
- Learn in an environment free of partiality
- Be treated with dignity and respect
- Be allowed to express viewpoints in an appropriate manner

Each student is responsible for:

- Making an effort to be an effective learner
- Attending class and being on time
- Being clean and free of illness
- Arriving prepared with all supplies and materials
- Completing assigned homework
- Following directions
- Adhering to standards of safe and prosocial conduct

School Information

School Days/Hours

Regular School Year: Monday –Friday 8:45am-2:45pm
Lunch/Recess/Group Therapy Hours: 11:30am-12:30pm

Extended School Year: Monday –Thursday 8:45am-2:45pm
Lunch/Recess/Group Therapy Hours: 11:30am-12:30pm

School Office Hours

Regular School Year: Monday –Friday 8:00am-5:00pm
Summer School: Monday – Thursday 8:00am-4:00pm
*Closed on Friday

Contact Numbers

Guiding Light Academy Main Office: (630) 783-0100
Guiding Light Academy Fax: 630-783-0101

School Address

1051 Internationale Parkway
Woodridge, Illinois 60517

Website

www.guidinglightacademy.org

General Policies and Procedures

Attendance

Students are expected to be in attendance every day school is in session. Parents/guardians must report student absences by phone or e-mail by 9:00AM.

Reporting an Absence

The 24-hour answering service to report absences is: **630-783-0100**

In an effort to further improve safety for your children, GLA utilizes an absence reporting system. The intent of the system is to cross check our daily attendance record with a list of phone calls from parents notifying a child's absence from school. In the event a child is absent for whom we have not received a phone call, the school will initiate a call to your home or place of employment informing you of your child's absence. This systematic practice decreases the incidence of unexcused and/or extended absences and communication when these circumstances occur. Accordingly, parents/guardians must call GLA and report student absence, reason for the absence on each day of absence. A parent or guardian must sign out his/her student for early dismissal at the main office.

School attendance is mandated by the State of Illinois. Excessive absences without legitimate medical reason may be referred to state authorities. Initially, the student's home school will be notified of truancy and if a student misses 10 consecutive days of attendance, the student will be placed on a drop/hold with the school district. Per state standards, a truant is defined as a student who is absent from school without valid cause. Similarly, a chronic truant is defined as one who is absent without valid cause (medical documentation) for 10% or more of the 180 school attendance days.

Appropriate disciplinary consequences may follow truancy when an administrator deems a student a chronic truant and subsequently the appropriate home school district authorities and county truancy officer will be notified.

Check-In Procedures

Generally, students' belongings are checked upon arrival in order to collect communication forms, lunches etc. When a student has engaged in behavior deemed unsafe or threatening to the school environment such as verbal or physical threats to others, he/she will be checked-in with a search upon arrival to ensure the safety of both students and staff. The searches are gender-specific (e.g., female staff search female students and vice versa). Searches generally include the use of a metal detecting wand, emptying of pockets, light pat down, removal of outerwear and shoes, and examination of all belongings. Random searches may also be conducted at other times during the school day if deemed necessary by school staff or administration.

Visitor and Student Drop Sign-In/Out Procedures

All visitors must enter the building through the main entrance and must show a valid state issued ID to be copied and filed. Visitors will be directed to report to the main office if they enter into the building at any other entrance. Parents who wish to visit their student's class and or therapy session may do so when prearranged in order to avoid scheduling conflicts or privacy issues. If you would like for a staff member to bring your student into GLA during routine arrival and dismissal times, we ask that you remain in your vehicle and allow staff to accompany your student. Please follow staff prompts as they direct traffic and never pull around a parked car or school bus in line unless you are instructed to do so. It is not required that you sign your student in or out if you are in the bus line for drop off or pick up as staff will note student transit for attendance documentation.

Late Arrivals/Early Dismissals

Parents and guardians **MUST** enter the main building to sign for student arrivals after 9:00am or dismissals before 2:45 pm. Please contact your bus company to report late arrivals and early dismissals as lack of report may result in a delayed retrieval from school if your student is the only student on the bus route. Also, any student that is required to wear a safety seat restraint (harness) will not be transported by the bus without it, therefore please remember to bring the student safety restraints if you are driving your student to school.

A student's late arrival to school requires an explanation. When a student arrives after 9:00am, students must report immediately to the main office with a parent/guardian and/or documentation of reason for late arrival (ex. doctor's note) where applicable. Reasons for late arrival such as sleeping late or missing the bus will be counted as an unexcused tardy. Continued tardiness thereafter may result in a district meeting with student and parent/guardian.

Student Release

Please notify us in advance, if someone that is not currently listed on file will be retrieving your student from school. We are unable to release students to anyone not listed on the student release form without prior written notification from parents or guardians. Please contact the Program Coordinator to update your student's files, particularly any changes to your student's emergency contact information, phone numbers and home address.

Accident/Incident Reports

If a student experiences a minor accident or injury (a scrape, cut, bump, etc.) during school, the staff member attending to your student will administer basic first aid and complete an Accident/Incident report. A copy of the report, including how the incident occurred and follow-up action will be sent home with the student. Additionally, in cases of serious injury, parents/guardians will be phoned immediately. If a severe injury or accident occurs during the school day, GLA will call 911 for emergency medical assistance and notify parents immediately. Parents are responsible for all costs incurred in providing medical attention.

Allergies/Dietary Restrictions

It is the responsibility of the parent/guardian to inform the program if their student has any food or environmental allergies. Please note that any student with special dietary needs and restrictions will not be offered food items other than what has been provided by the parent. Changes to any restriction(s) on file must be submitted in writing by parents.

Child Custody

Please communicate and provide a copy of court-ordered custody agreements which prohibit students from being released to a particular parent or person to the program coordinator.

Lunch/Food

Students are encouraged to bring a sack lunch to school daily. Students may also bring unopened drinks to be consumed during lunch period. Please note glass containers are not allowed in the building however water is available throughout the day. Students may participate in our hot lunch program for a small fee of \$2 per day (\$10 week).

Emergency and Disaster Preparedness

GLA follows an emergency and disaster plan that governs report, evacuation and crisis management of emergency and disaster situations. The GLA emergency and disaster plan is available and immediately accessible to all staff, substitutes and volunteers. GLA evacuation routes are posted in prominent locations of all offices and classrooms and emergency lockdown procedures ensure the safety of students and staff. Additionally, quarterly emergency drills are documented, the school building is inspected annually and local fire authorities maintain fire extinguishers with current tags.

Evacuation site: If an emergency or disaster which requires us to leave our site arises, we will evacuate by walking students to a safe location outside or within the school. Notification of emergency situations will be communicated to parents/guardians through the phone numbers given during registration. Please keep contact information up to date.

Guiding Light Academy Emergency Contacts and Telephone Numbers:

Emergency Medical Personnel	911
Fire Department/Paramedics 8687 Lemont Rd. Downers Grove, Il. 60516	911/ Non-Emergency #: 630-910-2200
Police (Woodridge) 1 Plaza Drive Woodridge, Il. 60517	911/Non- Emergency #: 630-719-4740
Poison Control	800-222-1222

Healthy Practices

Staff and students will wash their hands with liquid soap and warm running water on the following occasions:

- after using the restroom
- before and after eating and food preparation
- upon returning from outdoor activities
- after wiping noses
- after handling animals

Illness Policy

*Students must remain home until symptom free for 24 hours or more and therefore **cannot** attend if he/she has:*

- vomited within the past 24 hours
- had diarrhea within the past 24 hours
- a fever over 100 degrees
- a persistent, phlegmy cough
- a runny nose producing green discharge for more than 48 hours
- unusually high irritability
- any rash that has not been treated by a doctor
- any sign of the flu or bodily discomfort
- pink eye or conjunctivitis
- been knowingly exposed to the chicken pox virus or lice in the past 3-4 days
- any airborne illness
- been hospitalized in the past 48 hours
- been prescribed an antibiotic in the past 24 hours (students are still contagious for up to 48 hours)

Please report any chronic illness such as bronchitis, asthma and /or allergies to the administrative and teaching staff. Medical treatment of rashes and viruses is required and a release from a physician must be provided for return to school. Additionally, all students absent for 3 days or more require a doctor's note to return to school. Please report any and all medications (and changes to medication and/or dosage) to GLA staff.

GLA reserves the right to call and request you retrieve your student when he/she has:

- had more than 2 episodes of diarrhea in one school day
- vomited for any reason other than indicated on a behavior plan
- a fever over 100 degrees
- 3 or more of the following symptoms:
 - Chest cough
 - Persistent runny nose with green discharge
 - Fever between 99-100 degrees and over
 - Signs of bodily discomfort
 - Any rash that looks unusual and/ or contagious

- Eye(s) with pink conjunctiva (white of the eye)
- Any persistent, uncontrollable, inconsolable cry/tantrum that is not indicated on a behavior plan.

All students must be retrieved within 60 minutes from the time of call. We will attempt to contact parents initially, then continue down the emergency contact list until someone is available to retrieve your student. Parent/guardians will receive a sick student notice if your student is sent home due to illness. Please help GLA maintain a healthy environment and avoid student illness by promoting and maintaining proper student hygiene and consulting with doctors regularly for further advice when students show signs of illness. Minimal hygiene includes daily bathing particularly when students wear diapers/pull-ups.

Medication

Our program will administer medication (prescription or non-prescription) to a student only after receiving a completed medication release form from a student's doctor. The medication release form must include:

- name of the medication
- illness/condition being treated
- dosage
- route of administration
- times/dates to be administered
- parent/guardian signature
- physician signature

Medication changes must be submitted in writing and medication authorization forms must be completed by your student's physician annually*.

See Medication Administration Handbook

Responsibility

It is the parent or guardian's responsibility to assure that all physician orders and authorization forms are brought to school. Medication refills must be brought to school by the parent or guardian unless otherwise prearranged. Remaining medication must be retrieved by parents/guardians on or before the last day of summer school and remaining unclaimed medication will be discarded.

Cough Drops/Throat Lozenges

Student consumption of cough drops and throat lozenges requires a parent permission note on file. Throat lozenges will NOT be provided by the school and must be provided from home. This note should be renewed annually.

Parent Communication

Daily Notebook

A daily communication log will be sent home with student and includes behavior updates, requests for student supplies, and any other important information his/her teacher would like to share with you. GLA also encourages parent responses/notes to your student's teacher, related service staff or administration.

Parent/Teacher Conferences

Parent/teacher conferences are scheduled once per year and serve to review their student academic and behavioral progress and are approximately 10-15 minutes in length and are optional. Conference request forms will be sent home two weeks prior to the meeting in order to facilitate scheduling.

Phone Calls

Parents may contact their student's classroom teacher, related service provider or administration via telephone or e-mail. Please feel free to contact administration at any time throughout the school day between the hours of 8:00am-3:45pm. Teachers and related service staff are available before students arrive 8:00am-8:45am and after students leave 2:45pm-3:45pm.

Please note that GLA staff members are not allowed to provide personal information including cell phone numbers, e-mail, home address, etc. Personal services such as babysitting or home therapy by any staff member of the Guiding Light Academy are not permitted unless prior authorization has been granted by the GLA administration. If you are unable to reach your student's teacher on the GLA line, or have a concern that requires immediate attention outside of GLA operating hours, you may contact a school administrator(s) via email.

General Information

Meetings

Annual IEP meetings will be scheduled by the Program Coordinator and your home school district and parent/guardians will receive written notification of the scheduled meeting. We strongly encourage parents to attend these annual review meetings, as your input on your student's proposed goals is essential in the education process.

In addition to IEP meetings, parents may request to schedule appointments to discuss issues, concerns, or progress with teachers, related service provider and/or supervisors. GLA staff will schedule the meeting within 10 school days.

Photo/Media Release

Throughout the school year, we may photograph and video tape students for a variety of reasons including student programs, family events, school assemblies and other school events.

Parents/guardians who prefer their student not be photographed or videotaped must notify GLA in writing.

Progress Reports/Report Cards

Report cards are issued at the end of each twelve week marking period. Parents/guardians must sign and return the report card/progress report receipt form. Concerns related to student progress should be brought to the Principal or Program Coordinator's attention for follow-up and scheduling of meeting for parents and staff.

Review of Records

Parents have the right to inspect, copy, and review student records. A qualified staff professional will assist the parent in interpreting the information contained in their student's record. A parent may authorize release of his/her student records by signing a consent form. Students may inspect their permanent records and any student who is 18 years of age and over has all inspection rights. Records may be forwarded to a school district in which a student seeks to enroll and/or moves into a new school district with a signed release of information.

Updating Information

GLA requires current contact information on all students. If there is any change in a student's contact information (address, phone number, etc.), please submit documentation of the changes to the program coordinator as soon as possible. Please know the contact information you provide is critical in times of emergency.

School Cancellation/Emergency Closings

GLA recognizes and anticipates inclement weather conditions that will be require official school closings. GLA will be open on all days deemed safe for students to be transported to and from school. School closings will be announced on a recorded outgoing message stating that the school is closed on the GLA telephone line (630-783-0100).

Internet Usage

Responsible use of the internet is expected and direct staff supervision is required to assure this expectation is met. Accordingly, the "Acceptable Use Policy for Internet Access" must be reviewed and signed by the parent and student.

Mobile Phones/Electronic Devices

Students are not permitted to possess mobile phones or electronic devices during school hours unless these items are used for speech or educational purposes. Students are strongly encouraged to leave electronic devices. Students arriving in possession of these items will be expected to relinquish them to staff. The items will be returned to students at dismissal. GLA is not held liable for any items that are lost or damaged and items that are found/confiscated during school hours will be held until a parent/guardian can retrieve them.

School Phone Usage

Students must obtain staff permission before using any school phone and permission is contingent upon staff discretion. If students are unable to make phone contact, they are to leave a message for the intended contact stating they called.

When a student must go home due to illness, the student or authorized staff must call the parent/guardian from the main office and wait there until a parent arrives. Student's belongings will be relinquished to him/her after the parent/guardian has arrived and signed student out.

Live Animals

Students are not permitted to bring live animals to school without prior approval of the classroom teacher. Any animals brought to school without approval will be confiscated as soon as they are discovered and parents will be called to immediately retrieve the animal(s).

Transportation

Transportation

Student transportation is arranged by the student's school district and accordingly concerns with transportation must be addressed with the district transportation department. Additionally, parents must inform GLA staff if someone other than yourself or the bus will be transporting your student, in writing or a phone call from the parent/guardian. All authorized individuals will be required to present a photo ID when retrieving your student. GLA staff cannot transport your student in their personal vehicles under any circumstances. Some students may require a safety harness during transportation. If there are any problems with your student's harness, or if you believe your student needs a harness or no longer requires a harness, you must contact the Special Education Director for your school district.

Transportation (GLA School Van)

GLA program policies apply to the transportation of students to and from off-site activities. All vehicles used for transporting students will be currently registered, insured and maintained in a clean and safe condition. Students will not be left unattended in a vehicle for any reason and will remain seated and buckled while the vehicle is in motion. Keys will be removed from the vehicle at all times when the driver is not in the driver's seat. Each vehicle used will be driven by an adult over the age of 21 years that holds a current and valid state driver's license that authorizes the driver to operate the type of vehicle driven. For each student enrolled, a transportation release form must be signed by the parent or guardian (included during registration process).

Money and Personal Belongings

GLA requests students NOT bring money to school. Parents will receive advanced written notification of field trips and if deemed appropriate by the teacher, parents may send spending money in a sealed envelope with the student's name and the amount of money enclosed written on it. Students who bring CD's/MP3's/personal gaming systems/phones/money, etc. will have

the items stored during the school day and returned at dismissal. GLA prohibits students from trade/exchange/purchase belongings with/from other students.

Any belongings brought and stored at GLA are subject to search by school staff. Because GLA cannot assume liability for any lost, stolen or damaged property, students are discouraged from bringing any valuables to school.

Prohibited Items

The following items are not allowed in school:

- aerosols, body sprays, or cologne
- cameras
- items which offend others or are inappropriate
- items which pose a risk to safety or objects which may be harmful, such as combs and brushes
- laser pens
- cell phones

Because of the dynamic nature of pop-culture related to new “toys” which emerges, additional specific items may be added to the prohibited item list throughout the year. Some items may require parent retrieval and items not retrieved will be discarded after the last day of summer school.

Standards of Conduct

GLA students are expected to behave appropriately and display respect for themselves and others. GLA standards of conduct exist to outline expectations and associated consequences.

BULLYING AND OTHER AGGRESSIVE BEHAVIOR: DEFINITION: A student may be identified by staff as having demonstrated a pattern of behavior or behaviors that create risk of aggressive behavior, including but not limited to “bullying.” The behavior is hereby defined as conduct and behavior toward other students that, to a marked degree, appears intended to antagonize, terrorize, intimidate, or initiate fights with others.

Anti-Bullying Policy

No person, including GLA employee or agent, or student, shall harass, intimidate or bully another student based upon a student’s sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, any protected group status, or any other reason whatsoever. GLA will not tolerate harassing, intimidating conduct, or bullying, whether verbal, physical, or visual, that effects 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, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Complaints or suspicion of harassment, intimidation or bullying are handled according to the provisions GLA anti-bullying policy. The directors shall use reasonable measures to inform staff members and students that GLA will not tolerate harassment, intimidation or bullying by including this policy in the appropriate handbooks. Anonymous reporting of bullying is available via GLA website or phone number voicemail: 630-783-0100.

Dress Code

There is a close relationship between a student's attire/appearance and his/her attitude toward academic achievement and personal behavior. Students are expected to attend school clean and appropriately dressed for school work. The following are deemed **inappropriate** for school:

- short skirts or shorts- the length must be below the longest fingertip
- spaghetti straps or strapless tops- straps on tops must be at least 1-2" thick
- exposed undergarments
- midriff exposure (even when one sits, stretches, bends down, etc.) – shirts must cover the entire torso – tops and bottoms must meet, even when seated
- transparent/"see through" clothing
- tight or low cut garments
- torn clothing
- hanging straps, buckles or chains on clothing
- garments displaying alcohol/drug related advertising; obscene or suggestive slogans; signs/colors/manner of wearing that could be gang related
- hats
- slippers or pajamas

Any clothing, piercings, make-up, nail polish, etc. that is determined by staff to be disruptive to the educational process is prohibited. Student behavior or appearance that is disruptive to the educational environment will be addressed on an individual basis. These guidelines are not intended to cover all of the constantly changing styles and fads. GLA staff and parents will work together to encourage students to take responsibility for their appearance and to work within the guidelines set by GLA.

Alcohol or Drug Possession and/or Use

Students are expected to be free from the effects of drugs or alcohol use while in attendance at GLA. Consequentially, if school personnel suspects that a student is under the influence, or in possession of a substance, removal from peer group, parent/guardian notification and potential mental health interventions may result.

SCHOOL SAFETY MANAGEMENT OF THREATS OR ACTIONS THAT RESULT IN PHYSICAL OR EMOTIONAL HARM TO SELF OR OTHERS

Guiding Light Academy intends to provide a safe, nurturing, and comfortable environment for all students and staff members. Students are thereby expected to consistently demonstrate respect for others as GLA assures that all students receive the behavioral and therapeutic supports necessary to address problem behaviors. Notwithstanding, student behaviors that are deemed verbally, sexually and/or physically aggressive and compromise the physical or mental wellbeing of him/herself or others may result in one or more of the following interventions.

- 1) Immediate 1:1 behavioral and therapeutic intervention
 - A) Pertinent GLA staff including behavior analysts, counselors and administrative personnel will decide on the appropriateness and implementation of safety interventions and advise parents/guardians of the specific steps being taken to insure safety. Please note the **parent notification GLA will provide is for the purpose of notice and NOT in pursuit of consent**. GLA is obligated to respond to school safety breaches and mental health crises in accordance with local school statutes and disability laws that mandate enacting crisis management protocols in a **timely manner** based on professional judgment and risk reduction goals thereby parent consent for emergency school safety protocols is not required. GLA will provide parent notification of emergency situations and interventions as early in the process as possible.
 - B) A lethality screening may be conducted by staff mental health professionals in order to assess student risk of harm to self or others. Assessment results, along with collaborative information provided by all pertinent GLA staff, will be collected and reviewed with the GLA program coordinator, principal and clinical staff in order to select the appropriate crisis response.
 - C) Appropriate crisis responses may include:
 - a) Parent notification for need to retrieve student from GLA
 - b) Temporary removal from peer group
 - c) Development and implementation of additional behavioral/therapeutic protocols
 - d) Emergency call to 911 to report mental health crisis and/or risk to self or others
 - e) Peer/staff counseling or debriefing
 - f) Other individualized behavioral/therapeutic interventions deemed necessary by professional staff.

Opportunities for Parent Involvement

Fundraising

GLA will conduct at least two annual fundraisers and parent anticipation is encouraged but not mandatory.

Volunteering

Parents are welcome to schedule a time to volunteer during the school day to assist with various job duties as listed below:

- field trip chaperones
- holiday parties
- fundraiser support
- clerical tasks: (copying, cutting, laminating)

Please contact Tabria Hill (630) 783-0100 for further information.

RECEIPT OF STUDENT- PARENT HANDBOOK

I have received the Student-Parent Handbook and accept the responsibility to review, complete and return all necessary documents enclosed in my student's registration packet.

I understand the provisions of the handbook and have discussed any questions with Guiding Light Academy administrative staff, and/or my student's classroom teacher.

I understand that Guiding Light Academy has the right to change, modify, alter or cancel any provision of the handbook without notice and that the handbook supercedes any and all other policies, written or oral, that may have been in effect.

I have kept a copy of the handbook so that I may refer to it at any time.

Print Student Name

Student Signature

Date

Print Parent/Guardian Name

Parent/Guardian Signature

Date

This copy of the receipt is for you to keep for your personal records. The additional copy to be signed and returned to GLA is included in the registration packet.