

ELM MIDDLE SCHOOL STUDENT HANDBOOK

PART 1: Understanding and Acceptance of Student Handbook Policies and Procedures

This is the Elm Middle School Student Handbook, distributed to all students in the opening week of the school year. It has been discussed with all students in meetings with Academic Advisors and the school administration. **Read the Handbook carefully so that you are aware of the procedures and rules of Elm Middle School. We will refer to it with students throughout the year.** This Handbook outlines our rules and expectations for your child. In a sense it then becomes a contract between parent, student and school. We, therefore, request both a parent and student signature indicating the awareness of the contents of this Handbook. We ask that it be returned promptly to the respective Advisor no later than Friday of the first week of school.

PART 2: Cellular Phone Acceptable Use Policy and Parental Permission

It is the intention of the Elmwood Park CUSD # 401 School Board to provide a safe and secure learning environment for the students in its schools and to structure the possession of electronic signaling devices so that student welfare and safety and the educational environment are not adversely affected. To that end, every classroom in the district maintains a telephone that students are able to access with teacher permission. **There is no reason for a student to bring a cell phone to school.**

However, if a student feels it is necessary to bring the phone to school, they are subject to the following rules:

1. A parent/ legal guardian must register his/her child's cell phone with the school by completing and signing this form.
2. The cell phone is NOT for use during the school day. It must be kept off and in the student's locker from 7:45 – 3:05.
3. Games, cameras, text messaging, and other add-on devices are NOT to be used during the school day.
4. Elmwood Park CUSD # 401 is not responsible or liable for loss of any electronic devices including cell phones, Mp3 players, electronic games, etc. that are brought on school property.
5. All other information regarding use and discipline policies are to be found in the student handbook.

PART 3: PUBLICATION OF STUDENT PHOTOS

I understand and acknowledge that from time to time, Elmwood Park Community Unit School District 401 may publish student photographs or images in various school publications. Publications in which my child's photograph or image may appear include, but are not necessarily limited to, the yearbook, school brochures, video recordings, the school newspaper and the District's website. I understand that information posted on the District's Internet site will be available to all users of the Internet. I also understand that District 401 cannot restrict either the scope of the audience or the use of such information by visitors to the District's Internet site. I understand that I have the opportunity to inspect, copy and challenge the contents of the above-described information. I understand that unless I request in writing that I do not want such information released, District 401 may publish photographs or images of my child that do not identify my child without my consent. I further understand that in order for District 401 to publish a photograph or image of my child with identifying information, I must give my written consent. **PLEASE COMPLETE AND SIGN THIS FORM TO AUTHORIZE DISTRICT 401 TO PUBLISH PHOTOGRAPHS OR OTHER IMAGES OF YOUR CHILD, WITH IDENTIFYING INFORMATION, IN SCHOOL PUBLICATIONS AND ON THE DISTRICT 401 WEBSITE.**¹

By signing below, we are indicating to the Elm Middle School staff and administration that we have read, discussed, understand and will abide by the terms of Part 1, 2 and 3 of this page and the general rules of the student handbook.

Name of Student (please print) _____ Grade _____ Advisor _____

Student Cell Phone Number _____ - _____ - _____ Model/ Service Provider _____

Student Signature _____ Date: _____

Name of Parent/Guardian _____

Parent Signature _____ Date: _____

¹Please note that District 401 has no control over photographs or images published by non-school entities.



ELM MIDDLE SCHOOL

7607 West Cortland Avenue

Elmwood Park, IL 60707

Office Phone: 708-452-3550

NAME: _____

GRADE: _____

ADVISOR: _____

2010-2011 Student Handbook

Dr. Kathleen Porreca, Principal
Mr. Adam Parisi, Assistant Principal

MISSION STATEMENT

It is the responsibility of the Elmwood Park Schools and Community to promote the highest level of development for every student to be productive and to foster a life-long process of learning by creating a safe, caring and challenging educational environment.

The faculty, staff, students, parents and community of Elm Middle School are devoted to academic excellence. In addition, we feel it is important for students to develop a sense of self-esteem and confidence in order to further ensure success in high school and to enable them to make the correct decisions that will guide them later in life. We believe in individual differences, responsible behavior and an obligation of students to serve their community.

HOMEWORK HOTLINE: 708-583-6635

ELMWOOD PARK COMMUNITY UNIT SCHOOL DISTRICT 401

708-452-7292

www.epcusd401.org

BOARD OF EDUCATION

BOARD OF EDUCATION VISION STATEMENT

...a proud, committed educational community that produces well-rounded, life-long learners.

BOARD OF EDUCATION MISSION STATEMENT

It is the responsibility of the Elmwood Park Schools and Community to promote the highest level of development for every student to be productive and to foster a life-long process of learning by creating a safe, caring and challenging educational environment.

CURRENT BOARD MEMBERS

ANGELA STRANGES, PRESIDENT
MARY BRUSCATO, VICE PRESIDENT
SUE CAPRARO, SECRETARY
PATRICIA CLEARY
AL FANG
MICHAEL MARZULLO
FRANK PARISI

DISTRICT ADMINISTRATORS

DR. DOUGLAS RUDIG, Superintendent of Schools	708-583-5831
DR. PAULA HLAVACEK, Asst. Superintendent: Curriculum & Instruction	708-583-5836
MR. TOM ZELEK, Business Manager	708-583-5840

Emergency Information and the District's Crisis Intervention Plan are posted on our website at www.epcusd401.org.

DISTRICT POLICIES FOR STUDENT HANDBOOKS **Elmwood Park Community Unit School District #401**

These policies are available online at www.epcusd401.org or in the principal's office

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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
Homework Hotline 708-583-6635

SCHOOL HOURS:

	M, T, R, F	W
Morning Entrance Time	7:45 am	8:55 am
Warning Bell	7:52 am	9:02 am
First Class Starts	7:55 am	9:05 am
Afternoon Dismissal	3:05 pm	3:05 pm
Bus Departure	3:15 pm	3:15 pm
Late Bus Departure	4:15 pm	4:15 pm

OFFICE STAFF:

Dr. Kathleen Porreca, Principal
Mr. Adam Parisi, Assistant Principal
Mrs. Danielle Yager, Principal's Secretary
Mrs. Pat Craddock, Attendance Secretary

Mrs. Daniella Wolff, Social Worker
Ms. Amy Clef-Holic, School Nurse
Mrs. Noreen Wasz, Media Center Specialist
Mr. Ron Obuchowski, Head Custodian

TEACHING FACULTY:

Barbaric, Christina	Barbaricc@epcusd401.org	Gifted Education 7/8
Bartolomei, Elena	Bartolomeie@epcusd401.org	Language Arts 8
Byrne, Colleen	Byrnec@epcusd401.org	Special Ed 8
Cannici, Gina	Cannicig@epcusd401.org	Health 7/8
Cannici, Sam	Cannicis@epcusd401.org	Social Studies 7
DeSio, Gina	DeSiog@epcusd401.org	Special Ed 7
Dunbar, Laura	Dunbarl@epcusd401.org	Language Arts 7
Flanagan, Eileen	Flanagane@epcusd401.org	Special Ed 7
Fuentes, Kathy	Fuentesk@epcusd401.org	Language Arts 8
Furst, Joe	Furstj@epcusd401.org	Special Ed 8
Hartwig, Christian	Hartwigg@epcusd401.org	Social Studies 8
Hawes, Susan	Hawess@epcusd401.org	Social Studies 7/8
Hong, Molly	Hongm@epcusd401.org	Language Arts 8
Jeter, Meghan	Jeterm@epcusd401.org	Math 7
Kazuk, Kristin	Kazukk@epcusd401.org	Special Ed 8
Korteling, Karen	Kortelingk@epcusd401.org	Art 7/8
Koselke, Tim	Koselket@epcusd401.org	Special Education 8
Kushner, Dave	Kushnerd@epcusd401.org	Physical Education 7/8
Laux, Laura	Lauxl@epcusd401.org	Math 8
Lite, Michelle	Lite@epcusd401.org	Math 8
Lowrey, Jerry	Lowreyj@epcusd401.org	Band/Music 7/8
Mesi, Tiffany	Mesit@epcusd401.org	Language Arts 7
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Mueller, Laura	Muellerl@epcusd401.org	Math 7
Obrecht, Emily	Obrechte@epcusd401.org	Spanish 7/8
Popplewell, Michael	Popplewellm@epcusd401.org	Music 7/8
Richter, Greg	Richterg@epcusd401.org	Science 7
Ritter, Lisa	Ritterl@epcusd401.org	ELL 7/8
Rode, GERALYNNE	Rodeg@epcusd401.org	Science 8
Swiatek, Paula	Swiatekp@epcusd401.org	Math 8
Thomas, Clare	Thomasc@epcusd401.org	Math 7
Triska, Darlene	Triskad@epcusd401.org	Computer Applications 7/8
Walsh, Meg	Walshm@epcusd401.org	Physical Education 7/8
Woods, Katie	Woodsk@epcusd401.org	Language Arts 7



Elm Middle School Daily Bell Schedule

Students Enter Building	7:45		
1st Bell	7:52		
Exploratory	7:55	to	8:27
Block 1	8:30	to	9:50
Block 2	9:53	to	11:13
Block 3a	7th Lunch/8th Advisory	to	11:46
Block 3b	8th Lunch/7th Advisory	to	12:19
Block 4	12:22	to	1:42
Block 5	1:45	to	3:05
After School Check Out	3:05	to	3:07
Bus Departs	3:15		
Late Bus Departs	4:15		

LATE START Wednesday Bell Schedule

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





Assembly Bell Schedule

70 Minute Classes – No Exploratory

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



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, and/or the child is not deserving of the event.

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

When a student needs to leave school prior to the regular dismissal time, he/she must bring a dated note from his/her parents requesting this early dismissal. Please inform the office of this before first period, and then check in the office just before leaving to sign out. When a student returns before the end of the school day, the student must sign in the office. 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.

There are many opportunities for school-sponsored special events throughout the school year. Activities such as non-educational field trips, school dances, Lock-In, etc., often require parental signature prior to student participation. Students who are eligible for these activities will have demonstrated their ability to set productive goals, take personal responsibility, exercise good judgment and make appropriate choices. **In addition, student financial accounts with the building and district offices must be kept current.** The faculty and administration believe these events should be earned activities for those students who continue to demonstrate active participation in learning. Students must meet certain expectations to be considered eligible to receive these rewards. As appropriate, these expectations may be shared with parents through Parental Permission Slips.

It is understood that 8th 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 8th 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- No Pass, No Play policy for sports and other school activities

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 class.** Any student participant failing to meet these academic criteria shall be suspended for a minimum of one week from the activity until the specified academic criteria is met. Furthermore, any student who has received 2 or more grades of "D" or "F" in any two week period (out of an 8 week season) is grounds for automatic dismissal 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 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.
- Students trying out for a sport will fill out an eligibility form before tryouts or the first day of practice begins.

- 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

Students who ride bicycles to school are expected to adhere to all the rules of bicycle riding safety. Bicycles must be parked and locked at the designated rack area. No roller blades, skateboards, or scooters are allowed on the school grounds.

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. :

CELL PHONES

There is no reason for a student to bring a cell phone to school. If a student brings a phone to school, **they are to be turned OFF and left in the locker while in the school building.** Students must have the phone turned off and in the locker in between the hours of 7:45 and 3:05. Possession of a cell phone is a privilege, not a right. Strict adherence to the rules concerning phones is required to keep this privilege.

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.

DISCIPLINE

Elm Middle School teaches students expected behaviors. Elm practices PBIS – (Positive Behavior Interventions and Supports.) This philosophy encourages students to do what staff expects of them. 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 conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes or an educational function.

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
- Intimidation
- Disruptive classroom and hallway behavior
- Vandalism/graffiti/dishonesty/cheating/stealing or attempting to steal school/personal property
- Tardiness
- Eating junk food in class. Candy and the like may be handed out by a teacher as a treat, but will only be consumed in that classroom; it will not be consumed in the hallways or in another classroom
- Using electronic equipment during school hours, or during school sponsored activities
- Snowball throwing

- Physical contact such as pushing, shoving, play fighting or hitting
- 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.

Students must keep their lockers locked. If pagers, cigarettes, smoking materials, electronic equipment (other than cell phones), or other items not allowed in school are found in the locker, the student assigned to the locker will face disciplinary consequences for having possession of the item. Furthermore, if an item that should not appear in the school is handed to a student, the student found with the item is in possession. **STUDENTS ARE NOT TO TAKE QUESTIONABLE ITEMS INTO THEIR POSSESSION.** Instead, teachers are to be notified about the location of the item. (e.g., A student should not bring a pack of cigarettes found in the hallway to a classroom teacher. The student is in possession of the item, even if the student had no intent of keeping the cigarettes. Instead, the student should report what was observed to a teacher.)

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 reasons, there are some clothing items that can not be worn to school:

- Clothing may not contain inappropriate words, photos, 5 or 6 point stars, crowns or adult content. This includes words or photos on the backside of pants.
- There are no etchings, shavings, designs, Mohawks or fauxhawks in a student's hair allowed. If a student comes to school with any of these, they will be sent home.
- Pajama pants are NOT to be worn at any time.
- Pants should be worn at the waist and underwear should be hidden
- Shirts should have sleeves for boys.
- Shirts should have sleeves and straps for girls.
- Midriffs should be covered at all times.
- Skirts and shorts need to go past the middle of the thigh
- Flip flop sandals are NOT to be worn at any time.
- Slippers are NOT to be worn at any time.
- Outerwear (coats, hats, head coverings, sweatbands, jackets, gloves, and sunglasses) must be kept in lockers during the school day.
- Shorts and skirts must extend down the leg at least far enough that the student's fingertips touch the bottom of the garment with arms hanging at their side.
- Clothing and accessories that are judged to be unsafe or extremely disruptive, such as chains and fishhook earrings, are not appropriate.

ELECTRONIC DEVICES

Students are not allowed to bring IPODS, MP3 players, CD players, or other electronic devices to school or to school-related activities. Such equipment interferes with the academic climate of the school. Any device found on a student or in a locker will be turned in to the appropriate school personnel and held until a parent makes arrangements with the office to come to school and pick up the device. See also "Cell Phones."

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

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. 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

The *No Child Left Behind Act* is a piece of Federal legislation that was signed into law in 2002 that requires all students be tested in grades 3-8 in reading and mathematics. Although the teachers and staff believe students are to pass all classes, and that all classes are important, special emphasis will be placed on math and reading.

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 receive midterm progress reports detailing the reasons for failing grades.
- The parent will be asked to meet with the principal to make plans to work as a team and counsel the student.
- It is also highly recommended that the child registers for, and attends 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 go to summer school for eight weeks. If the student does not successfully complete summer school, he/she will be retained.

GRADUATION/PROMOTION POLICY continued

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 6 weeks of 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 to meet with the principal at the end of the first semester.

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. Full credit is not given to assignments that are turned in late. 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 to be out of school for an extended period of time not due to illness (family vacation, sports tournament, death in the family, etc.), all work will be provided at the student's request and made up after their return to school. No work will be given prior to that absence. 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 HOTLINE

Student homework assignments are available through the Hotline (583-6635) 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 (LMC)

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. Lockers and book bags are only for school-related material and items necessary for daily living. Book bags are to be left in the student's locker at all

times. Students must bring their own combination-type, not keyed locks to be placed on the student's locker. **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	

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 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/ PROGRESS NOTICES/POWERSCHOOL

Report cards are issued to students every nine weeks and are mailed home on specific dates (4 times) during the school year. See school calendar for these dates. The student will be responsible for returning the report card envelope signed by the parent within 5 school days. Progress Reports are mailed to parents half way through the nine weeks and/or as deemed necessary. All students and parents have logins to PowerSchool. Both students and parents are encouraged to check grades and assignments on PowerSchool regularly.

SCHOOL DAY

The school day begins at 7:55am (9:00am on Wednesdays for late start) and ends at 3:05 PM. Students may enter the building at 7:45am (8:55am 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 7:52am (9:02am 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.

STUDENT ID's

Students will be given their photo ID approximately three to four weeks after fall picture day. Students are required to carry their photo ID cards everyday. Replacements can be obtained only on Tuesday 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 7:52am (9:02am on Wednesdays). Should a student arrive after the 7:52am (9:02am 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:

1 – 4 times tardy	Lunchroom Cleaning
Future Tardies	Tardy Contract

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

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, 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.

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

ELMWOOD PARK SCHOOL DISTRICT CALENDAR JULY 2010 – JUNE 2011 OFFICIAL DISTRICT CALENDAR

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

August '10						
Su	M	Tu	W	Th	F	Sa
1	2	3	4 (C)	5 (C)	6	7
8	9	10	11	12	13	14
15	X16	★17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

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

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

November '10						
Su	M	Tu	W	Th	F	Sa
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

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

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

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

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

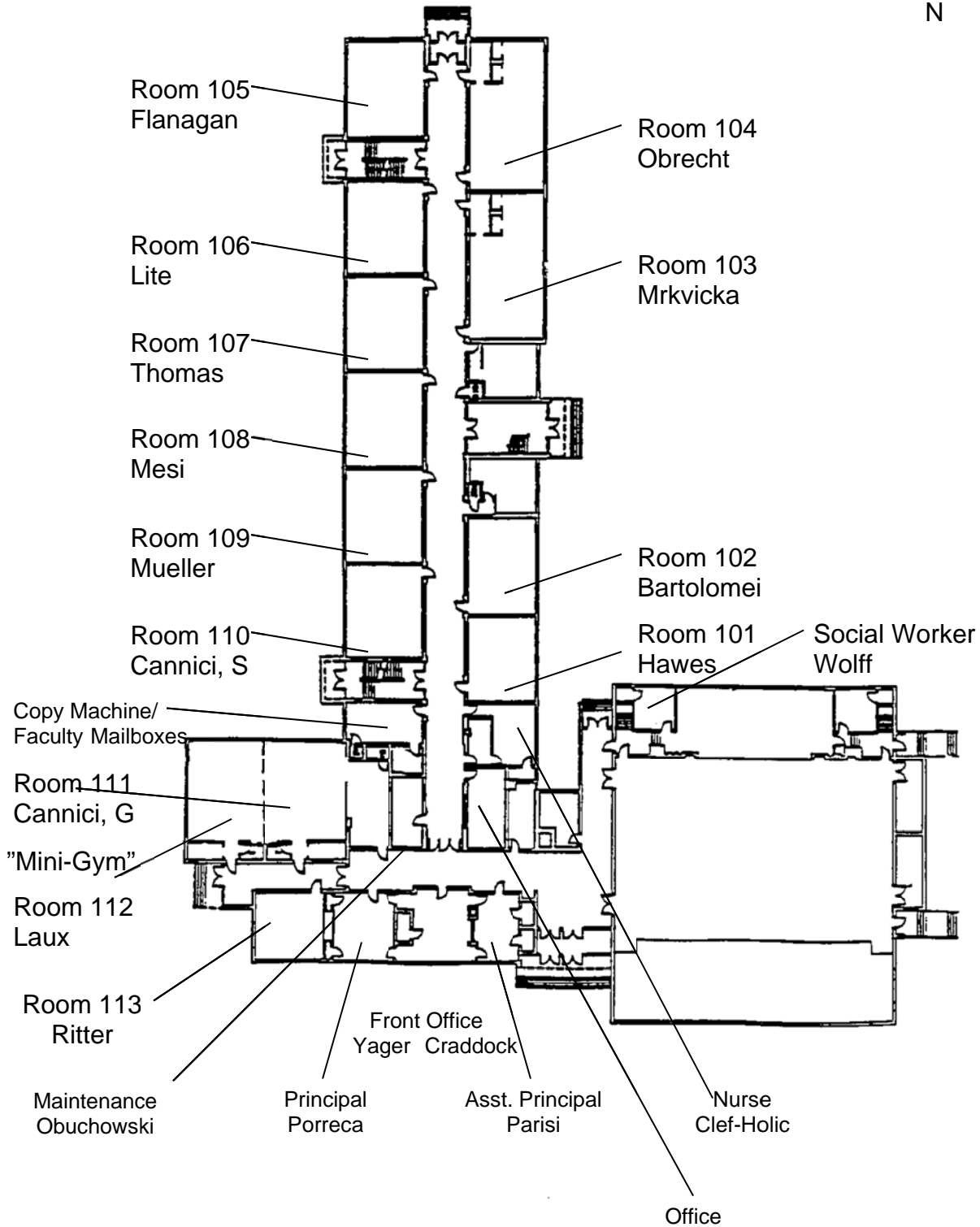
April '11						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	X29	30

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

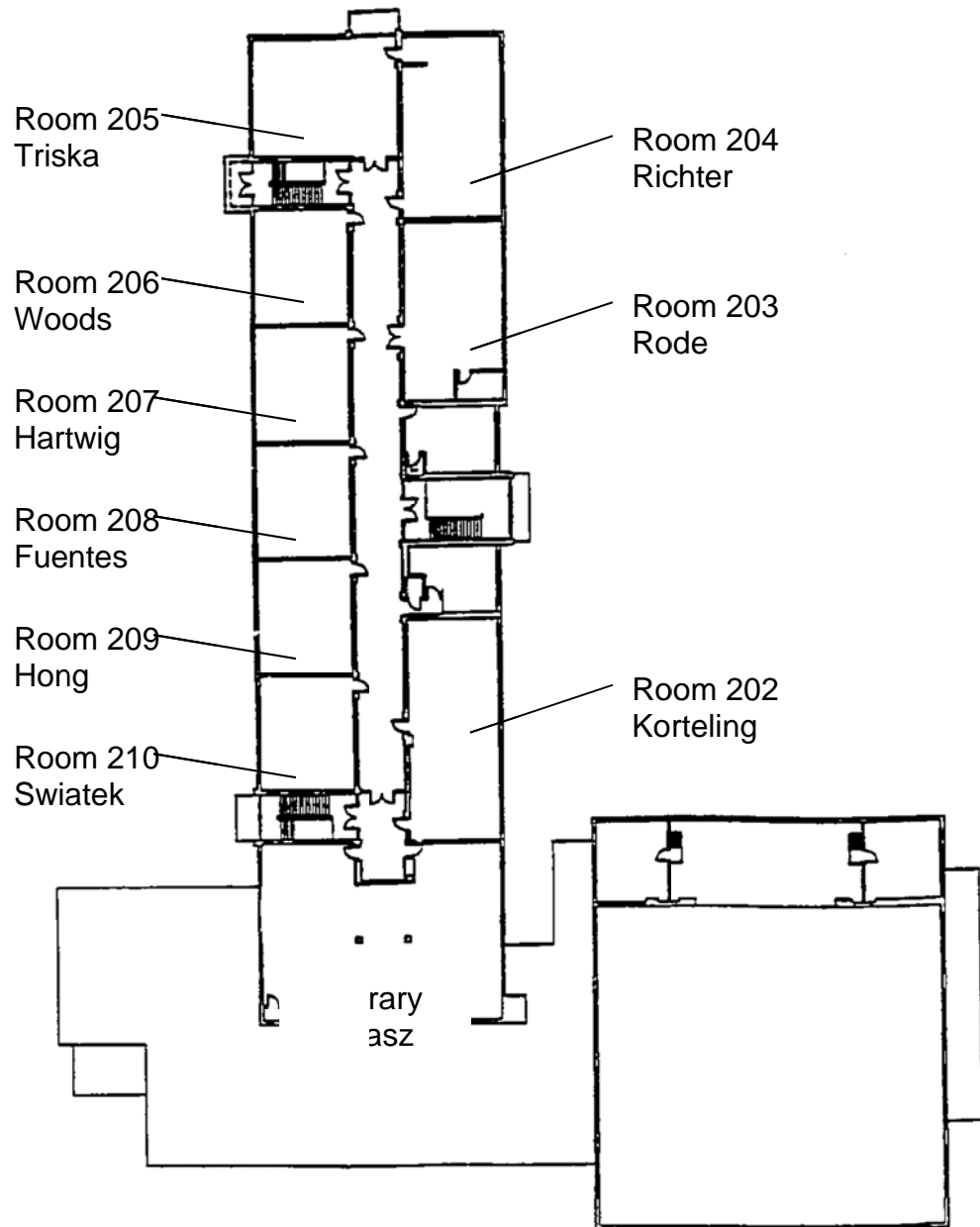
June '11						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

LEGEND				Staff Development	
(/) No classes for Students		(C) Parent Conference Days		Late start schedule applies every Wednesday when school is in session.	
(▲) No Students/Institute Day		(E) Emergency Days			
(★) First/Last Days of School		(R) Registration August 4 & 5			
(X) Teacher Work Day (no classes for students)					
Quarter Grading Periods		Achievement Test Dates*		Graduation Dates	
Quarter 1 (44) October 20	Quarter 3 (42) March 11	3-8th ISAT Feb. 28-March 11	9-12th PSAE April 27 & 28	HIGH SCHOOL Wed. May 25 7:00 p.m.	MIDDLE SCHOOL Thurs. May 26 7:00 p.m.
Quarter 2 (43) December 23	Quarter 4 (47) May 27	AP TESTING May 2-13		Parent/Teacher Conferences 9-12 (3:30-7:00 p.m.)	
Parent/Teacher Conferences PreK-6 (3:30-7:00 p.m.)		Parent/Teacher Conferences 7-8 (3:30-7:00 p.m.)		Parent/Teacher Conferences 9-12 (3:30-7:00 p.m.)	
FALL	SPRING	FALL	SPRING	FALL	SPRING
Nov. 3, 2010	Feb. 9, 2011	Sept. 30, 2010	Feb. 9, 2011	Sept. 23, 2010	Feb. 17, 2011
Nov. 4, 2010	Feb. 10, 2011	Nov. 18, 2010	Feb. 10, 2011	Nov. 18, 2010	April 14, 2011
Our official school calendar has five (5) emergency days built in at the end of the year. There may be a need to dismiss school due to inclement weather and will require the use of the makeup days indicated in May/June. 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. Emergency dates are May 31, June 1, 2, 3 and 6.					
Board of Education Approval: February 16, 2010; Revision Approval: April 21, 2010 *Testing dates are tentative.					

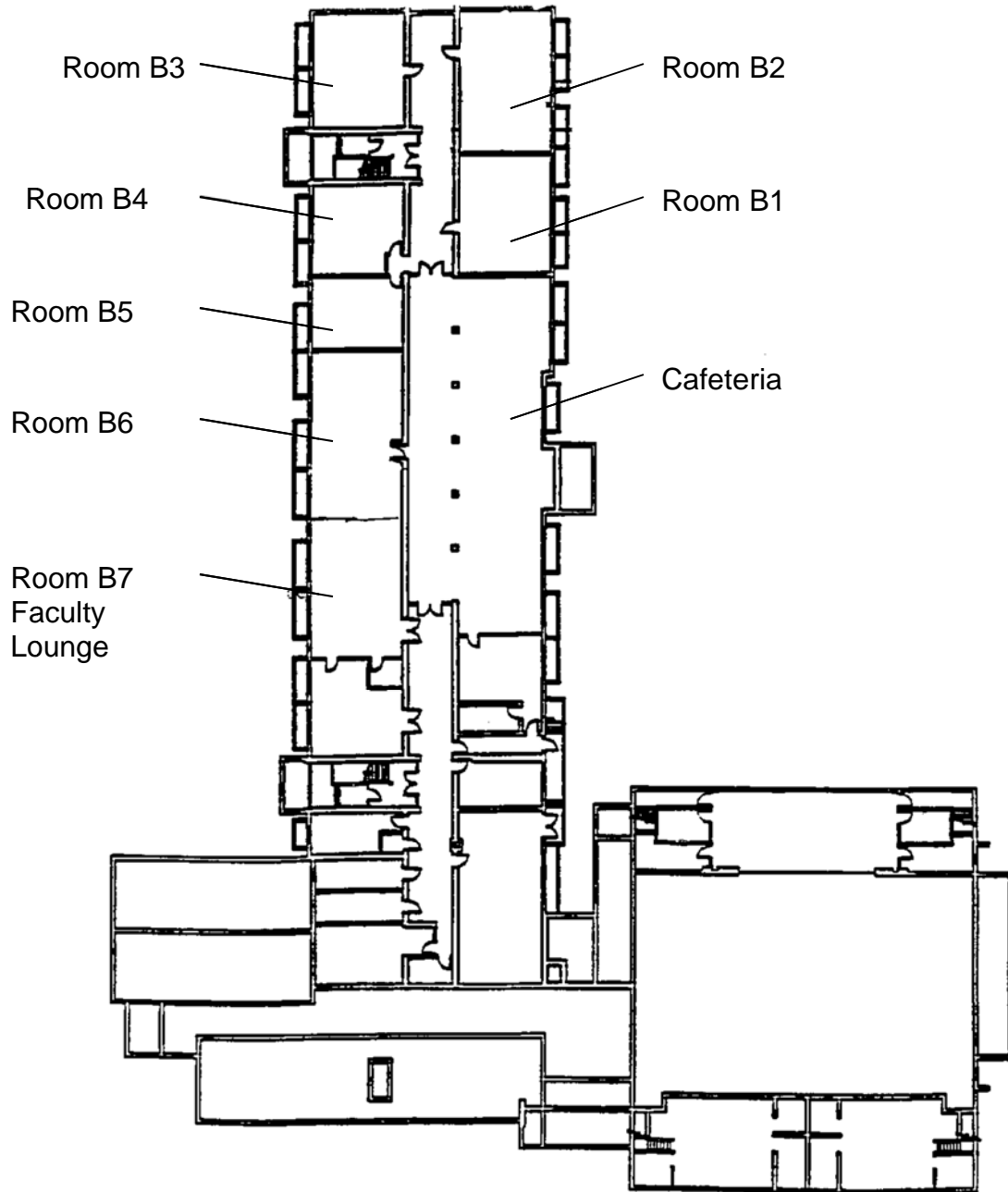
First Floor



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 eight 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

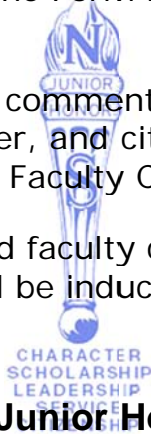
National Junior Honor Society Selection Process for Membership

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.



**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.**