

NAME: \_\_\_\_\_  
GRADE: \_\_\_\_\_  
ADVISOR: \_\_\_\_\_

# Elm Middle School

7607 West Cortland Avenue      Elmwood Park, IL 60707      Office Phone: 708-452-3550

## 2018 - 2019 Student Handbook

**Ms. Rebecca Siegel, Principal**  
**Mrs. Ashley Groeneveld, Assistant Principal**

ELMWOOD PARK COMMUNITY UNIT SCHOOL DISTRICT 401  
708-452-7292  
[www.epcusd401.org](http://www.epcusd401.org)

# **BOARD OF EDUCATION**

## **Board of Education Vision Statement**

To inspire minds in the pursuit of excellence.

## **Board of Education Mission Statement**

Elmwood Park CUSD 401, a unit district in a suburban community with a small town feel, strives to cultivate:

- Individualize Social-Emotional learning processes
- Rigorous academics fostering inquisitive minds prepared for critical thinking
- Active, engaged partnerships with the community and parents
- Innovative uses of 21<sup>st</sup> century technologies for teaching and learning.

## **CURRENT BOARD MEMBERS**

Mrs. Mary Bruscato, President  
Mr. Frank J. Parisi, Vice President  
Mrs. Sue Capraro, Secretary  
Mr. Michael V. Scheidt  
Mrs. Lauren M. Platt  
Mr. Jonathan M. Rivera  
Mr. Peter A. Volpe

## **DISTRICT ADMINISTRATORS**

Dr. Nicolas Wade, Superintendent of Schools	708-583-5831
Mr. Jim Jennings, Business Manager Office	708-583-5840

## **DISTRICT POLICIES FOR STUDENT HANDBOOKS**

### **Elmwood Park Community Unit School District #401**

These policies are available online at [www.epcusd401.org](http://www.epcusd401.org) and in the principal's office

## **STUDENT FEES**

School fees were approved by the School Board with the expectation that they would be paid by each family. A \$30 fee will be assessed for all returned and NSF checks. The registration fees along with other monies due to the school (lost books, book fines, etc.) must be paid in full by **October 1** (or 30 days after registering a new student to the district).

## **FEE REFUNDS**

Less than or equal to First week of school 75%  
Less than or equal to 2nd week 50%  
Less than or equal to 3rd week 25%  
Less than or equal to 4th week 0

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## ELM MIDDLE SCHOOL: General Information

### MAIN OFFICE:

Office Phone  
Attendance Hotline

### Hours 7:30am – 4:00pm

708-452-3550  
708-583-6600

Office Fax

708-452-0662

### SCHOOL HOURS:

Morning Entrance Time  
Warning Bell  
First Class Starts  
Afternoon Dismissal  
Bus Departure  
Late Bus Departure

### M, T, R, F

7:45 am  
7:52 am  
7:55 am  
3:05 pm  
3:15 pm  
4:15 pm

### W

8:55 am  
9:02 am  
9:05 am  
3:05 pm  
3:15 pm  
4:15 pm

### OFFICE STAFF:

Ms. Rebecca Siegel, Principal  
Mrs. Ashley Groeneveld, Assistant Principal  
Ms. Danielle Yager, Principal's Secretary  
Mrs. Lodean Fisher, Attendance Clerk

Mrs. Katie Blunier, Social Worker  
Mrs. Amy Cleff-Holic, School Nurse  
Mrs. Elise Former, Media Center Specialist  
Mr. Nick Anast, Head Custodian

### TEACHING FACULTY:

Bartolomei, Elena  
Blunier, Katie  
Bultas, Matt  
Byrne, Colleen  
Cannici, Gina  
Cannici, Sam  
Dunbar, Laura  
Fuentes, Kathy  
Furst, Joe  
Hartwig, Christian  
Hawes, Susan  
Hong, Molly  
Kazuk, Kristin  
Korteling, Karen  
Kushner, Dave  
Laux, Laura  
Lite, Michelle  
McNichols, Eileen  
Mesi, Tiffany  
Mrkvicka, Steve  
Mueller, Laura  
Obrecht, Emily  
O'Mahoney, Nora  
Patton, Sara  
Poppellwell, Michael  
Quirk, Meghan  
Rhodes, Kyle  
Richter, Greg  
Rode, GERALYNNE  
Thomas, Clare  
Triska, Darlene  
Walsh, Meg  
Witkos, Jacek  
Woods, Katie

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Language Arts 8  
Social Worker  
Special Education 7  
Special Education 8  
Health 7/8  
Social Studies 7  
Language Arts 7  
Language Arts 8  
Special Education 8  
Social Studies 8  
Social Studies 7/8  
Language Arts 8  
Special Education 7  
Art 7/8  
Physical Education 7/8  
Math 8  
Math 8  
Special Education 7  
Language Arts 7  
Science 7/8  
Math 7  
ELL 7/8  
Special Education 8  
Math 8  
Music 7/8  
Math 7  
Band/Music 7/8  
Science 7  
Science 8  
Math 7  
Computer Applications 7/8  
Physical Education 7/8  
English Language Learners 7/8  
Language Arts 7



# Elm Middle School Daily Bell Schedule

<b>Students Enter Building</b>	<b>7:45</b>		
<b>1st Bell</b>	<b>7:52</b>		
<b>Exploratory</b>	<b>7:55</b>	<b>to</b>	<b>8:27</b>
<b>Block 1</b>	<b>8:30</b>	<b>to</b>	<b>9:50</b>
<b>Block 2</b>	<b>9:53</b>	<b>to</b>	<b>11:13</b>
<b>Block 3a</b>	<b>7<sup>th</sup> Lunch/8<sup>th</sup> Advisory</b>	<b>11:16</b>	<b>to 11:46</b>
<b>Block 3b</b>	<b>8<sup>th</sup> Lunch/7<sup>th</sup> Advisory</b>	<b>11:49</b>	<b>to 12:19</b>
<b>Block 4</b>		<b>12:22</b>	<b>to 1:42</b>
<b>Block 5</b>		<b>1:45</b>	<b>to 3:05</b>
<b>After School Check Out</b>		<b>3:05</b>	<b>to 3:08</b>
<b>Bus Departs</b>		<b>3:15</b>	
<b>Late Bus Departs</b>		<b>4:15</b>	

## LATE START Wednesday Bell Schedule

<b>Students Enter Building</b>	<b>8:55</b>		
<b>1<sup>st</sup> Bell</b>	<b>9:02</b>		
<b>Block 1</b>	<b>9:05</b>	<b>to</b>	<b>10:16</b>
<b>Block 2</b>	<b>10:20</b>	<b>to</b>	<b>11:31</b>
<b>Block 3a</b>	<b>7<sup>th</sup> Lunch/8<sup>th</sup> Advisory</b>	<b>11:34</b>	<b>to 12:04</b>
<b>Block 3b</b>	<b>8<sup>th</sup> Lunch/7<sup>th</sup> Advisory</b>	<b>12:07</b>	<b>to 12:37</b>
<b>Block 4</b>		<b>12:40</b>	<b>to 1:51</b>
<b>Block 5</b>		<b>1:54</b>	<b>to 3:05</b>
<b>After School Check Out</b>		<b>3:05</b>	<b>to 3:08</b>
<b>Bus Departs</b>		<b>3:15</b>	
<b>Late Bus Departs</b>		<b>4:15</b>	





# Assembly Bell Schedule

## 70 Minute Classes – No Exploratory

<b>Students Enter Building</b>	<b>7:45</b>		
<b>1st Bell</b>	<b>7:52</b>		
<b>Block 1</b>	<b>7:55</b>	<b>to</b>	<b>9:05</b>
<b>Block 2</b>	<b>9:08</b>	<b>to</b>	<b>10:18</b>
<b>Block 4</b>	<b>10:21</b>	<b>to</b>	<b>11:31</b>
<b>Block 3a</b>	<b>7<sup>th</sup> Lunch/8<sup>th</sup> Advisory</b>	<b>11:34</b>	<b>to 12:04</b>
<b>Block 3b</b>	<b>8<sup>th</sup> Lunch/7<sup>th</sup> Advisory</b>	<b>12:07</b>	<b>to 12:37</b>
<b>Block 5</b>		<b>12:40</b>	<b>to 1:50</b>
<b>Advisory, then Gymnasium</b>		<b>1:53</b>	<b>to 3:05</b>
<b>After School Check Out</b>		<b>3:05</b>	<b>to 3:08</b>
<b>Bus Departs</b>		<b>3:15</b>	
<b>Late Bus Departs</b>		<b>4:15</b>	



# ELM MIDDLE SCHOOL: EXPECTATIONS

*Please Note: Student Handbook rules are subject to change without notification*

## GENERAL EXPECTATIONS

Elm Middle School is a PBIS school. It is proud of the appropriate behavior your child exhibits throughout the school year. We stress positive reinforcements. It is in your child's best interest that parents and teachers work together. Appropriate behaviors have positive rewards.

Elm Middle School advocates the philosophy that students should be given the responsibility to make decisions and to be responsible for their actions. When a student inhibits the right of others to learn or for the teacher to teach, he/she must accept the consequences for his/her action.

## GENERAL CONSEQUENCES

Teachers will create a classroom discipline system that may include correction of the student, warnings, parent phone calls, classroom detentions, conferences and/or other measures. If a student exhausts this classroom discipline system, the teacher may use a Disciplinary Referral to refer the student to the assistant principal for consideration. The assistant principal will assign appropriate consequences. A copy of the referral is placed in the student's temporary discipline file. If a student fails to serve a detention with a teacher, the teacher will reschedule it and may add another detention. If the student fails to serve the rescheduled or additional detention the matter will be referred to the office. The faculty and staff reserve the right to remove any student from an after school event, or any other activity if they believe that the child's behavior poses a risk.

All staff and students will refer to the PBIS Matrix to guide positive behavior in classrooms, hallways, bathrooms, busses, outside and in the cafeteria.

## ABSENCES

When a student is absent, it is a parent's responsibility to contact the school before 8:30 AM the morning of each day's absence. Parents can call during office hours (7:30 AM – 4:00 PM) or can leave a message on the voice mail (452-3550). If notification concerning a student's absence is not received within 24 hours, the student will be considered truant. If there is to be an extended absence due to reasons other than illness, a note to that effect from parents prior to the absence needs to be sent to the school. When a parent is going on vacation, out of town, etc., and a student will be under the care of someone else, the parent must notify the office of the name and phone numbers of that caretaker. If a student is absent 5 or more days consecutively due to illness, the student must bring a note from the doctor to be allowed back to school. Further, at the request of the school administration, a student may be asked to produce a doctor's explanation for an unusual attendance pattern.

**After the 10th absence (excused or unexcused)**, a letter will be sent to the home and the parent will be contacted by the building administration.

**After the 20th absence**, a second letter will be sent home and a conference will be held with the parents, the students and the building administration.

Students are never to leave the building without personally informing the office of their departure. Families are discouraged from taking their children on vacation during the school year. Please attempt to schedule vacation around school holidays.

## ACADEMIC ADVISORY PROGRAM

The purpose of Academic Advisory is to provide students with academic as well as social/emotional support. Parents requesting a conference should contact the student's Academic Advisor.

## ACTIVITIES

Activities are provided so that students can participate in sports and various special interest groups. An activity bus is provided at 4:15 PM in order to provide transportation to home schools. **An Elm Middle School photo ID must be presented to ride the bus.** Students participating in before-school activities must plan for their own transportation to Elm. We also have some evening activities at Elm such as PAT dances. These events are open to Elm students only. Remember that we ask for the same quality of conduct as expected

during the school day. The student must notify parents of the required pick-up time. Those students who are not picked up promptly at the conclusion of after school activities may be excluded from attending such activities in the future. Any student who leaves school grounds will not be permitted to ride the activity bus.

It is understood that 8<sup>th</sup> grade students must meet all graduation requirements to be eligible for end-of-year activities. Final approval to attend these activities will be decided by the 8<sup>th</sup> grade team and the administration. Parents need to encourage their children to behave appropriately to earn the right to participate in school-sponsored special events. Any one or all activities (including participation in graduation ceremonies) may be withheld from students up to the day of the event.

### **ASSEMBLIES**

A variety of all-school assemblies are held throughout the school year to broaden students' learning experiences. Students are to go to the assemblies as a class and to be seated as directed by teachers. While in the assembly, students are expected to honor our guests with courteous and polite behavior and refrain from excessive noise, whistling, shouting, foot stomping, etc. Also, at the conclusion of the program, students are to wait for dismissal and then exit in an orderly fashion.

### **ATHLETICS: ELIGIBILITY**

Before a student athlete may try out for any of the sports teams he/she must have a valid and current physical form on file in the nurse's office. In order to be eligible to participate in any school-sponsored or school-supported athletic or extracurricular activity, a student may not be failing any one class. Any student participant failing to meet these academic criteria will be notified of the failing grade and have one week to bring the grade up. If the grade is not remedied, the student shall be suspended for a minimum of one week from the activity until the specified academic criteria is met. Furthermore, any student who is ineligible for any two week period (out of an 8 week season) may be dismissed from the team. The following guidelines are also used to determine ineligibility for participation in specific extracurricular activities of our school:

- Absence from school on the date of designated activity, due to illness and/or unexcused reasons will exclude students from participation in that activity. Students with a medical excuse must be in attendance for at least one half of a school day to participate in an athletic contest.
- Extreme misbehavior/disrespect toward teacher/peers or a significant number of detentions and/or any suspensions may result in exclusion from activities.
- Coaches reserve the right to impose additional eligibility requirements on their students.
- The administration will coordinate eligibility within the school building.

### **BICYCLES, ROLLER BLADES, SKATEBOARDS, SCOOTERS**

No roller blades, skateboards, or scooters are allowed to be ridden on school grounds.

### **BULLYING**

#### **Definition of Bullying:**

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

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

#### **Illustrative and non-exhaustive list:**

- Harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, sexting, theft, public humiliation, destruction of property, and retaliation.

#### **Bullying involves:**

- A desire to hurt another person, physical pain or emotional pain, an attempt to gain power (perceived or actual), repeat offending, and when a victim cannot stop bullying.



## **Cyberbullying is simply the medium in which the bullying occurs**

### **Forms of Bullying**

- Direct (physical act against another or verbal abuse)
- Indirect (relational or cyber)

### **Function of Bullying**

- Social recognition (peer acceptance or parental acceptance)
- Ability to get something from the person being bullied (demean to get a significant other, obtain homework, etc.)

### **BUS EXPECTATIONS**

Students being transported on a bus are under the direct authority of the bus driver and school administration. Expectations for student behavior on the bus are the same as for any school setting because of the public and personal danger of inappropriate bus behavior. **Students must show an Elm Middle School photo ID to board the bus.** Students are expected to stay seated, exhibit respectful behavior and keep arms and head inside of the bus. Students are not to throw objects. The principal or a designee will be responsible to assign the appropriate consequence. Responses may vary depending upon the severity of the misbehavior.

Students are only allowed to ride the bus that is assigned to them. This is to ensure the proper capacity, and safety of knowing who is on which bus. Only students living north of the railroad tracks are assigned to a bus. Students may not cross the railroad tracks to board an Elm bus. Students will be given appropriate consequences if they do not follow these expectations.

### **CELL PHONES**

Cell phones may be used before and after school only. Cell phones are to be stored in student lockers.

Students may not use their cell phones to call or text parents during the school day. All students with health concerns must report to and go through our school nurse. Students will be given consequences for using their cell phones to request an early dismissal without reporting to the nurse.

Disciplinary responses will vary as to the severity and frequency of the infractions. Parental support and cooperation are essential for the maintenance of a quality learning environment. Texting and use of a cell phone is distracting to the educational process.

### **DISCIPLINE**

Elm Middle School teaches students expected behaviors. Elm practices PBIS – (Positive Behavior Interventions and Supports.) This philosophy encourages students to follow the expectations established by school staff. PBIS provides interventions to students who have difficulty with certain behaviors.

These grounds for disciplinary action apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any other time when the school is being used by a school group;
2. Off school grounds at a school-sponsored activity, or event, or any activity or event which bears reasonable relationship to school;
3. Traveling to or from school or a school activity, function or event; or
4. Anywhere, if the behavior or activity results in disruption of the educational environment.
5. Activities that take place electronically, including, but not limited to: cell phones, computers, gaming systems, etc.

Conduct we believe does not enhance these standards, and is therefore inappropriate, includes, but is not limited to:

- Smoking or the possession and/or use of controlled substances/alcohol/smoking materials (including e-cigarettes)/drug paraphernalia
- Intimidation/bullying/threats

- Disruptive classroom and hallway behavior
- Vandalism/graffiti
- Dishonesty/cheating
- Stealing or attempting to steal school/personal property
- Tardiness
- Using electronic equipment during school hours
- Physical contact such as pushing, shoving, fighting, including play fighting, hugging and other public displays of affection
- Being a member of or joining or promising to join, or becoming pledged to become a member of, soliciting any other person to join, promise to join, or be pledged to become a member of any public school fraternity, sorority or secret society
- Involvement in gangs or gang-related activities, including the display of gang symbols or paraphernalia
- Eating or drinking in the hallway, except the morning breakfast purchased in the front hallway

We encourage acceptance of all races, genders, ethnicities and sexual orientation. No student shall physically harm any other student or adult.

If any items not allowed in school are found in their possession, the student assigned to the locker will face disciplinary consequences for having possession of the item.

Disciplinary responses will vary as to the severity and frequency of the infractions. Parental support and cooperation are essential for the maintenance of a quality learning environment.

### **DRESS CODE**

For safety and educational reasons, there are some clothing items that can not be worn to school:

- Clothing may not contain inappropriate words, photos, or adult content, including reference to drugs or alcohol.
- Pants must be worn at the waist & belts should be worn.
- Shirts that are strapless are not appropriate for school.
- Midriffs must be covered.
- Skirts and shorts need to be of the style and length that are appropriate for the school environment.
- Flip flop sandals and slippers are NOT to be worn at any time.
- Pajama pants are NOT to be worn at any time.
- Tattoos must be covered at all times.
- Ear piercings are the only piercings allowed. Students will be required to remove piercings that are NOT in the ears.

When a student wears inappropriate clothing to school, parents will be contacted to bring acceptable clothing to school for them to change into.

### **FIELD TRIPS**

Field trips are part of our curriculum and all students are required to attend. Field trips do cost additional money for each student. Each field trip we attend or host is an essential part of a student's overall educational experience at Elm.

### **FIRE EXITS AND EMERGENCY PROCEDURES**

Teachers will advise students of the exits and proper procedures to be followed when they are asked to evacuate the school. The fire signal is a loud buzzing sound that cannot be mistaken. Students should stay with their class and move quietly in single file away from the building. Students may re-enter the building only after the all-clear signal has been given. In case of a tornado or severe weather warning, students may be asked to move to a more sheltered area of the school or "duck for cover" outside of the classroom.

### **FEES**

Any request for refunds will need to be made to the Principal (or his/her designee) using the following refund policy:

- |                                                 |                                    |
|-------------------------------------------------|------------------------------------|
| Less than or equal to the First Week of School  | 75% of the payment can be refunded |
| Less than or equal to the Second Week of School | 50% of the payment can be refunded |

Less than or equal to the Third Week of School	25% of the payment can be refunded
Less than or equal to the Fourth Week of School	0% of the payment can be refunded

For the purposes of this policy, “school fees” or “fees” mean any monetary charge collected by the District from a student or the parent(s) or guardian(s) of a student as a prerequisite for the student’s participation in any curricular or extra-curricular program of the District. The District does not impose a “fee” when it requires that a student provide his or her own ordinary supplies of materials (e.g., pencil, paper, notebooks), which are necessary to participate in any curricular or extra-curricular program.

“School Fees” include, but are not limited to, the following:

- A All charges required for textbooks and instructional materials.
- B All charges and deposits collected by a school for use of school property
- C Charges for field trips made during school hours, or made after school hours if the field trip is required or a customary part of a class or extra-curricular activity (e.g., annually scheduled trips to museums, concerts, places of business and industry or field trips related to instruction in social studies, the fine arts, career/vocational education, or the sciences).
- D Charges or deposits for uniforms or equipment related to varsity and intramural sports, or to fine arts programs.
- E Charges to participate in an extra-curricular activity.
- F Graduation fees
- G School records fees.
- H Driver’s education fees assessed pursuant to Section 27-23 of The School Code.

“School fees” do not include:

- A Library fines and other charges made for the loss, misuse, or destruction of school property (e.g., musical instruments).
- B Charges for the purchase of class rings, yearbooks, pictures, diploma covers or similar items. Charges for optional travel undertaken by a school club or group of students outside of school hours (e.g., a trip to Spain by the Spanish Club or a senior class trip).
- C Charges for admission to school dances, athletic events, or other social events.
- D Optional community service programs for which fees are charged (e.g., preschool, before and after school child care, recreation programs).

### Waiver of Fees

Students whose parents are unable to afford the school fees may request a fee waiver. Applications for fee waivers may be submitted from parents/guardians by completing an application form available online on the District’s website at [www.epcusd401.org](http://www.epcusd401.org) and click on Student Registration.

### GRADING POLICY

The following numerical scale is used in order to achieve a uniform grading policy:

A= 90-100      B= 80-89      C=70-79      D=60-69      F= 0-59

*LT= Late Transfer      I=Incomplete      SE=Showing Effort (Working toward standards)*

A temporary grade of Incomplete may be given if required assignments are not turned in for a particular subject during the quarter due to documented illness or other extreme circumstances beyond the student’s control. Arrangements will then need to be worked out with teachers, and work must be completed within a 2-week period of time in order to receive a passing grade for that course.

Students are expected to receive passing grades in all classes. Elm offers students support through:

- Academic Advisory classes held for one half hour Monday through Friday
- Morning Support Classes
- Assistance given in the classroom
- Computer Club (Homework Club) after school from 3:10-4:00

### GRADUATION/PROMOTION POLICY

In order to maintain a standard of excellence, minimal expectations of our students must be required while we strive for maximum achievement. The staff at Elm has established academic standards for our students in order to pass from one grade to another. Per Board of Education approval, our standards are described below:

**One Semester F Grade:** When a student receives an F semester grade in math or language arts:

- The parent will be notified by letter at the end of the first semester.
- It is also highly recommended that the child attend Middle School Summer School to make up for that semester F grade.

**Two Semester F Grades:** When a student receives the second semester F grade in math or language arts:

- The student will be required to attend Middle School Summer School. If the student does not successfully complete summer school, he/she will be retained.
- The student will not participate in the graduation ceremony.

**Three or Four Semester F Grades:** When semester F grades are earned in areas in addition to math or language arts:

- The student will be required to attend Middle School Summer School with promotion offered if successfully completed. If the child does not attend or does not successfully complete the program, the child will be retained.
- The parents will be notified by letter at the end of the first semester.
- The student will not participate in the graduation ceremony.

**Five or more Semester F Grades**

All of the supports listed above have been offered. The child will be retained.

**In all cases of Middle School Summer School, the parents will pay the fee for school and there are no fee waivers accepted.**

### **HALL PASSES**

All students must have an assignment notebook. The assignment notebook will be used as a pass to move through the building other than at the designated times. If a teacher requests to see a student, they will also sign the assignment notebook. No student will be allowed to leave class without the assignment notebook. If a student is late to a class due to a teacher detaining them, the student must make sure to secure a pass from that teacher.

### **HOMEWORK/MAKE-UP WORK**

Students are expected to complete and turn in all assignments on time. In order to keep up with homework, it is suggested that students and parents set up regular hours at home for students to complete the work, and turn it in faithfully as it is due. It is also the student's responsibility to go to teachers and get assignments that may be missed due to an absence from school. If a student is too ill to email teachers on their own, we recommend the student get healthy before worrying about completing makeup work. For each day spent at home due to an *excused absence*, one day is given to make up and to turn in work. For example, if out three days, student has three days to make up the work. Parents can pick up their child's books from their locker between 7:30 AM and 4:00 PM.

### **HOMEWORK ONLINE**

Student homework assignments are available online after 4:00 PM on a daily basis.

### **HONOR ROLL**

Elm Middle School has an honor roll that recognizes two categories: The Principal's List (all A's) and the Honor Roll (only A's and B's).

### **INSTRUCTION - CONTROVERSIAL**

Throughout our courses of instruction, issues may be presented that are considered controversial. Any concerns that you may have can be handled by contacting the teacher.

### **LIBRARY MEDIA CENTER**

The Library Media Center is open during the school year from 7:45 AM to 3:05 PM, Monday through Friday. All students have a library card on file at the circulation desk. The LMC has a wide variety of materials to meet the academic and recreational needs of the middle school student. Fiction and non-fiction books may be

checked out for two weeks. Reference books, older magazines and other materials may be checked out for overnight use. These materials must be returned before the first period class of the next day. Fines are imposed for each overdue book.

### **LOCKERS / BOOK BAGS**

Students are assigned a hall locker for the purpose of storing coats and books while in school. The student's advisory teacher will assign this locker. Book bags are to be left in the student's locker at all times. Advisory teachers will provide students with their lock on the first day of school. Lockers must be locked at all times when not in use. The safety and security of the locker and its contents are the sole responsibility of the student. It is important that students do NOT share locker combinations or leave their locker open and unattended. Students who do not have their lockers locked with an approved lock will be subject to consequences.

### **LOST MATERIAL POLICY**

A student will be charged, according to the following schedule, for lost materials:

	Paperback	Hardcover
Young Adult fiction	\$10.00	\$20.00
Young Adult nonfiction	\$20.00	\$30.00
Magazine	\$3.00	
Reference	Actual replacement cost of item	

### **LUNCH GUIDELINES**

Elmwood Park CUSD#401 is excited to offer MFSchoolIBucks. This online payment service provides a quick and easy way to add money to your student's meal account using a credit/debit or electronic check. Go to [mvmM.ySchoolIBucks.com](http://mvmM.ySchoolIBucks.com) and register for a free account

### **LUNCHROOM**

Students are expected to report promptly to the lunchroom during the lunch period. Tardiness will result in the same disciplinary action as with classroom tardiness. While in the lunchroom, students are responsible for helping maintain an orderly and clean atmosphere for eating. All eating, including candy and other snacks must be done in the lunchroom or in a classroom under the supervision of a teacher only, during the lunch period.

### **MARKERS**

Students are not to bring permanent markers of any kind to school. Teachers will supply markers when necessary.

### **PHOTOGRAPHS/VIDEOTAPING OF STUDENTS**

In providing information about our district to our community, we occasionally like to photograph or videotape students. In order to do this; we would like your permission. (See parent/student sign off sheet at the beginning of this handbook.) These photographs and videos will be used to highlight our schools or share stories by developing brochures, sending information to local papers / cable stations or for use on the main school's website.

### **REPORT CARD / POWERSCHOOL**

Report cards are issued to students every nine weeks during the school year. See school calendar for these dates. All students and parents have logins to PowerSchool. Both students and parents are encouraged to check grades and assignments on PowerSchool regularly. Printed Progress Reports can be made available if a parent does not have access to technology to check grades.

### **SCHOOL DAY**

The school day begins at 7:45 am (9:05 am on Wednesdays for late start) and ends at 3:05 pm. Students may enter the building at 7:45 am (8:55 am on Wednesdays), and must exit by 3:15 pm, unless supervised by a member of the school staff. Upon arrival at school, students should enter the designated door and proceed to their hall locker. A tardy bell will ring at 7:55 am (9:05 am on Wednesdays). For the remainder of the day, the bells will ring at the beginning and end of each period.

## **SCHOOL PROPERTY**

Elm Middle School belongs to the students, so students should take pride in caring for school property, and in keeping the halls and grounds clean and neat. Anyone who willfully destroys school property through vandalism, arson, or creates a hazard to the safety of other students, or steals will be subject to suspension, referred to the proper law enforcement agencies, and will be expected to pay for the repair or replacement of damaged property. Lockers are not places of absolute privacy. The advisory teacher and the administration will have a copy of the combination; key locks will not be allowed. Book bags/back packs are not allowed in the classroom for safety reasons. Students may purchase a school padlock at the beginning of the school year, or, if they wish, furnish their own non-tempered steel combination lock from home. Students are not to share their lock combination with anyone, even close friends.

## **SEIZURE OF PROPERTY**

If a search produces evidence that the student has violated or is violating the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

## **SPECIAL EDUCATION SERVICES**

Special education shall be provided for students who are physically, mentally, emotionally, or perceptually handicapped to a degree which makes it impractical or impossible for them to benefit from or to participate in the normal classroom programs, consistent with the provisions of P. L. 94-142.

Whenever possible, resource services shall be provided to the student so that he/she will be able to participate in as much of the regular school program as possible. If such an arrangement does not sufficiently meet the student's needs, he/she may be placed in a special education class on a full-time basis.

Elmwood Park District is a member of the Leyden Area Cooperative for Special Education in Cook County, a cooperative association of school districts which offers special class placement and other services for various types of handicaps. Operating under the provisions of the Illinois School Code (Section 14) and the regulations of the Illinois Office of Education, program costs are shared by the local districts and the state. The programs, including transportation, are provided without charge to the parent(s)/guardian(s) and parental consent is a requirement for placement.

Reference District Policies For Student Handbooks Elmwood Park Community Unit School District #401  
These policies are available online at [www.epcusd401.org](http://www.epcusd401.org) or in the principal's office.

## **STUDENT ID's**

Students will be issued an Elm ID. Students are required to carry their ID cards every day. Replacements can be ordered during advisory in the main office. There is a fee of \$5 for replacement ID cards. The reasons for this requirement are as follows:

- The card is needed to ride the bus.
- The card is required for entrance to all athletic activities, dances or other social events.
- The card is used as an identification of students in cases of emergencies.
- The card is used to leave the cafeteria during lunch.

## **TARDIES TO SCHOOL/TARDY CONTRACT**

It is important for students to be on time for school. A tardy bell will ring at 7:55 am (9:05 am on Wednesdays). Should a student arrive after the 7:55 am (9:05 am on Wednesday) bell, they must report directly to the office for a pass before going to their first class. Tardiness to school multiple times results in the following consequences:

2 – 4 times tardy	Student Conferences, Phone Calls Home, Lunch Detentions, After-school Detentions
Future Tardies	Tardy Contract

A tardy contract outlines expectations and sets goals for students who have had trouble arriving to school on time.

### **TEST RETAKES**

Any student who scores less than 70% on a summative assessment has the opportunity to retake the assessment. The student will have to complete a “step” which proves they have done additional learning before they are allowed to retake the assessment.

### **VALUABLES IN SCHOOL**

Students are urged not to bring valuables and/or large sums of money to school. Musical instruments may be stored in the music area by special arrangements with the band director. If a student loses any books, cell phones, items of clothing or other belongings, he/she can check with the School Office, or Lost & Found (in the front of the school). **ELM IS NOT RESPONSIBLE FOR THE LOSS OF POSSESSIONS.**

### **VISION SCREENINGS**

Vision screenings are conducted annually for all children enrolled in the school district. A vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months. Please let us know immediately if you do not wish for the school district to conduct a vision screening for your child.

### **VISITORS**

All visitors to Elm Middle School during hours when students are present must present a driver’s license or state ID, sign in and out at the office, and obtain a visitor’s badge. To provide a safe environment for our students, all adult visitors will be screened by an electronic database. School age visitors are not permitted during school hours.

### **BEHAVIOR TERMINOLOGY:**

OSS means “Out of School Suspension.” Suspended students are not allowed on school grounds during the term of the suspension. They may be placed on probationary status and may lose all end of marking period privileges and the right to participate in or attend extra-curricular activities. Parents must meet/speak with the principal or a designee before the student may be readmitted to school. Students on suspension will be given the opportunity to make up work missed.

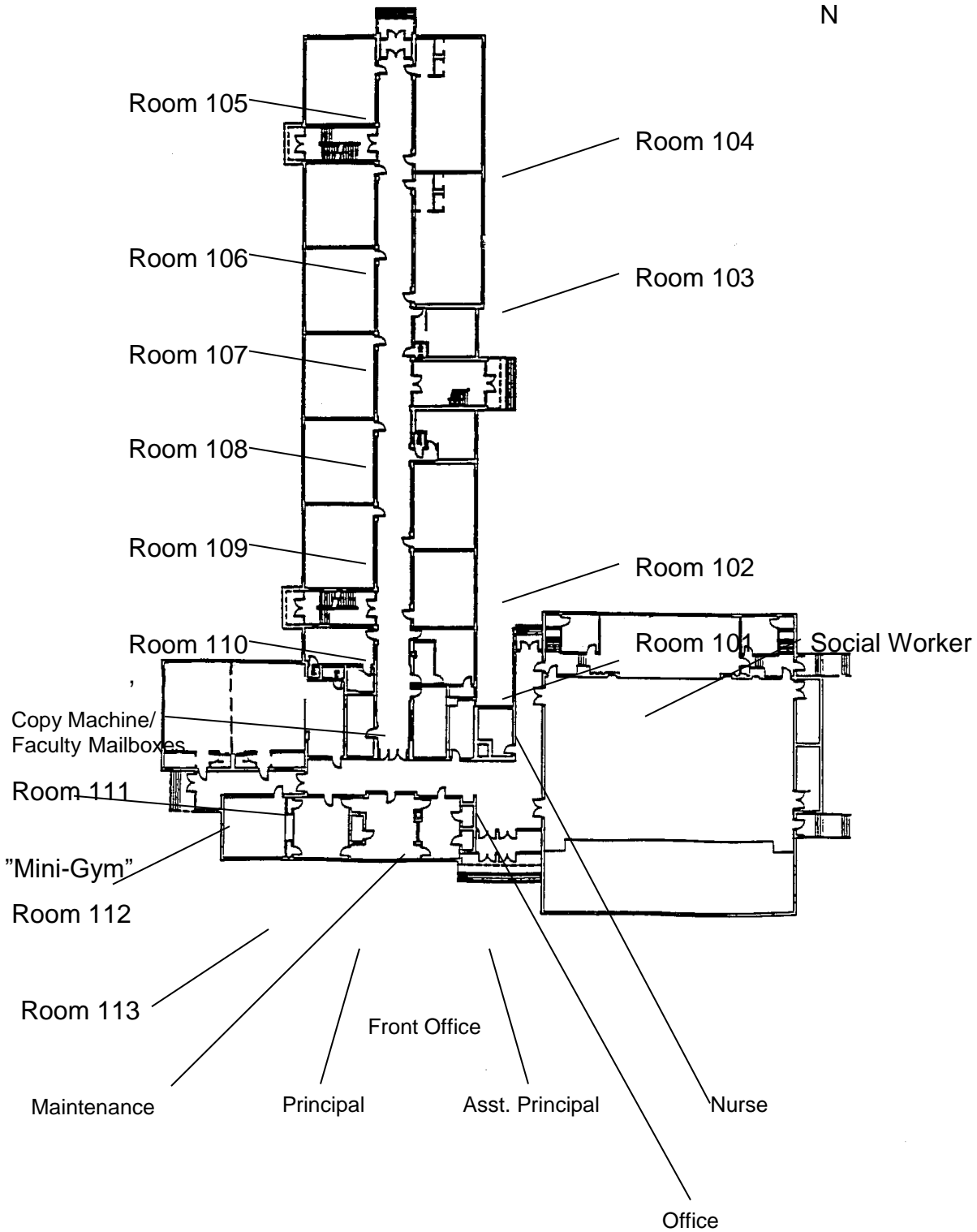
ISS means “In-school suspension.” District 401 houses its in-school suspension room at Elmwood Park High School. If a student is assigned an In-school suspension, he or she will be required to serve at Elmwood Park High School.

# Elm Middle School Expectations

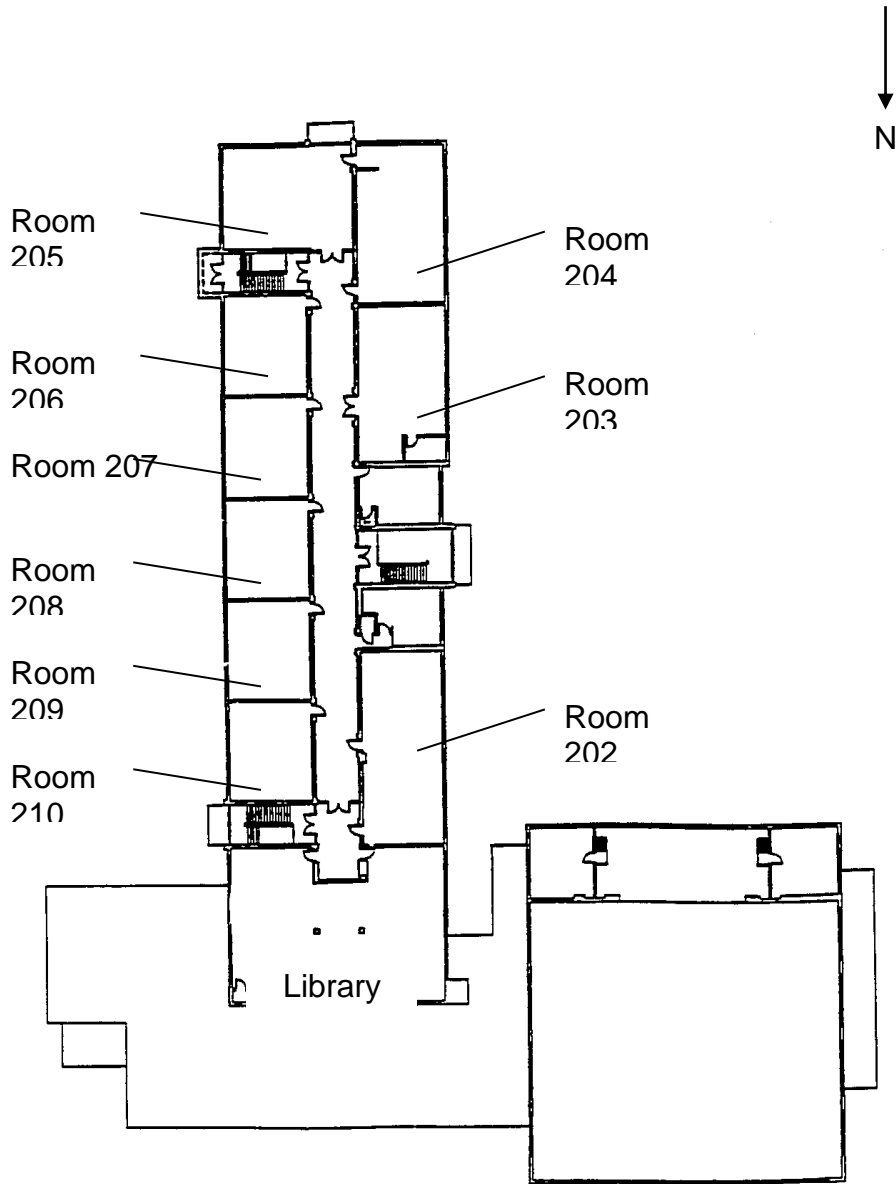
	RESPECT SELF	RESPECT OTHERS	RESPECT PROPERTY	BE THERE; BE READY
Classrooms	<ul style="list-style-type: none"> <li>- Do your best work</li> <li>- Be on task</li> <li>- Participate in class</li> </ul>	<ul style="list-style-type: none"> <li>- Use respectful words</li> <li>- Keep hands / feet / objects to self</li> <li>- Let others do their best</li> </ul>	<ul style="list-style-type: none"> <li>- Pick up after self</li> <li>- Respect all school property inside and outside</li> </ul>	<ul style="list-style-type: none"> <li>- Have supplies ready</li> <li>- Homework complete on time</li> <li>- Listen and follow directions</li> </ul>
Hallway	<ul style="list-style-type: none"> <li>- Walk carefully</li> <li>- Talk in normal conversational tone</li> </ul>	<ul style="list-style-type: none"> <li>- Be aware of others around you</li> <li>- Keep hands/feet to self</li> </ul>	<ul style="list-style-type: none"> <li>- Keep hands off of locks and lockers</li> </ul>	<ul style="list-style-type: none"> <li>- Get to class on time</li> <li>- Use passing period wisely</li> </ul>
Restrooms	<ul style="list-style-type: none"> <li>- Wash hands thoroughly with soap</li> </ul>	<ul style="list-style-type: none"> <li>- Use normal, conversational voices</li> <li>- Give others privacy</li> <li>- Wait patiently</li> </ul>	<ul style="list-style-type: none"> <li>- Use towels appropriately</li> <li>- Keep water in sink</li> <li>- Throw towels in garbage</li> </ul>	<ul style="list-style-type: none"> <li>- Return to class immediately after use</li> </ul>
Cafeteria	<ul style="list-style-type: none"> <li>- Sit with both feet under table</li> <li>- Consider healthy lunch choices</li> </ul>	<ul style="list-style-type: none"> <li>- Use normal, conversational voices</li> <li>- Keep hands / feet / objects to self</li> <li>- Make good choices</li> </ul>	<ul style="list-style-type: none"> <li>- Throw away all garbage in cans</li> <li>- Pick up garbage off floors</li> </ul>	<ul style="list-style-type: none"> <li>- Walk at all times</li> <li>- Wait patiently in line</li> </ul>
Outside	<ul style="list-style-type: none"> <li>- Be aware of others around you</li> <li>- WALK</li> </ul>	<ul style="list-style-type: none"> <li>- Keep hands / feet / objects to self</li> <li>- Respect our neighbors</li> </ul>	<ul style="list-style-type: none"> <li>- Walk on sidewalks only</li> <li>- Pick up your trash</li> </ul>	<ul style="list-style-type: none"> <li>- Be on time to school</li> </ul>
Assembly	<ul style="list-style-type: none"> <li>- Sit in designated area assigned for your advisory</li> </ul>	<ul style="list-style-type: none"> <li>- Use appropriate applause</li> <li>- Keep hands / feet / objects to self</li> </ul>	<ul style="list-style-type: none"> <li>- Keep feet on floor</li> </ul>	<ul style="list-style-type: none"> <li>- Be silent when speaker is talking</li> <li>- Keep eyes on speaker</li> <li>- Listen</li> </ul>
Bus	<ul style="list-style-type: none"> <li>- WALK to and from bus</li> <li>- Sit on seat, facing forward</li> </ul>	<ul style="list-style-type: none"> <li>- Use normal, conversational voices</li> <li>- Use respectful words</li> <li>- Keep hands / feet / objects to self</li> <li>- Respect our neighbors &amp; their property</li> </ul>	<ul style="list-style-type: none"> <li>- Keep materials in the book bag</li> <li>- Pick up garbage</li> <li>- Refrain from eating or drinking</li> </ul>	<ul style="list-style-type: none"> <li>- Have ID ready</li> <li>- Wait for bus on sidewalk, not curb</li> <li>- Enter and exit quickly and safely</li> </ul>
Dismissal	<ul style="list-style-type: none"> <li>- WALK</li> </ul>	<ul style="list-style-type: none"> <li>- Use normal, conversational voices</li> <li>- Keep hands / feet / objects to self</li> </ul>	<ul style="list-style-type: none"> <li>- Check space around you for garbage</li> </ul>	<ul style="list-style-type: none"> <li>- Take all necessary materials home</li> </ul>



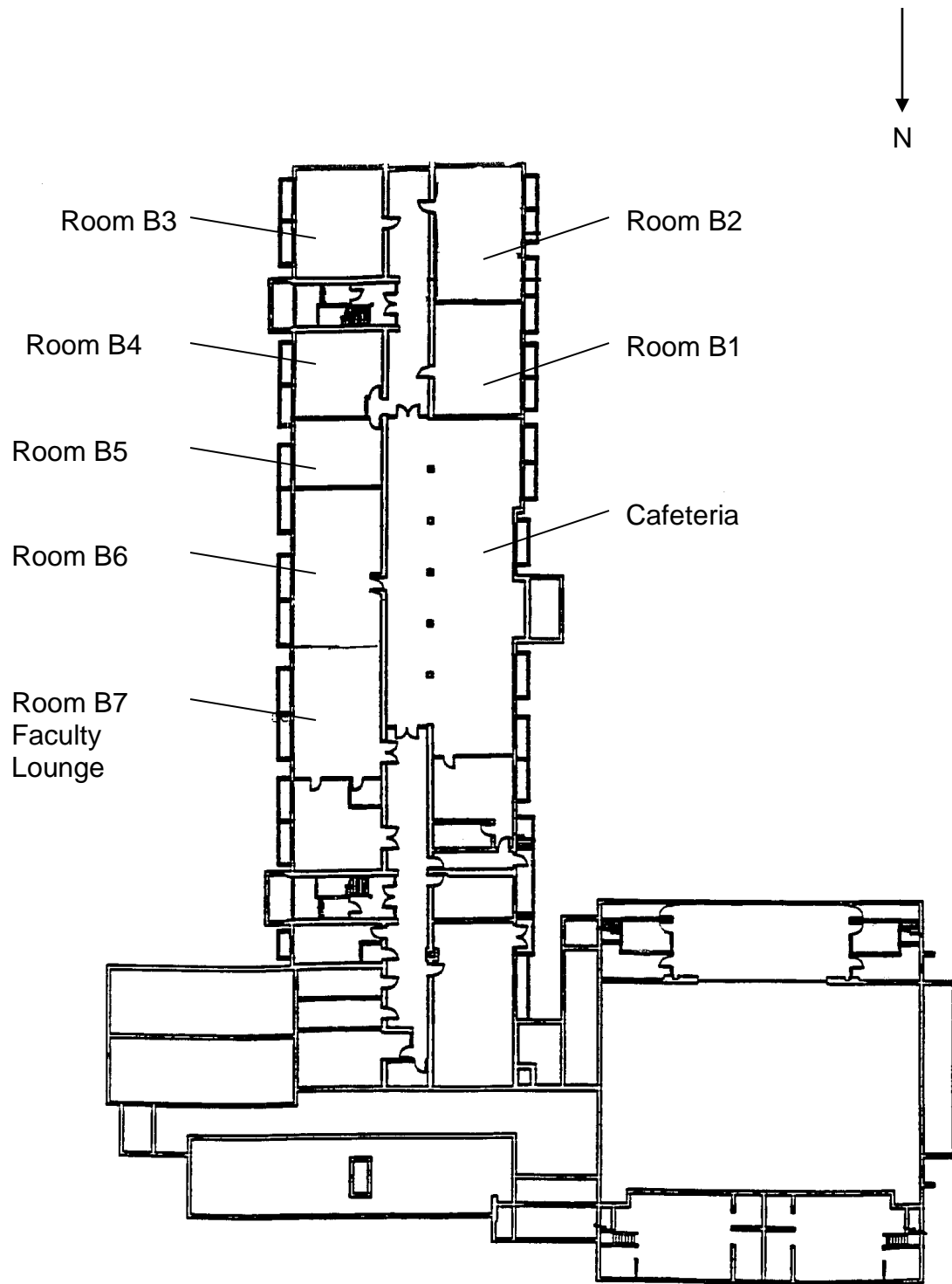
# First Floor



# Second Floor



# Basement





The National Junior Honor Society (NJHS) is governed by the National Association of Secondary School Principals. The NJHS is open to all seventh and eighth graders who have met five criteria: scholarship, leadership, service, character, and citizenship. The basic scholarship requirement is a cumulative average of B or better. Academically eligible candidates will be evaluated on the basis of leadership, service, character, and citizenship. They must demonstrate appropriate conduct and they can have no suspensions from school (in-house or out of school suspensions). Selection is made by a majority vote of a Faculty Council consisting of five faculty members. Each year the National Junior Honor Society completes one or more community service projects in which all the members of the society are involved. A project could be oriented toward improving student leadership, educating them as citizens, working with, and learning about senior citizens, providing some learning about other cultures, or performing some school service

## **National Junior Honor Society Selection Process for Membership**

Students' academic records are reviewed to determine those students who are scholastically eligible for membership, i.e., a cumulative average of B or better in all previous semesters of school. Students must have been enrolled in Elm Middle School for a full semester before they become eligible for consideration.

Students who are eligible scholastically are notified and informed that for further consideration for selection to the chapter they may complete the Student Activity Information Form (SAIF), outlining their accomplishments in the areas of Service Leadership, Character and Citizenship. The Form must be completed by the due date. No exceptions.

All faculty members are invited to make comments on candidates in the areas of leadership, scholarship, service, character, and citizenship. However, actual selections are made by the five member Faculty Council.

The Faculty Council reviews the SAIF and faculty comments for each candidate. Candidates receiving a majority vote will be inducted into the chapter.



CHARACTER  
SCHOLARSHIP  
LEADERSHIP  
SERVICE  
CITIZENSHIP

**Membership in the National Junior Honor Society has been earned by the effective demonstration of the five qualities held in high esteem by the society.**

# Elmwood Park Community Unit School District #401

## 2018-2019 School Calendar

July 2018							August 2018							September 2018						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7				1	2	3	4							1
8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8
15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15
22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22
29	30	31					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						

October 2018							November 2018							December 2018						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6					1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
														30	31					

January 2019							February 2019							March 2019							
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	
		1	2	3	4	5						1	2							1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9	3	4	5	6	7	8	9	
13	14	15	16	17	18	19	10	11	12	13	14	15	16	10	11	12	13	14	15	16	
20	21	22	23	24	25	26	17	18	19	20	21	22	23	17	18	19	20	21	22	23	
27	28	29	30	31			24	25	26	27	28			24	25	26	27	28	29	30	
														31							

April 2019							May 2019							June 2019						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6				1	2	3	4							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						

△ Parent Teacher Conferences

○ First and Last Day of School

Board Approval: December 20, 2017

July 4	4th of July Holiday	Jan 21	Martin Luther King Holiday - No School
Aug 13	Institute Day	Feb 7 & 14	EMS Conferences
Aug 14	Teacher Work Half Day/Institute Half Day	Feb 13 & 14	Elementary & ECC Conferences
Aug 15	First Day of School	Feb 14	High School Conferences
Sept 3	Labor Day - No School	Feb 15	Conference Exchange - No School
Sept 13	High School Conferences	Feb 18	Presidents' Day - No School
Oct 4 & 11	EMS Conferences	Oct 17	Q1 44
Oct 8	Columbus Day - No School	Mar 25 - 29	Spring Break
Mar 12	Q3 44	Mar 29	Alternative Pulaski Day Observed
Nov 7 & 8	Elementary & ECC Conferences	Apr 18	High School Conferences
Nov 8	High School Conferences	Apr 19	No School
Nov 9	Conference Exchange - No School	Apr 22	Institute Day
Nov 12	Veterans Day - School in Session	May 23	Last Day of School
Nov 21 - 23	Thanksgiving Break	May 23	Q4 45
Dec 24 - Jan 4	Winter Break	May 24, 28-31	Emergency Days
Dec 21	Q2 43	May 27	Memorial Day - No School

Our official school calendar has five (5) emergency days built in at the end of the year on May 24, 28, 29, 30 and 31. There may be a need to dismiss school due to inclement weather and will require the use of the makeup days indicated in May. Please do not make any travel/vacation plans during those dates. Please keep in mind that only 5% of the staff may be absent before or after published holidays per the contract.

Staff Development: Late Start schedule applies every Wednesday when school is in session.

Calendar Templates by Vertex42.com - <http://www.vertex42.com/calendars/school-calendar.html>