

JOHN MILLS SCHOOL

Parent-Student Handbook



2011-2012

– Mills Pride –

Be Responsible

Be Respectful

Be Ready

School Song

We'll always think of you,
Maroon and Gold.
We'll always love and honor you,
No matter if we're young or if we're old.
You'll be the grandest school we knew,
There'll never be a school that's quite like you.
John Mills, you'll always be the first and best,
Your colors stand for Truth and Loyalty,
You stand before the rest.

School Pledge

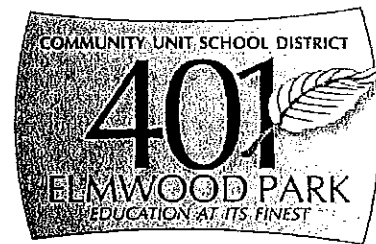
I pledge my loyalty to the John Mills Flag, and to
the school for which it stands, a school united for
fair play, justice and equal education
opportunities for all.

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Elmwood Park C.U.S.D. #401

John Mills School
Office of the Principal



August 2011

Dear Parents and Students,

Welcome to a new and exciting school year at John Mills School. The administration, faculty and staff are committed to ensuring for each child the achievement of academic potential, the continued development of positive behaviors and attitudes, and the desire for life-long learning. These ideas are expressed in our school mission statement and will be the focus of the school year.

This handbook has been developed to provide information and procedures for the students of John Mills and their parents. Please use it as a reference when you have questions about our school's rules and procedures. District Policies for Student Handbooks, Elmwood Park Community Unit School District #401, will be available on our website at www.epcusd401.org and in the John Mills main office. Every parent is asked to read and discuss with their child the District policies and return the District Policy Handbook Parent/Student Sign-off Sheet signed by both parent and student along with the John Mills Handbook Sign-off Sheet five (5) school days after your first day of classes.

Students are more successful when they know that their parents and school are working together to help them learn and develop so I want to encourage communication between the school and parents. This handbook contains a listing of voicemail extensions at which you may leave messages for any faculty or staff member. The weekly edition of Mills Moments will be distributed to all students on Fridays. This newsletter will inform you of school activities and important dates. Parent conferences are scheduled for November 9-10 and February 15-16, but can be arranged at any time of the year at the initiation of the teacher or parent.

Together, let us all work to make this a successful school year.

Sincerely,

A handwritten signature in black ink that reads 'Peter M. Herbert'.

Peter M. Herbert
Principal

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

BOARD OF EDUCATION

Vision Statement

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

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.

District 401's Guiding Values and Goals

We believe that:

- all students have unique talents and abilities.
 - all students have a right to quality education.
 - high expectations and accountability produce the greatest results.
 - partnerships among school, parents, and community produce quality education.
 - quality education results in life-long learners.
 - life-long learners succeed in our ever-changing and competitive society.
 - school pride contributes to a positive atmosphere.
-

GOAL #1: Students will be on time and in attendance at or above the state average.

GOAL #2: We will improve student performance as measured by state and national tests.

GOAL #3: District 401 will continue to develop and communicate clear objectives for each grade level.

GOAL #4: Students and their parents will be included as active, responsible partners in the learning process.

GOAL #5: To increase community awareness of opportunities and achievements in District 401.

SCHOOL BOARD MEMBERS

Mary Bruscato, President	Albert J. Fang, Jr.
Frank J. Parisi, Vice President	Michael V. Scheidt
Susan Capraro, Secretary	Peter A. Volpe
Patricia Cleary	

If you would like to contact the school board, please email Mrs. Bruscato at bruscatom@epcusd401.org.

DISTRICT ADMINISTRATORS VOICE MAIL NUMBERS

Dr. Kevin Anderson, Superintendent	583-5831
Dr. Paula Hlavacek, Assistant Superintendent, Curriculum & Instruction	583-5836
Mr. Tom Zelek, Business Manager	583-5840

Elmwood Park CUSD #401 insures equal educational opportunities are offered to students, regardless of race, color, national origin, age, gender, religion or disability. Questions in reference to educational opportunities may be directed to Elmwood Park CUSD#401, 8201 West Fullerton, Elmwood Park, IL 60707, 708-452-7292. Mr. Peter Herbert, responsible for sex equity (Title IX); Dr. Paula Hlavacek responsible for handicapped (Section 504).

Elmwood Park CUSD#401 does not discriminate on the basis of race, color, national origin, gender or disability. Vocational opportunities will be offered by Elmwood Park CUSD #401 without regard to race, color, national origin, gender or disability.

**ELMWOOD PARK COMMUNITY UNIT SCHOOL DISTRICT #401
JULY 2011 – JUNE 2012 OFFICIAL DISTRICT CALENDAR**

July '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						

August '11						
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28	29	30	31			

September '11						
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October '11						
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23	24	25	26	27	28	29
30	31					

November '11						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December '11						
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25	26	27	28	29	30	31

January '12						
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22	23	24	25	26	27	28
29	30	31				

February '12						
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March '12						
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25	26	27	28	29	30	31

April '12						
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22	23	24	25	26	X27	28
29	30					

May '12						
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13	14	15	16	17	18	19
20	21	22	23	★24	25	26
27	28	29	30	31		

June '12						
Su	M	Tu	W	Th	F	Sa
					1	2
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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		(□) Parent Conference Days		Late start schedule applies every Wednesday when school is in session.	
(▲) No Students/Institute Day		(=) Emergency Days			
(★) First/Last Days of School		(⊙) Registration: July 20, 2011			
(X) Teacher Work Day (no classes for students)					
Quarter Grading Periods		Achievement Test Dates*		Graduation Dates	
Quarter 1 (43) October 18	Quarter 3 (42) March 9	3-8th ISAT March 5 – 16	Grade 11: PSAE April 24-25	HIGH SCHOOL TBD	MIDDLE SCHOOL TBD
Quarter 2 (44) December 22	Quarter 4 (47) May 24	AP TESTING May 1-7			
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. 9, 2011	Feb. 15, 2012	Sept. 29, 2011	Feb. 15, 2012	Sept. 22, 2011	Feb. 23, 2012
Nov. 10, 2011	Feb. 16, 2012	Nov. 17, 2011	Feb. 16, 2012	Nov. 17, 2011	April 12, 2012
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 25, 29-31, and June 1.					
Board of Education Approval: February 16, 2011 Revision Approval: June 8, 2011 Testing Dates are tentative. *finance\omedirs\Lassalle\Calendar 11-12BWCalendar.doc					

MISSION STATEMENT

Our mission at John Mills School in partnership with the home and community is to promote self-esteem, academic success, social responsibility, and life-long learning by providing for all students and staff a caring and challenging educational environment.

STAFF DIRECTORY

ADMINISTRATION AND SPECIAL SERVICES

Mr. P. Herbert, Principal	583-6275
Mrs. D. Kutrubis, Asst. Principal	583-6284
Ms. P. Faldani, Social Worker	583-6279
Ms. T. Cestone, Social Worker	583-6543
Mrs. V. Gillespie, Nurse	583-6278

OFFICE AND SUPPORT SERVICES

Mrs. M. Hewak	583-6275
Mrs. D. Wurtz	583-6287
Mr. Q. Carlin, Technology	583-6281
Lunch Program	583-6282
Before & After School Care	583-6289

FACULTY

Ms. S. Andrews	583-6554	Ms. J. Iovinelli	583-6515
Ms. J. Arias	583-6545	Mrs. M. Johnson	583-6521
Mrs. P. Baron	583-6516	Mrs. L. Kerwin	583-6547
Ms. M. Bartolini	583-6509	Mrs. M. Lagattuta	583-6540
Mrs. K. Belluomini	583-6507	Mrs. P. Lopata	583-6506
Mrs. L. Berkery	583-6525	Mr. P. LoPresti	583-6536
Ms. S. Blair	583-6520	Mrs. C. McGovern	583-6527
Mrs. L. Brandt	583-6517	Ms. M. Meyers	583-6530
Ms. C. Breitzman	583-6562	Ms. M. Murphy	583-6712
Mrs. D. Byrnes	583-6532	Mrs. E. Murray	583-6719
Mrs. C. Catalano	583-6281	Ms. A. Owen	583-6544
Ms. L. Carpenter	583-6556	Ms. N. Pconka	583-6514
Mrs. S. Collins	583-6723	Mrs. D. Penczek	583-6510
Ms. N. Coluzzi	583-6283	Mr. C. Pietroski	583-6512
Ms. M. Conte	583-6511	Mrs. R. Rickenbrode	583-6501
Mrs. D. Crum	583-6519	Mrs. S. Rippe	583-6553
Mrs. P. Dahmer	583-6703	Ms. R. Rodriguez	583-6563
Mrs. K. Demas	583-6528	Ms. C. Romano	583-6738
Ms. L. Dennison	583-6504	Mrs. A. Sage	583-6522
Mrs. S. Drozd	583-6505	Mr. T. Siegel	583-6524
Ms. S. Evans	583-6557	Mrs. S. Slobodecki	583-6552
Mrs. T. Flaherty-Mickus	583-6523	Mrs. M. Sohl	583-6508
Mr. N. Grigolo	583-6550	Mr. C. Sylvano	583-6555
Mr. S. Hawk	583-6538	Mr. A. Tsagalis	583-6416
Mr. S. Hernandez	583-6558	Mrs. R. Wollen	583-6502
Ms. M. Herrera	583-6559		

You may email staff members listed above using their last name and first name initial @epcusd401.org (except for Mrs. Demas – demaska@epcusd401.org).

GENERAL INFORMATION

ATTENDANCE

Hours of Attendance

	<u>Entry</u>	<u>Class Starts</u>	<u>Dismissal</u>
Grades 1-6	8:35 a.m.	8:40 a.m.	3:00 p.m.
	<i>Wednesday (Staff Development Day)</i>		
Grade 1-6	9:12 a.m.	9:17 a.m.	3:00 p.m.

In the interest of safety, **it is important that students not arrive at school before 8:20 a.m., on Wednesdays until 9:00 a.m.** There is no outside supervision until those times. Meetings for student activities and opportunities for individual help from teachers are scheduled for before, during or after school or during the lunch break. If students arrive before school for a scheduled purpose, they are to present a signed and dated pass by the teacher.

Starting Wednesday, August 17th, every Wednesday has been set aside for teacher planning and training. These days have been designated Staff Development Days or otherwise referred to as "late start".

The District employs an automated calling system which may be used for various events or in an emergency. If you have "call blocker" you can enter the following phone number 708-452-7272 in order to receive these calls. In case of inclement weather, you may also use any of the following suggested steps to obtain information on school closings:

- Contact Elmwood Park High School at (708) 452-7272, press 8;
- Refer to the Elmwood Park School District home page at www.epcusd401.org;
- Listen to AM radio stations – 670, 720 or 78;
- Watch TV channels 2, 5, 7, 9, 32 or cable channel 38.

Absences

When absent, it is a parent's responsibility to contact the school before 9:00 a.m. the morning of each day's absence. Parents can call **708-452-3560** during office hours (7:30 a.m. – 4:00 p.m.) or can leave a message on the voicemail (**708-583-6288**). If notification concerning a student's absence is not received within 24 hours, the student will be considered **TRUANT**. 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 may be required to 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, warning of future consequences if absences continue; a telephone conference is recommended.

After the 20th absence, a second letter will be sent home, warning of consequences if absences continue, a conference must be held.

After the 45th absence, a certified letter will be sent to the home, warning that the student may be retained.

Students will be allowed a minimum of one day for each day absent to make up work for a class. Any work due on the day of an absence must be submitted on the first day back to the class or be subject to rules governing late work that have been established by the teacher.

Tardiness

Tardiness is very disruptive and every effort should be made to be on time. Students arriving after 8:40 a.m. in the morning, or 9:17 a.m. on Wednesdays, or after their designated lunch period in the afternoon, will be marked tardy by their classroom teacher and will need to obtain an admit slip from the office. **Six or more tardies per semester will result in an after school detention, and the student will be issued a detention for each tardy thereafter. A report will be made to the Cook County Truancy Officer after 12 tardies.**

Dismissal

If a child is to be dismissed during the school day, a note must be sent to the teacher, who will then forward it to the office. Parents must report to the school office when picking up their student.

All children must be picked up at **3:00 p.m.** unless they are staying after school with your permission. No siblings are allowed at after school activities and must be picked up at regular time. If you are unable to pick up your student, please make arrangements for someone else to do so. Students who are not picked up at 3:00 p.m. may be sent to our after school program at your cost.

Vacations

Pre-arranged vacations and absences must be approved prior to the vacation. When a future absence is expected, a note should be sent to the homeroom teacher who will forward it to the office. The student is responsible for gathering assignments so a minimum of work will be missed. Work assigned **must** be turned in a week after returning to school or it will not be counted for grading purposes.

ACCIDENT CARE PROCEDURES (During school hours)

Simple Injuries:

Student will be assessed and first aid care will be provided by staff.

Moderate to Severe Injuries:

- a. Student will be assessed and first aid care provided.
- b. Parents will be contacted immediately.
- c. Community emergency personnel will be contacted when necessary.

BEHAVIOR

Behavior is expected throughout the school – in classrooms, hallways, cafeteria, outside property, assemblies, on buses and at extracurricular activities – that is respectful of teachers and classmates and is supportive of a positive climate for living and learning.

Behaviors that will have a negative impact upon the learning environment or any act or conduct by a student that injures, degrades, belittles or disgraces another student will not be tolerated.

Appropriate behavior is expected in the school cafeteria including: using proper etiquette; throwing away garbage; recycling and refraining from throwing food or other objects. Food and drink may not be taken from the cafeteria. If these expectations are not met, students may be assigned seats.

BREAKFAST/LUNCH PROGRAM

Breakfast and lunch will be served daily. Please refer to Mills Moments and the District website for more information. Behavior in the lunchroom is expected to be appropriate. When students misbehave in the lunchroom they may be issued a detention.

If your child goes home for lunch you will need to come in and sign the child out and then bring the child back to school and sign him/her back in. ***No student will be allowed to go home “alone” for lunch.***

LUNCH SCHEDULE

<u>GRADE</u>	<u>LUNCH</u>
1	11:45 – 12:15
2	11:35 – 12:05
3	12:15 – 12:45
4	12:25 – 12:55
5	10:55 – 11:25
6	11:05 – 11:35

District 401 Breakfast/Lunch Guidelines

Students need to maintain a positive account balance. Cash or checks made payable to Elmwood Park School District 401 are accepted. Please note a \$30.00 fee will be assessed for all returned checks. Notifications of student account balances are sent home with the students when their accounts are at \$5.00 or less. Students who forget to bring lunch and do not have money in their account will be offered ONLY a sunbutter sandwich, vegetable of the day, fruit cup and

milk for 6 breakfast/lunch meals maximum. Their account will be charged for a meal each time.

Our goal is to ensure that each child eats lunch every day. If you have any questions or concerns, please call John Mills' Food Service Office at 708-583-6282.

CELL PHONES

Phones may be brought to school, but are not to be turned on during the school day or during school-related activities. They are to remain in backpacks and/or lockers. Students may turn on their phones to make or receive calls only after they have exited the building at the conclusion of the school day. If staying for school-related activities, calls may be made/received after the activity has concluded. Possession of a cell phone is a privilege, not a right. Strict adherence to the rules concerning phones is required to keep this privilege.

CHAIN OF COMMAND

When questions, concerns or interests regarding your child's progress or school program arise, please address them promptly by contacting the classroom teacher. If questions or concerns remain, it is appropriate that you then contact the building principal or assistant principal. In the event that there are remaining or unresolved questions or concerns, feel free to contact the Superintendent of Schools. **Remember, always contact the teacher first!**

CHANGE OF RESIDENCE OR PHONE NUMBERS

If you have a change of residence, you must notify the main office and bring in the following proofs of residence for the new location.

One of the following documents:

- Real estate tax bill from current calendar year.
- Current mortgage statement/closing statement or letter from the county assessor.
- Lease dated in the last 12 months that shows the name, signature, address and telephone number of the landlord, and signature of the tenant(s). It also must list all person(s) living in the household.
- Current rent receipt **AND** notarized Letter of Residence from Landlord in Lieu of Lease Form, including names of all school age children and their parents/guardians.

Two of the following documents:

- Valid Illinois driver's license.
- Valid Illinois or Elmwood Park vehicle registration card.
- Current water, electric or gas utility bill in your name.
- Valid public aid card or document from DHS or DCFS that includes your name and current address.

In case there are any phone changes, please notify the office immediately.

COMMUNICATIONS

Periodicals - Each week the **Mills Moments** will be distributed. This weekly publication reports important information pertaining to our school, as well as articles from staff, students, and other school organizations. Many individual teachers send home a brief note or newsletter describing past activities and upcoming events within their class or grade levels.

Report Cards – Report cards are distributed four times a year. The final report cards will be given out on the last day of school.

Parent conferences – Parent conferences are held twice a year. The first conferences are November 9th and 10th after report cards are handed out. The second conferences are February 15th and 16th and are for students whose teachers or parents feel a conference is necessary. If you feel a conference is necessary, please contact your child's teacher.

DRESS CODE

Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety and decency. Procedures for handling students who dress or groom inappropriately are noted below. Certain types of clothing are inappropriate in a serious academic setting. To assist parents in guiding the choice of clothing made by students to be worn during the school day, the following parameters have been established:

- Clothing designed for outerwear such as coats, jackets, hats, 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.
- Clothing and accessories displaying inappropriate words or illustrations, including weapons, references to gangs, drugs, alcohol or tobacco products, or displaying any subject matter that may be considered distasteful or disrespectful, are not appropriate.
- Tank tops, muscle shirts, halter tops, tube tops, low cut blouses or shirts, see-through or mesh tops and shirts, belly tops, and over-sized pants and shorts are prohibited. This includes pajama type tops, bottoms, as well as slippers.
- Clothing and accessories that are judged to be unsafe or extremely disruptive, such as chains and fishhook earrings, are not appropriate.
- Shirts must cover the abdomen and back at all times. Tops, such as basketball jerseys, must be worn over a shirt with sleeves.
- Pants, shorts, and skirts must be worn around the waist.
- Any object that is disruptive or affects the safety of others is prohibited.
- Flip-flops (shoes) or shoes with wheels may not be worn at school.
- Purses, if brought to school, must be kept in the student's locker at all times.
- Etchings in hair, Mohawks and faux-hawks are NOT allowed.
- Non-natural hair color (blue, purple, hot pink, etc.) are prohibited.

DRESS CODE INFRACTIONS – Student Appearance

- 1ST Offense Verbal warning + Correct the Infraction + Inform the Parent/Guardian
- 2nd Offense Detention + Correct the Infraction + Inform the Parent/Guardian
- 3rd Offense Detention + Correct the Infraction + In-Person Conference with Parent/Guardian

EMERGENCY EVACUATION

If it becomes necessary to have the students evacuate the building, the faculty and staff will escort the children as follows: Grades 1-3 – Elmwood Park Recreation Center (2 Conti Parkway) and Grades 4-6 – St. Celestine School (3017 N. 77thAve.). Emergency Information and the District's Crisis Intervention Plan are posted on our website at www.epcusd401.org.

ENTRY, MOVEMENT THROUGH THE CORRIDORS AND DEPARTURE

- If a student arrives before 8:20 a.m. on any day but Wednesday and 8:55 a.m. on Wednesdays or if the student is not picked up at dismissal, the student will be sent to B.A.S.E.C. (our before and after school program) and you will be charged for the service.
- Students enter and exit school only through their assigned door. Tardy students arriving after their door is locked must enter through the main office door.
- During rainy weather or when wind chill temperatures are below 20 degrees, students will be permitted to enter school at 8:20 a.m. (8:55 a.m. on Wednesdays). Please note the circular signs on the door: **red** (students will enter at regular time); **green** (students may enter at above designated times at any door and go to their designated area).
- Students are to walk, not run, through the corridors.
- Unless permitted or required to stay after school by a teacher, students must leave the school grounds promptly when dismissed from the same door they entered in the morning.
- Bike riding, skateboarding, the riding of scooters, and roller skating/blading are not permitted on school property between 8:00 a.m. and 3:30 p.m.
- Classroom treats and other food items are only permitted at places designated by the teacher.
- At dismissal time, students are to be met outside of school rather than picked up at their room. Teachers will make attempt to promptly dismiss their students.

- **Do not bring animals to school.** In accordance with Village Ordinance Sec. 5-15, animals are prohibited on public school property. We, therefore, ask when dropping off or picking up your child, you adhere to this ordinance.
- State law **prohibits smoking** on school property.
- There is no parking at any time in front of the school on the west side of 76th Avenue unless picking up a sick child. Violators will be towed at the owner's expense.
- If there are "horses" or barricades present at any of the alleys on school property, they are not to be moved. The alleys are not to be used as a parking lot. The parking lots are for staff parking only.
- If you are driving your child to school, drop the child off so he/she may cross at the crosswalk. When driving your child(ren) to school do not stop in the middle of the street to allow your child to exit or enter your car, but at the crosswalks. Remember, children learn from adults, so please follow the directions of the crossing guards and teacher supervisors.

EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES

Students may sign up for clubs, intramurals or other supervised before and after school activities. In order to be eligible to participate in any school-sponsored or school-supported athletic or extracurricular activity, the student must maintain a passing grade in four classes. Please note when you sign up your child for intramurals or other before or after school activities, no siblings are allowed and must be dropped off or picked up at regular times.

FEES

If your Student Fees are not paid in full by the **last student attendance day in August** (or **30 days** after registering a **new** student to the District), your child will not be allowed to participate in the extracurricular activities, sports or other optional programs until the balance is paid in full. Furthermore, you will be assessed an additional 40% on the unpaid balance and your account may be sent to a collection agency.

Refunds

Less than or equal to 1st 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

FIELD TRIPS

All classes plan field trips that are relevant to their respective curriculums. Classroom teachers and selected parent volunteers supervise the field trips.

Parents maintain the rules and regulations stipulated by the classroom teacher which are in conjunction with school rules and regulations.

GRADING SCALE

The following is District 401's grading scale:

A+	=	97 – 100
A	=	94 – 96
A-	=	90 – 93
B+	=	87 – 89
B	=	84 – 86
B-	=	80 – 83
C+	=	77 – 79
C	=	74 – 76
C-	=	70 – 73
D+	=	67 – 69
D	=	64 – 66
D-	=	60 – 63
F	=	0 – 59

HEALTH AND SAFETY

Physical exams and immunizations are required by state statute and District #401 Board Policy to be current by the first day of school or the student will be excluded from school. Incoming second and sixth grade students will need a dental exam by the second Monday of May.

New student requirements include a new school year physical, up-to-date immunizations, new TB test and a vision exam. New students in grades 2 and 6 will need a new dental exam by the second Monday of May.

Consult your physician or the school nurse should you have questions.

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.

Each student must have emergency information on file in the school office. Please notify the office immediately of changes during the school year. **Students must be accompanied by a parent or designated guardian if walking home in the case of illness or injury.**

Gym or physical activities excuses for an extended time must be accompanied by a physician's note. This note should include the physician's name, phone number, diagnosis, and dates designated for absences, P.E., or outdoor recess restrictions.

You are responsible for you child's conduct and safety while traveling to or from school. The school's responsibility for the safety and welfare of your child begins upon arrival on school property at authorized times.

HOMEWORK AND TESTS

Homework helps build basic skills and enriches the regular classroom program. It helps students develop study skills and the responsibility for self-improvement through disciplined study outside of the classroom. Homework assignments will be made by the classroom teachers, and will be purposeful, differentiated, and coordinated. Homework is part of your child's progress in school and will be a portion of your child's final quarter grades.

- When calling your child in sick, please request their homework (which will be ready for pick-up at 3:00 p.m.) or find out who their "homework buddy" is and request it to be sent home with the buddy. The student has one day for every day absent to make up the work.
- If the child will be out of town, please notify the teacher and request any work that she/he will be missing. Work assigned **must** be turned in a week after returning to school or it will not be counted for grading purposes.
- If your child forgets his/her homework, you may return to the school with your child up until 4:00 p.m. You must check in to the main office. Only students with passes are allowed to come in before school starts for homework help.
- All of our textbooks and workbooks are available for your child's use at the Elmwood Park library in case they forget to bring their books home.

Appropriate standardized tests are used to diagnose student strengths and weaknesses, to measure growth in basic skills and to measure scholastic aptitude. As necessary, individual tests are given for a more detailed assessment of the student.

AIMSWEB: Using this scientifically based formative assessment, students in grades 1 and 2 will be screened in the fall, winter and spring and progress monitored as individually appropriate during the school year. Results will be discussed with parents.

CogAT (Cognitive Abilities Test): Second grade students will be tested in the fall to determine strengths and weaknesses in their cognitive processes.

ISAT (Illinois Student Achievement Test): This test is given to all public school students in third through sixth grades. Students will be tested in reading and math in grades 3 – 6. In addition, students in grade 4 will be tested in science.

MAP: Students in grades 3-6 will be tested using this research-based formative assessment three times throughout the year. Results will be discussed with parents.

HONOR ROLL – (Sixth Grade Students Only)

Students with only A's & B's will be on the Honor Roll.

INTERNET USER RULES

When students use the internet, they must follow the District's rules and regulations as set forth in the *Acceptable Use and Internet Safety Policy*. Students will be allowed to use District technology resources, including computers and access the Internet after they have returned the District Policies for Student Handbooks sign-off sheet signed by the student and his/her parent or guardian.

Technology Do's and Don'ts

DO:

- Leave all icons and settings as you found them. Many people use school computers and expect all the computers to work the same way.
- Tell a teacher if you find a problem with a piece of equipment.
- Ask teacher permission to email homework assignment to home.
- Keep personal phones, iPods, and other electronic communication devices turned off and secured in a locker or backpack during school hours.

DON'T:

- Use websites or play games online without direction from a teacher.
- Use external proxy server to bypass school internet filter.
- Download music, programs, pictures, or any files not part of the curriculum.
- Store files on network folders that are not related to school curriculum.
- Chat online w/o permission (prohibited services include, but are not limited to, AOL Instant Messenger and Windows Messenger).
- Participate in social networking site not in curriculum (prohibited websites include, but are not limited to, MySpace and Facebook).
- Use school technology to buy goods or services or to make money.

LOST AND FOUND

Lost and found items are kept in a bin in the hallway across from Room 102. Students should inquire immediately about a lost item. All clothing brought to school should be labeled with the name of the child. Children should not bring expensive clothing or personal belongings to school. We cannot be responsible for lost or stolen items. At the end of each quarter, unclaimed clothing will be

donated to a charitable organization. Smaller items or eye glasses will be kept in the Main Office.

LOST LIBRARY MATERIALS

Students will be charged a fixed replacement fee based on the following categories:

Juvenile paperback:	\$10.00
Juvenile hardcover:	\$20.00
Young Adult paperback fiction:	\$10.00
Young Adult paperback nonfiction:	\$20.00
Young Adult hardcover fiction:	\$20.00
Young Adult hardcover nonfiction:	\$30.00
Magazine:	\$ 3.00

Reference: Actual replacement cost of items

LOST OR DAMAGED TEXTBOOKS

Students will be charged the current purchase price to replace the damaged or lost book.

MEDICATION

There are specific guidelines for dispensation of maintenance dosages of medication which must be taken during school hours. Students are never allowed to keep medication, either prescription or over-the-counter, in their possession or in their lockers. There are, however, exceptions to this rule. Students who may keep in their possession an inhaler or epi-pen must have the "Medication in School" form filled out by their doctor and parent. Students need to demonstrate they are able to use the medicine independently. Questions about this policy should be directed to Mrs. Gillespie, our nurse.

PARENT CONFERENCES

Parent conferences are held twice a year. The first conference is in November after report cards are issued, and all parents will be asked to schedule a conference. The second conference scheduled as stated below is for those students whose teachers or parents feel one is necessary.

Parent Conference Days:	November 9 and 10, 2011 3:30 p.m. – 7:00 p.m.
	February 15 and 16, 2012 3:30 p.m. – 7:00 p.m.

PARTIES

Individual classrooms will celebrate holiday parties throughout the year. A small fee will be collected to help defray the cost of parties during the **school** year. The

parties will be handled by the room parents. Birthday celebrations are limited to one item, i.e., cupcake or cookie. Please do not send drinks or goody bags.

PHYSICAL ACTIVITY

Students will attend physical education classes twice a week with a certified physical education instructor. In addition, homeroom teachers will conduct physical activities the days the students do not have PE classes. If you do not want your child to participate in physical activities on a given day you must send a note to the child's teacher. If it is necessary for your child to miss physical activities for an extended period of time a physician's note must be sent to the school office.

PROGRESS REPORTS AND REPORT CARDS

Progress reports will be sent home to alert parents of specific areas where improvement is needed. Areas for commendation are also included in order to acknowledge those students who have worked particularly hard. These progress reports will be sent home with the students on the dates listed below. **The parent must sign and return the progress report within two school days.**

Progress Reports Sent Home	Grading Period Ends
September 16, 2011	October 18, 2011
November 18, 2011	December 22, 2011
February 10, 2012	March 9, 2012
April 20, 2012	May 24, 2012

Report cards will be sent home with the students approximately 10 days after the end of the grading period. That date will be indicated on our monthly calendar.

SCHOOL HOLIDAYS / STUDENT NON-ATTENDANCE DAYS

Labor Day	September 5, 2011
Student Non-Attendance	October 7, 2011
Columbus Day	October 10, 2011
Student Non-Attendance	November 11, 2011
Thanksgiving Break	November 24-25, 2011
Winter Break	December 23-January 8, 2012
Martin Luther King Day	January 16, 2012
Student Non-Attendance	February 17, 2012
President's Day	February 20, 2012
Student Non-Attendance	March 20, 2012
Spring Break	April 2-8, 2012
Student Non-Attendance	April 27, 2012

*There may be a need to dismiss school due to inclement weather and will require the use of emergency days in May/June.

SPECIAL SERVICES

Before and After School Care (BASEC) - BASEC gives parents the piece of mind in knowing that their children are well cared for before and after school. It provides supervised, recreational and educational activities for first through sixth grade students. BASEC is offered when school is in session at John Mills from 7:00 – 8:40 a.m. (except on Wednesdays, when hours are 7:00 – 9:15 a.m.) and 3:00 – 6:00 p.m. each afternoon. The phone number for BASEC is (708) 583-6289.

Enrichment Program – District 401 has an enrichment program designed for those students who demonstrate exceptional promise in intellectual and academic areas. Identification is based upon achievement and ability as demonstrated by standardized test scores and referral system based upon class performance and teacher and parent input.

ESL/Bilingual Program – English as a Second Language (ESL) and Bilingual classes are support programs provided by the District and supported by state and federal grant monies. This program services students speaking a primary language at home other than English and requiring assistance in English language mastery. ESL and bilingual teachers also work with students in their classrooms. Programs are also planned for parents of English Language Learners.

Reading Programs -

1st-3rd grade- Students use the Houghton Mifflin Harcourt curriculum and other scientifically research based programs to address specific reading deficiencies in phonemic awareness, phonics, vocabulary, comprehension, and fluency. Instruction is generally delivered in a small group with a Reading Specialist or Reading Paraprofessional.

4th-6th grade- Students use Read Naturally, Language, Houghton Mifflin Harcourt as the central curriculum and other scientifically research based programs to address specific reading deficiencies in phonemic awareness, phonics, vocabulary, comprehension, and fluency. Instruction is delivered in a smaller classroom group with a Reading Specialist.

VISITORS

All visitors to school during hours when students are present must sign in and out at the office and obtain a visitor's badge. School age visitors are not permitted during school hours.

APPENDIX A - MILLS SCHOOL RULES

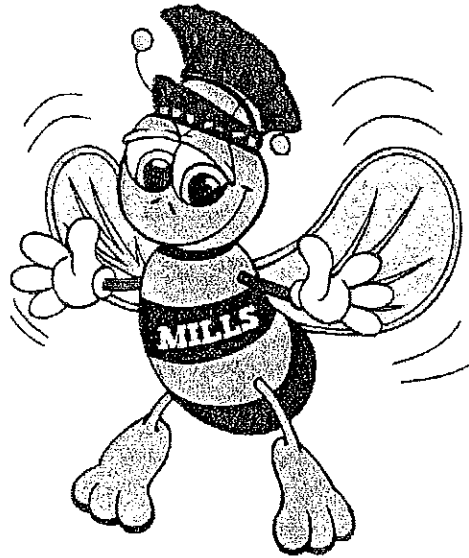
JOHN MILLS DISCIPLINE PLAN

Mills Pride Code of Conduct
Elementary School Discipline Plan
Bus Riding Guidelines
Lunchtime Contract

TITLE I PARENT LETTER

Mills Pride

Be Responsible
Be Respectful
Be Ready



ELEMENTARY SCHOOL DISCIPLINE PLAN

The staff of District 401 is committed to providing optimal learning for all students. In order to maintain a positive school environment, students are expected to behave in a manner that is respectful of other persons and property. Additionally, students are expected to adhere to all classroom rules as set forth by teachers and administration. Teachers may remove a student from the classroom for disruptive behavior.

BEHAVIOR RULES

In creating a positive atmosphere, we expect our students to be good citizens. A good citizen will not engage in the following behaviors:

1. Fighting or harassment of any kind
2. Cheating
2. Snowball throwing
3. Swearing or obscenity in any form
4. Disrespectfulness to any adult
5. Vandalism of school property
6. Unauthorized absence or tardiness
7. Stealing
8. Possession or use of alcohol, tobacco, drugs or fireworks
9. Possession of pagers, weapons or "look-alike" weapons
10. Improper use of cell phone
11. Misuse of fire alarms
12. Wearing of clothing which is unsafe or disruptive to the educational process
13. Gross disobedience or repeated disruptive behavior of any kind
14. Bullying or teasing of any student or adult.

DISCIPLINE ACTIONS

As part of our discipline policy, we stress positive reinforcement. We stress the positive to help ensure an excellent learning climate for your child and all students in the building. By working together, we can provide a positive rewarding experience. Communication should always begin with the classroom teacher.

There shall be no corporal punishment of pupils in district schools. Corporal punishment is defined as inflicting physical pain or restraint upon a child in order to punish him/her for misconduct. Physical restraint may be used when necessary to protect the student or other individuals and/or property from harm.

In the event a student chooses to misbehave, disciplinary actions will follow. Disciplinary actions may include:

1. Time out periods
2. Written penalty assignments
3. Removal from classroom by classroom teacher
4. Pick-up duties around school
5. Parent conferences
6. Loss of lunchroom privileges
7. After-school detention, 3:00-3:30 (Parent notification required)
8. In-school or out-of-school suspension (one to ten days)
9. Social probation, i.e. prohibition from participation/attendance at after school activities
10. Loss of end-of-year privileges
11. Expulsion from school for the balance of the school year
12. Referral to Elmwood Park Police Department.

DUE PROCESS

If parents wish to appeal a disciplinary penalty, a hearing shall be held before a hearing officer appointed by the School Board. The only persons allowed at the hearing shall be the student and parents, their representatives, witnesses and school officials. The hearing officer will provide the Board with a written report and recommendation. The Board will take whatever action it deems appropriate in public session. Nothing in this procedure prevents the immediate removal from school of students who pose a continuing danger to people or property or to the academic process of the school.

Mills Pride

Be Responsible
Be Respectful
Be Ready



Pride Essay

In writing your **PRIDE** essay, make sure that your handwriting is legible and neat. Your essay should be composed of three paragraphs and should contain the following answers...

1. What did you do?
2. What should you have done?
3. Why was your behavior wrong?
4. How will you behave next time?

PRIDE Apology (35 words or more)

Write a **PRIDE** apology note to the individual or individuals to which you exhibited your un**PRIDE**ful behavior.

Parent Signature _____

BUS RIDING GUIDELINES

1. Drivers are in charge of the buses and their directions must be followed. The drivers are not disciplinarians. They have one task, to drive the bus safely. Students must conduct themselves in a manner that will insure safe transportation for themselves, other passengers, and the drivers. Bus riding privileges will be revoked if a student does not abide by the riding guidelines. Parents will always be informed when a student's bus riding privileges have been revoked. Parents always have the right to request a meeting with the building principal to review the circumstances that necessitated the removal of bus riding privileges.
2. Behavior on the bus is critical. All students must maintain appropriate conduct and avoid the following:
 - a. Throwing items in or out of the bus;
 - b. Leaning out of the window or tampering with windows;
 - c. Yelling, excessive noise, rowdy or "horseplay" behavior;
 - d. Inciting other students to misbehave;
 - e. Getting out of seats while bus is moving;
 - f. Littering or defacing the bus;
 - g. Fighting; and,
 - h. Use of profanity.
3. Each bus driver has been instructed to report instances of misbehavior to the bus supervisor or principal. In extreme cases, the bus driver will return a student or the entire busload of students for corrective action by the principal
4. Students must not attempt to enter a bus or leave their seats until the bus comes to a full and complete stop.
5. Students must always be seated when the bus is in motion.

These guidelines apply to all students. Please make sure and indicate in the appropriate place on the check-off sheet that you and your child have read these guidelines.

John Mills School
2824 N. 76th Avenue
Elmwood Park, IL 60707
708-452-3560

LUNCHROOM PROGRAM DISCIPLINE REPORT

Date _____

Earlier in the year, I, _____, agreed to follow the rules of our Lunchroom Program. I know that using the lunchroom is a privilege that may be taken away if the Lunchroom Program rules are not obeyed.

By not following the circled rule(s), I have violated the Lunchroom Contract that my parents and I agreed to earlier in the year.

1. Entering quietly;
2. Speaking softly and respectfully;
3. Using good table manners (*remaining seated unless given permission*);
4. Keeping hands and feet to yourself;
5. Cleaning up after yourself (*pick up papers, food on the table and floor*);
6. Talking during the two-minute quiet down;
7. Leaving quietly; and
8. Obeying school rules during lunch recess.

My parents and I understand that by not following these rules, my consequences will be as follows:

_____ 1st Consequence: Citation sent home.
_____ 2nd Consequence: Citation & Detention Detention Date: _____
_____ 3rd or more: Citation, Detention & Phone Call Home Time: 3:00-3:30 p.m.

ADDITIONAL CONSEQUENCES WILL BE ISSUED TO STUDENTS ACCORDING TO OUR PRIDE RULES.

.....
The signatures below indicate that the rules of our Lunchroom Program have been read and discussed with the child. Parents are encouraged to reinforce the importance of appropriate behavior both within and outside of the Lunchroom Program.

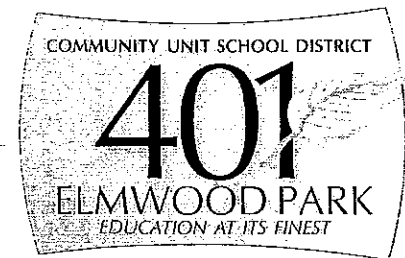
Teacher _____ Parent _____

Lunchroom Supervisor _____ Student _____

Principal/Assistant Principal _____ Return to the Main Office by _____

WHITE – PARENT’S COPY YELLOW – OFFICE COPY PINK – TEACHER’S COPY

Do not sign – for reference only.



September 2011

Dear Parent:

In accordance with the ESEA Section 1111(h)(6) *PARENTS RIGHT-TO-KNOW*, the Elmwood Park CUSD #401 is notifying every parent of a student in a Title I school that you have the right and may request information regarding the professional qualifications of your child's classroom teacher or paraprofessional. This information regarding professional qualifications includes the following:

1. The teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. The teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. The child is provided services by paraprofessionals that possess the proper credentials.

As per the beginning of this school year, all teachers working in our District meet the State and NCLB qualifications.

If at any time your child has been taught for four or more consecutive weeks by a teacher/paraprofessional not meeting the above standards, the school will notify you.

If you have questions, please feel free to contact me at (708) 583-5831.

Sincerely,

A handwritten signature in cursive script that reads 'Kevin M. Anderson'.

Kevin M. Anderson, Ed.D.
Superintendent of Schools