



Southern Community Based Transition Site

450 East Roosevelt Road, Lombard, IL 60148

Direct Phone: 630-376-4707

Glenbard District 87

Southern Community Based Transition Program

What is Transition?

Transition services are intended to prepare students to move from the world of school to the world of adulthood. In planning what types of transition services and activities a student needs, the IEP Team considers areas such as post-secondary education or training, employment, and adult living. More information is available at isbe.net

Community-Based Transition Services and Supports are designed to assist students with disabilities attain their respective adult life plans. These supports are located in the community to optimize access to jobs, various transportation options, social opportunities, recreational facilities and events, as well as other opportunities that can help each student grow into their adult life more successfully. As students begin to reach adult outcomes the goal is that services at Transition begin to fade to prepare families for post-secondary plans.

Program Contacts

Case Managers

Justin Payne: 630-942-6609; justin_payne@glenbard.org

Jaimee Schackmann: 630-681-3393; jaimee_schackmann@glenbard.org

Kelly Cox: 630-942-7592; kelly_cox@glenbard.org

Program Nurse: Becky Chavez: 630-376-4708; becky_chavez@glenbard.org

Vocational Transition Specialist: Maggie Meyer: 630-965-4016; mmeyer@parents-alliance.org

Coordinator for Transition Program: Dawn Langdon: 630-942-7649; dawn_langdon@glenbard.org

Transition (Adult Resources) Specialist: Erin Hoving: 630-942-6783 erin_hoving@glenbard.org

Assistant to Transition Program: Melissa Zaro: 630-942-7699; melissa_zaro@glenbard.org

Schedule, Calendar and Logistics

Please check [Glenbard Website](#) for latest/most recent calendar in case of changes

GLENBARD TOWNSHIP HIGH SCHOOL DISTRICT 87 2023 - 2024 SCHOOL CALENDAR

August	14 - 15	All Teachers' Meetings (Institute)
	16	Staff Contractual Day (Students NOT in Attendance)
	17	First Full Day of Student Attendance
September	4	NO SCHOOL - Labor Day
October	9	NO SCHOOL - Columbus Day
	25 - 26	*Students Attend School - Parent/Teacher Conferences in the Evening**
	27	NO SCHOOL - Non-Attendance Day
November	22 - 24	NO SCHOOL - Thanksgiving Recess
December	22	End of First Semester
	25	NO SCHOOL - Winter Recess Begins
January	8	NO SCHOOL - Teachers' Institute
	9	Classes Resume - Winter Recess Ends
	15	NO SCHOOL - Dr. Martin Luther King's Birthday
February	19	NO SCHOOL - Presidents' Day
March	1	NO SCHOOL - Teachers' Institute
	25	NO SCHOOL - Spring Recess Begins
April	1	NO SCHOOL - Non-Attendance Day
	2	Classes Resume - Spring Recess Ends
May	24	Last Day for Students (pending emergency days)
	27	NO SCHOOL - Memorial Day
	28 - 31	Emergency Days
June	3	Last Emergency Day
	TBD	Glenbard East Commencement
	TBD	Glenbard North Commencement
	TBD	Glenbard South Commencement
	TBD	Glenbard West Commencement

Beginning Monday, August 21, 2023, Transition North and Transition South will have a student early dismissal every Monday during the school year. These days are to accommodate Professional Learning Communities staff development.

* Early Dismissal on October 25 & 26, 2023

** Although October 25 & 26 are designated as Parent/Teacher Conference evenings, parents are encouraged to meet with teachers for student conferences. This can be arranged by calling the school to make an appointment at any time during the school year.

May 28 - June 3, 2024 will be abated if not used for emergency reasons earlier.

Calendar adopted by Glenbard Township High School District 87 Board of Education on October 11, 2022.

Calendar

- Follow the Glenbard D87 calendar for holidays and institute days/non attendance days.
- Early Release for Transition will continue to be on **Monday** with a 1:30 dismissal
- We have a modified schedule during finals weeks and general testing days. Students will attend full days for the first 2 days of finals (Ex: Wednesday and Thursday) and have a nonattendance day for the 3rd day of finals (Ex: Friday).

Open house and parent/teacher conferences are the same as the Glenbard D87 calendar

- These days will be early release.
- Staff will reach out to parents with procedures for scheduling.

What are Student Hours?

- Mondays: 8:00 a.m. -1:30 p.m. (Early Release days for Professional Learning Communities Staff Development)
- Tuesday - Friday: 8:00 a.m. - 2:00 p.m.

When and Where Should Students Arrive?

- Students taking a bus will be dropped off at the rear entrance and doors will be open at 7:50 a.m.
- Students being dropped off or picked up, should use the front entrance. The doors will open at 7:50 a.m. for students.

What should I do if I am dropping my student off after 8:00 or picking them up before 2:00?

- Due to community based instruction, contact the case manager to arrange a time and location for drop off/pick off at least one day in advance (24 hours).
- Parents/guardians also have to sign students in and out. If picking up or dropping off in the community they are required to sign in/out with staff on site.

What should I do if my student will be absent?

- Contact the school nurse by 7:45 a.m. the day of absence at: 630-376-4708 or email at: becky_chavez@glenbard.org
- Call Hopewell as soon as you can: 630-426-1749; follow prompts.

What should visitors do?

- Visits should be pre-arranged through the program supervisor, Dawn Langdon, at 630-942-7649 or dawn_langdon@glenbard.org. Please ring the intercom at the front door and staff will give you instructions.
- Visitors should come through the front entrance and sign in at the front desk.

Student Expectations

What should students bring to the site on a daily basis?

- Lunch or money for lunch: Lunch boxes/bags need to be clearly labeled with the student's name. A great skill to teach your student to do for themselves everyday!
- Money for community-based instruction (optional for extra purchases).
- Student Identification (ID), state issued identification (ID) and transportation card(s).
- I-pad
- Weather appropriate clothing for indoors and outdoors. A great skill to teach your student is how to watch or look up the weather AS WELL AS consider the day's activities before selecting clothes. If this is a lengthy process, you may want to do it the night before.

What should students keep at the site?

- Workout clothes
- Extra set of clothes
- Hygiene kit
- Personal Care items
- Wallet/Purse

What are the options for lunch?

Students have the option to:

- Pack lunch.
- Bring items from home to make a lunch or purchase groceries during community based instruction:
 - Students need to have all items labeled with their name which will be stored in the kitchen for lunch.
 - The items should be labeled or in their original packaging.
- Students eligible for free/reduced lunch will have options available daily to prepare.
- Weekly schedules will indicate when a student is in the community and the option of purchasing lunch out is available.

What should students do when they leave the site during the day for work or appointment (not including group community based instruction)?

- Students must inform their case manager of their schedule and time they need to leave.
- Students must sign out at the front desk and in again if they are returning later in the day.

What if your student becomes sick during the day?

- Student will be evaluated by the nurse.
- Nurse will contact parent/guardian: please make sure you have up-to-date contact information.
- Nurse will arrange a pickup with the parent/guardian.
- Your health and others' health is a shared responsibility
- To prevent and respond to illness, be aware of health recommendations from the Centers for Disease Control and Prevention (CDC), including, but not limited to:
 - [COVID-19](#)
 - [Influenza \(flu\)](#)
 - [Respiratory Syncytial Virus Infection \(RSV\)](#)
- Prevention reminders:
 - washing hands
 - be aware of symptoms/health
 - cover nose and mouth with tissue when you cough or sneeze

What should I do if I need to send in medication for my student?

- Contact the nurse to fill out the [attached form](#).
- Ensure that the medical plan is updated with changes each year.

Communication Expectations

What do I need to do if I need to contact my student's case manager?

*In case of an emergency, call the direct line and follow the prompts.

In non-emergency situations, email or call case manager. They will get back to you at our earliest convenience.

How do we know the daily schedule?

- Students will update their individual schedules in the format to best meet their post secondary goals (ipad, planner, phone, etc).
- Students review their daily schedules each morning.
- Students are given weekly Newsletters on Fridays stating different community outings for the following week.
- On Mondays students update their weekly calendars specific to their goals and needs .
- Parents/guardians should review the weekly calendars with students.

How and when do students communicate their work schedule for paid employment?

- When a student receives their schedule, they should email it to the job coach.
- Students should also inform the case manager of their work schedule to ensure proper planning for community based instruction.

Community Expectations

Students are expected to adhere to Glenbard safety guidelines while engaging in community instruction. Students will be expected to come prepared for community outings (ex: proper attire if going outside for the day).

What forms of transportation are used for community based instruction?

Hopewell, PACE, walking or vans.

Why do students participate in various instructional activities?

Instructional experiences are driven by post secondary transition goals and outcomes, group capacities, student choice/interest.

If Students Post secondary Plan includes fitness - what are the options?

- Students can participate in in-house fitness groups.
- Students can participate in group outings at NEDSRA or YMCA, or Madison Meadow Athletic Club

Worksite Expectations

Students are expected to maintain proper hygiene, follow the dress code of their community based training site and follow policies and procedures of the work training site.

General Information

Parent PowerSchool

<https://ps.glenbard.org/public/>

Glenbard District 87 uses the PowerSchool system to help keep parents and students informed about students' progress and academic performance. PowerSchool is a Web-based student information system. It is intended to provide students, parents/guardians, and teachers with a tool to communicate about student, attendance, and more. PowerSchool may be accessed from most devices with internet access. The system uses a secure link that ensures that all of the information displayed is secure. Additional information about using PowerSchool can be reviewed by visiting <https://ps.glenbard.org/public/help.html>.

Schoology

Schoology is Glenbard's learning management system where students and parents/guardians will see digital course materials. Schoology is also the common platform where students interact with online discussions, turn in digital work, and take digital assessments. The student Schoology login is the same as the Student Glenbard Google account credentials.

Parents/guardians have access to their student's Schoology courses and groups through a separate parent account. More info on Parent Accounts can be found by visiting <https://support.schoology.com/hc/en-us/articles/201000873-Parent-Guide>.

Diploma and Transcript Requests

Please contact the registrar at the high school that your student attended (home school) to arrange a time to pick up your student's diploma when they exit the transition program.

Diplomas typically take 4-6 weeks to arrive once your student has finished at Transition. You may also contact the registrar to place a transcript request.

School Registrars

North - 630-543-7000 ext:3242

South - 630-469-6500 ext: 4242

West - 630-469-8600 ext: 2242

East - 630-627-9250 ext: 1242

[Link to Glenbard D87 Handbooks](#)

- Please refer to [Glenbard West](#) Handbook for details on policies, discipline, student expectations, and more.
- [Southern Transition Site Webpage](#)
- [Glenbard's Top Five](#)

