



2026-2027 School Year

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: Samantha Fitz: 847-637-6403; sfitz@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: Chetna Sharma: 630-942-7699; chetna_sharma@glenbard.org

Schedule, Calendar and Logistics

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

2026-27 School Calendar

August 12 = First Full Day of Student Attendance
September 7 = NO SCHOOL – Labor Day
October 12 = NO SCHOOL – Columbus/Indigenous Peoples’ Day
October 21-22 = *Students Attend School – Parent/Teacher Conferences in the Evening**
October 23 = NO SCHOOL – Non-Attendance Day
November 2 = NO SCHOOL – Teachers’ Institute
November 3 = NO SCHOOL – General Election Day
November 25-27 = NO SCHOOL – Thanksgiving Recess
December 17 = End of First Semester
December 21 = NO SCHOOL – Winter Recess Begins
January 4 = NO SCHOOL – Teachers’ Institute
January 5 = Classes Resume – Winter Recess Over
January 18 = NO SCHOOL – Martin Luther King Jr. Day
February 15 = NO SCHOOL – Presidents’ Day
February 26 = NO SCHOOL – Teachers’ Institute
March 26 = NO SCHOOL – Non-Attendance Day
March 29 = NO SCHOOL – Spring Recess Begins
April 5 = Classes Resume – Spring Recess Over
May 23 = Last Day for Students

May 25-28 = Emergency Days
June 1 = Emergency Day
* Early Dismissal on October 21 & 22, 2026

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.

Collaboration Hour

- Glenbard North, East, South, and West have implemented “Collaboration Time” in their schedule, which can be utilized as time to receive additional help or as a free period. Transition will not use a collaboration time. Daily schedules include time with case managers in order to support student individual adult goal outcomes.

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 Safeway as soon as you can: 224-808-1790; 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 if needed
- Hygiene kit (this could include)
 - Toothbrush/toothpaste
 - Deodorant
 - Brush/comb
- 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.
- 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.

What are ways to keep students healthy?

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

FERPA - Family Educational Rights and Privacy Act

- The federal [Family Educational Rights and Privacy Act](#) (FERPA) [20 U.S.C. § 1232g; 34 CFR Part 99] and the *Illinois School Student Records Act* (ISSRA) [105 ILCS 10/1 et. seq.; 23 Ill. Adm. Code § 375] afford parents and students certain rights with respect to school records.

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.
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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?

Safeway, PACE, American Taxi, Metra Train, 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
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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.

“Erin’s Law” requires that all public schools in Illinois implement a prevention-oriented child sexual abuse program that teaches: Students in grades preK - 12th grade age-appropriate techniques to recognize child sexual abuse and tell a trusted adult. If you see something, tell someone! Report concerns to Deans, Counselors, Teachers, Student Services, or School Resource Officer. Additional links are provided below:

Resources:

[National Sexual Assault Hotline Confidential 24/7 Support](#)

[Warning Signs of Sexual Abuse in Teens](#)

[Warning Signs of Possible Sexual Abuse](#)

[Grooming. Know the warning signs](#)

[Preventing Child Sexual Abuse](#)

[National Domestic Violence Hotline](#)

Reporting Sexual Abuse

[Reporting to Law Enforcement](#)

[Reporting Child Sexual Abuse](#)

[Reporting to the Illinois Department of Children and Family Services](#)

SAFEGUARD AGAINST SEXUAL ABUSE IN SCHOOLS - Faith's Law

Faith’s Law expands the criminal definition of grooming beyond electronic communications to include written communications and acts committed in person or by conduct through a third party. The law also makes it clear that mandated reporters must report suspected grooming to DCFS under the Abused and Neglected Child Reporting Act.

In addition to expanding the criminal definition of grooming, Faith’s Law includes several new requirements for schools and educators intended to prevent sexual abuse and misconduct in schools. Faith’s Law adds a completely new section to the Illinois School Code (105 ILCS 5/22-85.5) pertaining to sexual misconduct in schools. This section requires all school districts, charter schools, and nonpublic schools to develop an employee code of professional conduct policy that must be made available on the school’s website and included in any staff, student, or parent handbook.

Need to report a concern or an incident? Call your child’s school, state the reason for your call, and speak to the principal or a social worker.

The Illinois State Board of Education Sexual Abuse Response and Prevention Resource Guide

www.isbe.net/Documents/Faiths-Law-Resource-Guide.pdf

Employee code of professional conduct policy

Policy 5:120 - https://boardpolicyonline.com/?b=glenbard_87&s=271133

- [Southern Transition Site Webpage](#)
- [Glenbard's Top Five](#)