Percy Julian Middle School

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Dr. Todd T. Fitzgerald, Principal

Chemaine Carr, Assistant Principal, 8th Grade

Laura Smith, Assistant Principal 7th Grade
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2017-18 School Year

Dear Julian Families,

Welcome back to school! I hope all of you had an enjoyable and relaxing summer. The staff at Julian is looking forward to helping you grow academically and socially during this school year. I want to encourage you to get involved in some extracurricular activities that are offered here at school. There are a number of clubs, athletic teams, and co-curricular opportunities available to all of you.

Please read this handbook and get familiar with the rules and policies that have been outlined in this document. Feel free to touch base with a teacher, assistant principal, or me if you have questions about any of this material. You can also find more information on the district website: op97.org.

Finally, please know that the staff at Julian is here to support you and provide optimal opportunities for you to be successful, inside and outside of the classroom. Do not hesitate to come to me, an assistant principal, a teacher, or support staff if you have any questions or concerns.

Let's have a great school year!

Sincerely,

Dr. Todd T. Fitzgerald

Percy Julian School Rights and Responsibilities for Students, Primary Care Givers and Teachers

Primary Care Givers' Responsibilities:

- To see that their child arrives at school on time with the proper materials for school, in appropriate attire, in good health and ready to learn.
- To recognize that the home needs to assume the primary responsibility for each student's development.
- To provide a telephone number where they can be reached in an emergency and to promptly respond to notices and partner with teachers regarding suggestions from school.
- To respond promptly to teacher communication.
- To follow the school calendar being sure that the child does not miss school or related events unnecessarily.
- To provide conditions at home designed to help the child study, complete homework and work to his/her fullest capacity.
- To familiarize the child with school rules.
- To support the school by discussing with their child the expectations for student behavior.
- To partner with the school regarding the child's behavior when necessary.

Primary Care Givers' Rights:

- To expect that the child will be provided with an opportunity to learn in a safe environment.
- To expect their child will be treated with respect.
- To expect that discipline policies will be administered according to the discipline matrix.
- To inquire and be informed about their child's progress via Power School, report cards and Parent-Teacher conferences.
- To receive cooperation and support from teachers and other school staff members.

Teachers' Responsibilities:

- To educate and provide opportunities for students in a rich and varied educational experience.
- To encourage the development of self-discipline and self-respect.
- To develop positive classroom procedures.
- To act as role models for their students by exhibiting high personal standards of courtesy, respect, trust, honesty, and language.
- To make a conscientious effort to be consistent and fair in dealing with all children.
- To follow the school's rules and procedures.
- To provide supervision to insure a safe and secure atmosphere for all.
- To communicate to students and parents about academic and behavioral concerns.
- To ensure a prompt response to parental communication.
- To have respect for students' feelings, to recognize their unique differences and needs, and to be a ready listener.

Teachers' Rights:

- To receive the cooperation and support of Primary Care Givers and administration concerning the behavior expected of students.
- To teach in an environment of mutual respect with the authority to discern its infringement.
- To teach in an atmosphere conducive to learning that is free of disruptions and distractions.
- To receive the cooperation, individual attention, and appropriate preparedness of every student.
- To employ physical contact, when necessary, to prevent injury to themselves, another person, or damage to property.
- To have their possessions respected by others.

Students' Responsibilities:

- To show courtesy and respect to the school personnel, to their classmates, as well as to the possessions of others.
- To resolve conflicts peacefully.
- To learn and follow the expectations of the school and community.
- To attend school except when illness, religious observance, or family emergencies prevent it and to complete any missing assignments from extended absences.
- To be on time for all classes and be prepared with all necessary materials.
- To take responsibility for and accept the consequences of their actions.
- To develop their abilities and interests to the fullest potential.
- To protect and maintain school property.

- To involve a staff member in the building when the safety and /or well being of self or others is compromised.

Students' Rights

- To feel physically and emotionally secure at Percy Julian Middle School.
- To be treated with courtesy and decency.
- To have a positive learning environment free from unnecessary distractions.
- To be given fair treatment in all academic and disciplinary matters.
- To express their viewpoint courteously and in an appropriate manner at an appropriate time.

Julian Middle School Pledge

August through June, 2017 - 2018

I will bring only appropriate items to school. I understand that bringing certain inappropriate items, such as weapons, anything that looks like a weapon, anything that could be used as a weapon, any illegal substances, stink or smoke bombs, or similar items will result in an expulsion hearing with the Board of Education. Items cannot be in lockers, in pockets, in book bags, or in my possession, in school or on the way to or from school.
I will act only in ways that are safe (in school, to and from school) and will not participate in unsafe behavior such as fighting or promoting disagreements.
I will inform an adult if I become aware of a situation that may become unsafe.
I will treat others with respect and resolve differences verbally -- seeking help from an adult when assistance is needed.

I have also reviewed the discipline policies in the Effective Student Behavior Handbook and understand the consequences for misbehaving.

ATHLETICS

Participation in athletics can be a very valuable part of a student's education. Julian Middle School is privileged to offer a number of athletic opportunities for students: cross country, basketball, volleyball, and track and field. We expect our student athletes to achieve at a high level academically and to make appropriate decisions while at school.

Students may try out and participate as a team member without restriction by: 1) providing the school with a complete copy of an athletic physical examination; 2) exhibiting good conduct and behavior; 3) meeting minimum academic requirements of a 2.0 GPA. If a student does not meet the minimum academic requirement, they will be placed on one of the two intervention levels:

Academic Probation: If a student has more than 1 "D", a single "U", or is below a 2.0 GPA.
a. Student may participate in practice, but not in competition for a period of one week. A progress report will be completed at the end of the week to determine if full eligibility is attained by meeting stated standards of participation.
b. Student will remain on ***academic probation*** for a second week, if eligibility is not attained. If a student does not meet stated standards of participation after the second week, then the student is moved to ***Academic Suspension***.

Academic Suspension: If a student has more than 2 “D’s” or “U’s”, or a student has had two consecutive weeks of academic probation.

a. Student may not participate in athletics. This includes all practices and competitions for a one week period. A progress report will be completed at the end of the week to determine if full eligibility is attained.

b. Student will remain on ***academic suspension*** for a second week if eligibility is not attained. If a student does not meet stated standards of participation after the second week, then the student will be removed from the team.

Students will receive an athletic handbook describing the practices, policies, philosophy, medical exams, team selection when applicable, eligibility requirements, and attendance policies. It is important that students who are participating maintain their grades, have excellent attendance, and exhibit appropriate behavior.

If a student receives an in-school suspension, based on the discipline matrix that the administration follows, then the athlete is placed on a 2-week suspension from the team for the first offense. Any subsequent suspension will result in removal from that team for the remainder of the season. If a student receives a more serious infraction that results in an out-of-school suspension, the student is automatically removed from the team.

The timeframe for possible disciplinary action is from the time a student is selected for a team and the last game played. A student who is removed from the team due to an out-of-school suspension or multiple suspensions may try out for other sports later during the school year. Students who participate in one of the interscholastic sports should read the *Athletic Handbook* carefully.

ATTENDANCE

School attendance is compulsory. If your child is going to be absent, **please notify the office prior to 9:00 a.m. by calling (708) 665-3064.** When we do not receive a call from a parent, school regulations require that a school representative contact the parent to verify the child's absence. If we are unable to reach a parent, we will record the absence as unexcused. We are required to document all instances of non-attendance. In the case of multiple unexcused absences, we are required to notify the county truant officer.

The following reasons are valid excuses for being absent:

- Illness
- Funeral of relative or close friend
- Family emergency
- Medical appointments
- Family vacations (prior arrangements must be made with the classroom teachers and main office)

Absences can be reported on voicemail by parents/guardians any time, day or night, and the messages will be retrieved each morning. When leaving a message, parents/guardians are asked to provide:

a) name of person leaving the message;
b) relationship to the child;
c) child's name;
d) reason for the absence; and
e) request for homework IF absent two or more days

Homework for students who are absent two or more days may be requested from the main office at the time the absence is reported. Requests for homework should be made before 9:30 a.m. in order to ensure that teachers have time to gather the necessary information and materials. Homework may be picked up in the main office after school is dismissed.

A doctor's note stating that a child may return to school is required for any child who has been hospitalized or absent because of a communicable disease or serious condition.

Julian has an excellent attendance rate. Please help us by making every effort to have your child attend school on a daily basis and be on time.

Make-up work when absent: A good practice is to have your child call a friend and/or check Canvas to find out which assignments he/she has missed. If your child is going to be or has been absent for *two or more days*, you may request homework assignments and materials from the teachers when the absence is reported to the main office. Assignments will be ready for pick up after school has been dismissed and before 4:30 p.m. You also may have your child arrange to have a friend pick up the homework. Generally, a student has additional days to complete work equal to the number of days absent. Teachers have the discretion to vary this practice and will communicate specific changes to students.

Tardy to School: Students need to make every effort to arrive to school on time. Please contact the office or send a note if your child will be late for a specific reason. Students must report to the main office when arriving late to school. If your child is tardy to school and is not excused, he/she may be required to serve a lunch detention that day. Parents/Guardians will be notified in writing if their child has excessive tardy infractions.

Early Dismissal: We ask parents/guardians to avoid medical and dental appointments during the school day. When these appointments are absolutely necessary, please send your child with a note signed by a parent/guardian stating the time the child is to leave school. Upon arrival in the morning, the child must bring the note to the main office. The school requires the parent to come into the office when picking up a student for early dismissal.

BICYCLES, SKATEBOARDS, & SCOOTERS

Bicycle racks are located in various areas around the school. Students who ride their bikes to school should secure them with a sturdy lock. Providing a substantial lock is important to ensuring that the bicycle is secure. As a matter of safety, students should wear a helmet when riding to and from school. Helmets can be stored in the lockers.

Skateboards and scooters are permitted; however, lockers are not large enough to hold them. In addition, books and other materials tend to get damaged when the lockers become too full. These items may be stored in the main office closet. However, Julian Middle School is not responsible for lost, damaged, or stolen skateboards/scooters. Hoverboards are not permitted at school.

BOOKBAGS & BACKPACKS

Book bags are useful for carrying materials/books to and from school. Book bags or backpacks are not allowed in classrooms. Students must store them in their lockers during the day and take only those materials necessary to their classes. Lockers measure 11 by 11 inches. When purchasing book bags, particularly the ones with wheels, please keep in mind the size limitations of the locker.

BUS AND OTHER TRANSPORTATION

The district provides bus transportation for those students who live over one and a half miles from school. Students who have permissive transfers or who live less than a mile and a half from school do not qualify for bus passes. When extra space is available, parents/guardians may request special permission for bus transportation by contacting the District 97 business office. Such requests are granted or denied at the end of September and after the number of qualified riders is confirmed.

Bus students are expected to follow the rules according to the bus pledge signed by students and parents/guardians at the beginning of the school year. Students who violate the rules will have consequences and may be suspended from riding the bus. Students are only allowed to ride the bus to which they have been assigned. ***ID badges serve as the bus pass***. These IDs will be handed out on the "Welcome Nights" and the first week of school. Students will be allowed on the buses the first few days of school without their ID badge.

Bus Behavior: Riding the bus is a privilege. Our goal is to ensure that our students are safely transported. We ask that students behave on the school bus as they would in the classroom. The following rules must be followed for safety reasons:

- Wait on the public parkway or sidewalk well away from the street.
- Enter the bus in a quiet and orderly manner.
- Show your student ID to the driver.
- Take your seat, sit with both feet on the floor in front of you, and share seats appropriately.
- Wear seat belts at all times. Do not leave your seat when the bus is motion.

· Be polite and respectful to other students and adults.
· Follow the bus driver's instructions.
· Respect property and others.
· Keep hands and arms inside the bus. Do not lower windows below the black lines on the window frame.
· Do not eat or drink on the bus.
· Keep voices at a conversational level so the bus driver can remain attentive to his/her job.
· Follow school rules for appropriate behavior.

Please remember that these rules are for the safety and comfort of all bus riders.

Misbehaviors on the bus will generally result in the consequences listed below. For serious misbehaviors, suspension from the bus and/or from school could result at any time.

First offense: consequences will range from a warning to loss of bus privileges for up to five (5) school days, depending on the nature of the offense.
Second offense: consequences will result in the loss of bus privileges from one to ten (1-10) school days, depending on the nature of the offense.

Third offense: consequences will include suspension from the bus for an indefinite period of time with the possibility of additional consequences, depending on the nature of the offense.

Pick up and Drop off: Drop off and pick up for sixth graders will be on the south side of the school in the alley. The designated area for seventh graders is on Cuyler just off Washington Boulevard. Eighth graders can be picked up or dropped off on Ridgeland Avenue.

PLEASE DO NOT PICK UP OR DROP OFF STUDENTS IN EITHER THE SCHOOL'S PARKING LOT OR BUS ZONE ON WASHINGTON BOULEVARD. Using these areas creates an unsafe situation for students. *Please do not pick up or drop off students in the staff parking lot. Emergency vehicles may need access to this space.*

PERSONAL ELECTRONIC DEVICES
Personal Electronic devices must be turned off at all times during the school day and be stored in a safe place that is out of sight. Staff will take electronic devices if they are seen during school time in the building. Multiple infractions will require the parent to pick up the electronic device. As with other personal items, the school will not be responsible if the electronic device is stolen, lost or damaged. **We strongly discourage students from bringing valuable items to school.**

CLASSROOM VISITATION
A parent or guardian may wish to visit their child's classroom. To make arrangements for a class visit, please call your child's teacher. If you wish to visit more than one of the core

classes, please contact the team leader to schedule a time. Parents/Guardians are asked to request a time at least 24 hours prior to the requested visit.

In general, visits should not exceed 40 minutes or the duration of one class period. The principal or designee must approve any exceptions to this time guideline.

Additional information about school and classroom visits, including the number of people who can participate in a visit, the process for viewing instructional materials and the protection of the privacy of students, is available in the administrative guidelines that correspond with this policy. These guidelines can be found on the district's web site.

CHANGE OF ADDRESS

Any student whose home address has changed should immediately contact the Registrar at the District 97 central office building [260 Madison St., (708)-524-3000]. **Proof of Oak Park residence is required to attend District 97 schools.** Phone numbers and email addresses can be changed by contacting the Julian school office. Please make sure the school office and district have current addresses and phone numbers on file for home and work.

CO-CURRICULAR ACTIVITIES

Percy Julian Middle School offers an array of activities that include student leadership, world cultural experiences, community service, interest level clubs and academic competitions/experiences. Every student is encouraged to select one or more of these programs in which to participate.

Co-curriculars provide additional opportunities for students to participate in either academic, athletic, or exploratory activities. Most of these activities are sponsored by teachers and occur before or after school. Occasionally an activity may be scheduled during lunchtime or on weekends. Opportunities offered in past years include:

Service and Leadership Clubs: Best Buddies, F.L.O.W., Service Learning, Green Team, Student Council, and Yearbook & Yearbook Photography.

Achievement and Academics: French Club, Spanish Club, Math Club, Math Team, Chess Club, and Robotics.

Fun and Healthful Activities/Sports: Basketball, Track, Cross Country, Volleyball, Ultimate Frisbee, and intramurals.

The Arts: Jazz Ensemble, Jazz Band, Orchestra, Julian Jives, a variety of choral groups, and CAST.

Media Center/Library Availability: The media center will open each day at 8:00 a.m. except for Wednesdays. Students wishing to use the library facilities for study or computer work may arrive between 8:00 and 8:30 a.m., receive a pass from the door monitor, and go directly to the media center with their materials. Students will not be admitted to the media center after 8:30

a.m. and must have their IDs to enter the building before 9:00 a.m. There is a limit to the number of students who can be admitted to the library before school; therefore, it is important to be at school by 8:00 a.m.

Announcements are read to students daily. Any changes in dates, times, and co-curricular activities or other critical information will be announced to all students.

COMMUNICATION AND SCHOOL NEWS

Information about the school may be sent home via U.S. mail, e-mail or hard copy provided to the student. Newsletters and other important information may come from the school, a team, or individual teachers.

Students and parents/guardians may check the daily announcements, which are posted each day on our school's web page. Teachers use Canvas, Julian's Learning Management System, to post assignments and important information for their classes. The teachers update canvas weekly. A newsletter "Middle Matters" is shared with parents regularly as well.

Parents/Guardians will receive information about how to access PowerSchool, our online grade book, for their child. Grades are updated regularly.

Staff members regularly check their voicemail and e-mail. This is an effective way to communicate with your child's teacher.

CANVAS AND POWERSCHOOL GUIDE

Teachers use Canvas, Julian's Learning Management System, to post assignments and important information for their classes. Canvas enables teachers, students and families to communicate in a centralized location. Canvas allows teachers to share resources and assignments for students, offer multiple ways for students to complete and submit work, and provides a safe place for students to collaborate. The teachers update Canvas weekly with a team syllabus.

PowerSchool is Julian's online grade book, attendance and lunch money tool. You can check your student's attendance record, class grades, status of assignments, lunch money account balance, etc. A link to PowerSchool is located on the Julian home page. Families will receive information about how to access PowerSchool at the beginning of the school year.

CONDUCT AND STUDENT BEHAVIOR

We strive to provide a safe environment for all who attend, work in or visit our school. Students are expected to respect themselves, respect others, and respect property. It is important to note that the majority of students will never be involved in discipline issues at school. We believe Julian students want to demonstrate good school conduct, and we appreciate parent and student support in reaching this goal.

Should students misbehave, consequences will be assigned by either the classroom teacher or by an administrator. Consequences will vary depending on the infraction and number of times misbehaviors have occurred. The purpose for assigning consequences is to change student behavior. Consequences are varied and include warnings, detentions before or after school, suspension in or out of school for between 1 and 10 days or a hearing with the Board of Education if the incident is of a very serious nature.

School rules must be followed when walking or traveling to or from school. Students who break school and district conduct rules will receive consequences just as they do when in school. (Please reference Appendix A-Discipline Matrix for specific infractions and consequences.)

Classroom Discipline: Each classroom teacher or team of teachers develops routines to support students in meeting classroom expectations. The classroom teacher generally assigns consequences for minor infractions, particularly those that are less disruptive to the school environment and occur in classrooms or in the halls. The teacher may write a discipline referral to the appropriate assistant principal for more serious infractions.

Oak Park School District Effective Student Behavior: Parents/Guardians will receive a pamphlet from the district outlining *Effective Student Behavior*. The handbook is also available online at www.op97.org/julian. The guidelines outline in detail the district's expectations for student behavior and discipline policies. Please request this pamphlet if you do not receive one at the beginning of the school year.

Disciplinary Consequences

Disciplinary consequences may include, but are not limited to:

A. Notifying parents/guardians.
B. Disciplinary conference.
C. Withholding of privileges.
D. Seizure of contraband.
E. Temporary removal from the classroom.
F. Detention/Saturday School.
G. In-school suspension. Student is removed from his/her classroom to another room in the school. The building principal or designee shall ensure that the student is properly supervised.
H. Suspension from school and all school activities for up to ten (10) days, provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds and school related and/or sponsored events.
I. Suspension of bus riding privileges.
J. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed two (2) calendar years. An expelled student is prohibited from being on school grounds and school related and/or sponsored events.
K. Notifying juvenile authorities or other law enforcement whenever the conduct involves potential criminal offenses.

L. Community service with local public and nonprofit agencies that enhance community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure giving the student and/or parent(s)/guardian(s) the choice.

Due Process:
The Board of Education recognizes the importance of safeguarding a student's constitutional rights. To better ensure that appropriate due process is provided, the Board has established the following guidelines for suspensions and expulsions.

Suspension
"Suspension" shall be the short-term removal (not more than 10 consecutive school days) of a student from a regular district program and loss of access to any school activity, whether conducted on or off district property, or to school property during the period of suspension.

A student may be given a short-term suspension of up to 10 consecutive school days by the superintendent, principal or assistant principal for each act of misconduct in violation of the disciplinary code of conduct, if so warranted.

The superintendent or designee shall implement suspension procedures that provide, at a minimum, for the following:

When reasonable, before a student may be suspended, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.

However, a pre-suspension conference is not required and the student can be immediately suspended when, in the judgment of the responsible administrator, the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.

The administration will make every reasonable effort to contact the student's parents/guardians and report the student's suspension. A written notice of the suspension shall state the behavior that resulted in the suspension, including any school rule that was violated, and a notice to the parents/guardians of their right to a review of the suspension.

Upon written request of the parents/guardians, a review of the suspension shall be conducted by a hearing officer appointed by the board. The student will serve the suspension as prescribed during the suspension review process. At the review, the student's parents/guardians may appear and discuss the suspension with the hearing officer, may be represented by counsel, and may present any evidence on their behalf or question the administration regarding any of

their evidence. After receipt of the hearing officer's report, the board shall take such action as it finds appropriate.

After the student has served the term of his/her suspension, the administration shall attempt to schedule a reintegration meeting with the student and parents/guardians prior to the student returning to school. At the reintegration meeting, the administration, student and parents/guardians will develop strategies to ensure that the student is supported in his/her transition back into the classroom. These strategies may include, but are not limited to, a student behavior contract, direct counseling services from the building social worker, student mediation, or the student's referral to an independent community agency or service for additional support.

Expulsion

"Expulsion" shall be the long-term exclusion or permanent exclusion by the board of a student from the schools of this district for a period not to exceed two calendar years as determined by the board on a case-by-case basis. The superintendent or designee may recommend and the board may expel a student from school for gross disobedience or misconduct. In all cases, appropriate due process rights will be observed.

Only the Board of Education has the authority to expel students for a determined period of time for such offenses. Such exclusion includes access to any school activity, whether conducted on or off district property, and to any district property. A student may be expelled for gross disobedience or misconduct as defined and described in board policy. When a student is culpable of gross disobedience or misconduct, the district shall make every reasonable effort to notify the
student's parents/guardians of the misconduct immediately, or when reasonably practicable.

Parents/guardians will receive written notice by registered or certified mail of the date, time and place of the expulsion hearing, the reasons for the expulsion referral and the date any subsequent expulsion would take effect.

<u>No Weapons Policy</u>: The district has a policy regarding no tolerance for weapons or weapon-like objects in schools. Possession of a weapon or any item that could be used as a weapon will result in a ten-day suspension pending a hearing with the superintendent. The hearing could result in a recommendation to the Board of Education for expulsion.

Examples of weapon-like objects that fall under the above category are any type of knife, any type of gun (pellet guns, cap guns, lighters that look like a gun), razors or razor blades, explosives (including firecrackers, cherry bombs, etc.), martial arts accessories, tools, nail files, and metal hair picks.

Harassment: These behaviors are considered to be serious misconduct and follow a procedure beginning with a thorough investigation. Harassment/bullying violations result in consequences that may include a warning, detentions, or suspensions depending on the frequency and nature of the misbehavior.

CONFERENCES: STUDENT - PARENT - TEACHER

The Philosophy: Portfolio conferences began at Julian during the 1996-97 school year. We have found that they are an effective way to share information as well as have the student involved in his/her own learning. Core team teachers facilitate the conference, and students are expected to take an active role. Much preparation occurs prior to your conference to ensure a quality experience. Though parents/guardians meet with one core teacher, the other team members have provided information and work examples to be shared during the conference.

The Portfolio: A portfolio is prepared by your child and his/her teachers. Samples of student work for each class have been gathered and placed in the portfolios. A course overview created by each teacher accompanies the work samples. The student work may be a long-term assignment, a snapshot of daily work, or special projects, which are either student-selected or teacher-selected. The portfolio provides parents/guardians with insight into their child's work and exemplifies student achievement for a specific time period.

In Preparation: Teachers and students have been preparing for this experience in a number of ways. Through instruction and role-play, students learn their job as the "leader" of the conference. The classroom teacher facilitates the conference with questions or comments, helping to focus the discussion as needed. Suggestions from staff, students, and parents/guardians have been gathered and changes have been made when possible.

The Conference: Parents/Guardians will arrive with their son or daughter at least ten minutes before the scheduled conference time so they can review the portfolio contents together before meeting with the teacher. During the conference, the student and parent will reflect on the work, academic strengths, and specific goals for the remainder of the year. Should a parent have questions about a particular subject area that are not answered during the portfolio conference, office hour times with individual teachers are available. Please know that teachers are available to meet with parents/guardians at times other than the fall and spring conference dates. Simply contact the team leader, advisory teacher, or the specific staff member to schedule a time.

The Rationale: These conferences provide an opportunity to discuss academics and other related topics. They also provide a collaborative and focused atmosphere not only for improved communication, but also for student learning. The process itself is an important instructional tool.

Our Goal is to effectively communicate student progress while involving students in reflection and accountability of their work. We hope every Julian family will be able to attend conferences as a way to foster learning and a partnership between home and school.

DRESS CODE

In accordance with board policy 7:160 (Student Appearance), a District 97 student's appearance, including 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. The following guidelines regarding student dress are in effect district wide:

- Clothing that promotes drugs, alcohol, tobacco or gangs may not be worn on school or district property at any time. This includes accessories such as shoes, jewelry, belts, etc.

- Clothing that features vulgar, obscene, lewd, violent or offensive language or images may not be worn on school or district property at any time. This includes accessories such as shoes, jewelry, belts, etc.

- Clothing must cover the majority of a student's shoulders down to his/her mid thigh. Undergarments/underwear must be covered at all times.

- Headwear (hats, hoods, etc.) may not be worn in school at any time except in cases where an exemption (religious, medical, etc.) is granted by the building principal or designee.

- Sunglasses may not be worn in the building at any time.

- For safety reasons, students may not wear flip flops or backless shoes to school.

If a student is in violation of the dress code, he/she will be asked to adjust their dress or to put on something more appropriate.

A gym uniform must be worn during Physical Education classes. Parents/Guardians are required to purchase this uniform. New or used PE uniforms are available for purchase at the school office.

ENTRANCE TO SCHOOL

Staff supervision of students that are outside of the building begins at 8:45 a.m. Please do not send your child to school before 8:45 a.m. unless he/she has a specific reason such as a study session.

<u>For Students:</u>

6th grade students enter through the east doors by the ball field behind the school.
7th grade students enter on Washington Boulevard.
8th grade students enter the building through the main doors on Ridgeland Avenue.

Students who ride the bus will enter the building through their assigned entrance with their grade level. Students enter the building around 8:50 a.m., which allows them enough time to be in their classroom by the 9:00 a.m. bell. **Students must enter the building no later than 8:55 a.m. or they are considered to be tardy.** If the tardy is unexcused or if excused tardies are excessive, students may be required to serve a lunch detention.

Students who have made arrangements with a teacher to meet before school should have a pass written by that staff member. For large group meetings, the teacher may leave a note that applies to the group of students with the door supervisor, as is the case with band and orchestra students.

Inclement Weather: When the weather is very cold, rainy, or snowy, students will be allowed to wait inside the building and are assigned to an area based on their grade level. Students are encouraged to dress appropriately as the weather dictates. Please plan on your student arriving at school as close to 8:45 as possible.

FOOD ALLERGY GUIDELINES

District 97 Allergy Policy

GRADES, GRADE POINT AVERAGES (GPA), HONOR ROLL, PROMOTION

Grades: Grades are earned and reported three times a year. Families can check grades on PowerSchool at any time. At the middle of the first trimester, a progress report is given to each student indicating his/her progress at that point in time. For trimester two and three, mid-term progress reports are provided for students whose grades have declined two grade levels or if a grade is below a C. Grade point averages are computed for the trimester and for the year according to the following formula:

A = 4 points; B = 3 points; C = 2 points; D = 1 point; U = 0 Points.
To compute the GPA, add the point value for each subject and divide by the number of subjects receiving a grade. The overall (cumulative) GPA represents all courses taken and is used to compute promotion status.

A = 90-100% B = 80-89%: C = 70-79% D = 60-69% U = below 60%

Parents/Guardians and students will receive information at the beginning of the year about accessing grades online. Grades are officially updated every three weeks, though many teachers will add grades more often. For families who do not have access to a computer at work or at home, paper copies can be requested from the student's team leader.

Promotion Policy: Students must receive an overall 2.0 grade point average (GPA) and pass every class. Passing every class means a 1.0 minimum. For example, two Ds and a U = .667 for a particular class is not passing (A=4, B=3, C=2, D=1, U=0). At the end of each trimester, parents/guardians will be notified in writing if their son/daughter is not meeting the promotion

requirement. Suggestions and opportunities for improving a student's grades will be presented to students and parents/guardians. Promotion and graduation recommendations will be made based on the grade point average standard, the student's efforts, and his/her improved achievement. Parents/Guardians will receive communication early in the school year that outlines any changes.

Students who are not meeting grade level expectations will be identified early in the school year. Parents/guardians will be notified by mail of their student's non-promotion status. To be considered for promotion, these students will be required to complete an appropriate remedial program that may include modified classroom instruction, before/after school classes, and/or other interventions. Some improvement in knowledge and skills must be achieved for promotion. Students who do not participate in their remedial programs or who do not show improvement will be retained in their present grade until satisfactory progress is noted.

An eighth grade student who repeatedly displays poor citizenship or does not meet the graduation requirement will be excluded from the privilege of participating in the graduation ceremony, Great America end of the year trip, and the graduation dance. Sixth and seventh grade students will also be excluded from year-end celebrations for not meeting promotion requirements or for repeated and/or serious misconduct.

Honor Roll: Students who achieve above a 3.0 grade point average, with no I, D or U grades, for a trimester are considered to be on the honor roll. There are three different honor rolls: B honor roll = 3.0 to 3.59; A honor roll = 3.6 to 3.99; Straight A honor roll = 4.0. Students who achieve honor roll standing will receive an invitation to attend an honor roll breakfast with their parents/guardians. This "continental" breakfast, supported by the Julian PTO, celebrates students' accomplishments and hard work.

NO GUM OR CANDY

Gum and candy are not allowed. Gum creates problems when it is disposed of improperly or falls on the floor. Our district has also adopted a Wellness Policy. As a result of the policy, every school is promoting the consumption of healthy snacks and lunches.

HALL PASSES

Students are required to have a pass when traveling in the halls during class time. Any adult may request to see the pass. It is the student's responsibility to make sure he/she has a pass before leaving the classroom.

HOMEWORK

Homework is critically important and is an extension of the learning that takes place in school. Homework can provide practice and drills that reinforce classroom learning; and can provide opportunities for independent study, research, and creative thinking. Students are responsible for completing and returning homework assignments to their classroom teachers.

Students should expect homework most evenings. Homework may also be given on weekends. The amount of time needed for the homework will vary depending on the grade level and abilities of the student. In general, a sixth grader may have between 30 and 60 minutes of homework while an eighth grader may have up to two or three hours of work.

Students should:

- ask questions if they do not understand an assignment
- plan a regular time each day for completing homework
- work in an appropriate area and avoid distractions such as television
- complete the assignments legibly, neatly, and on time
- turn in assignments

IDs - STUDENT IDENTIFICATION

Student IDs serve a number of purposes: to identify students to those adults who may not know them; to gain entrance into the building; to purchase lunch; to check out library materials; and to ride the bus. Students must wear their ID on a lanyard at all times during the school day and for after school Julian activities. Cards are not to be defaced or damaged. A replacement fee of $5.00 will be charged for lost or damaged identifications. Consequences will also be assigned to students who routinely forget to bring or wear their IDs. We are asking that parents/guardians help students to remember to wear their IDs to school.

LAB SAFETY

While the contents of lab safety have been discussed at length in the science classrooms, we ask that you read through the document with your child.

- I will behave in the laboratory and not play with laboratory equipment or materials.
- I will protect my eyes, face, and hands while engaging in lab activities by wearing safety goggles, and, when needed, gloves or other protective gear.
- I will work only in my assigned station.
- I will follow all written and oral instructions. I will wait until I receive my teacher's permission to begin a lab activity.
- I will carry out assigned lab experiments with my teacher's permission.
- I will be very careful in the laboratory and not eat, taste, or drink anything (most importantly chemicals).
- I will wash my hands thoroughly after using chemicals and lab equipment. When using chemicals, I will not touch my mouth, lips, or eyes until after I have washed my hands.
- I will report any injury or accident to my teacher immediately.
- I understand that failure to comply with these safety guidelines may result in my being removed from class and that I will lose credit for the work that is done during my absence.
- I have read this Safety Contract and understand what is expected of my child during science laboratory activities.

LOCKERS

Lockers are assigned to students for their use during the school year. Students are given a locker and combination lock on the first day of school. Lock combinations should not be shared. Securing the locker is the student's responsibility. The school is not responsible for missing or stolen items. Valuable items should not be brought to school and stored in the lockers. If a valuable item must be brought to school, the student should ask his/her teacher or the main office for assistance. Students should report damaged lockers to their teacher.

Students are responsible for keeping their lockers locked and cleaned at all times. Lockers are the property of the school. Inappropriate items should not be brought to school or stored in lockers. Consequences can be assigned for *any* inappropriate use. Lockers can be opened and inspected at any time by school staff.

Students are also assigned a gym locker. We must emphasize that it is the students' responsibility to keep their belongings locked in the locker at all times. The school is not responsible for lost or stolen items.

We advise children to leave all valuables at home. Children should not bring large sums of money or other expensive items to school.

LOST AND FOUND

Any lost and found articles are normally placed in the commons area. Small items, such as eyeglasses or keys, will be held in the office. Items that are unclaimed will be donated to charity.

LUNCH

Julian has three lunch periods. The school is a closed campus which means that students may not leave school grounds at any time. Students have 40 minutes to eat, relax, visit, or play during their lunch period. The lunchroom (also called cafeteria or commons) is located next to the main entrance on Ridgeland.

Students have the option of participating in the district's fee-based hot lunch program. Those students who participate in the program will use their student ID to pay for lunch. If your child brings a lunch to school, it should be kept in the locker until the lunch period. No glass containers please. When dropping off a child's lunch, please put the child's name and lunch period on it and bring it to the main office early to ensure he/she receives it. Lunchroom rules are similar to those of the classroom. Appropriate behavior and good manners are expected at all times.

As an option, nut free tables will be designated in the lunchroom for students with allergies.

When dropping off a child's lunch, please put the child's name and lunch period on it and bring it to the main office early to ensure he/she receives it.

MEDIA CENTER

The Media Center is open before school every day at 8:00 a.m. except Wednesdays. Students are able to work on homework and use the computers. Students will not be admitted to the Media Center after 8:30 a.m. Students will need their IDs to be admitted to the Media Center for early morning study. A maximum of 50 students are allowed in the Media Center before school. The Media Center is also available during the day for individuals or whole classes. Teachers may sign up for the Media Center for research, computer work, and for developing library skills.

MEDICATION AT SCHOOL

Students may not possess or consume any medications, including over-the-counter medications, without the express written orders of a physician. Designated faculty and staff members will administer all medication during school hours and during school-sponsored activities. Parents should make every effort to give prescribed doses of medication at home. Medication will be administered when it is necessary to maintain the student in school.

MIDDLE SCHOOL PHILOSOPHY

Teaming Concept: The teaming concept is designed to create a transition for students as they move from elementary to the middle grades and eventually to high school. Our middle school seeks an experience different from either elementary or high school, one which serves to assist students along a continuum of greater independence, increased depth of academic experiences, and varied opportunities to be involved in extracurricular activities. Our school's program is designed to meet the needs of a unique student population by offering a variety of experiences.

Advisory: Every Julian student will be assigned to an advisory teacher for the school year. Art, music, PE, and world language teachers are assigned to a team for advisory. With more teachers on each team, the number of students in advisory classes is kept small.

Advisory classes are scheduled for the beginning of each Monday and Thursday. Advisory programs provide students with opportunities to address needs specific to them. The program focuses on the Second Step Social Emotional Learning curriculum, IB Learner Profile, goal setting, social skills, physical and emotional health, responsibility, respect, self-assessment, community membership, service learning, study skills, civility, and more.

At the beginning of the year, focusing on social emotional learning, the IB Learner Profile, building relationships, learning about the school and developing a team identity are common advisory activities. Students become involved in numerous community service projects such as adopt-a-family during the holiday season. Study and organizational techniques, as well as problem solving skills, are also topics appropriate for advisory.

All core team teachers, including the special education teachers, meet each day for planning activities, examining curriculum, creating interdisciplinary experiences, conferencing with

students, communicating with parents/guardians, and planning for instruction. This collaborative planning time is essential for creating effective learning experiences for students.

All students have physical education every day as mandated by the State of Illinois. A gym uniform is required for this class.

NURSE

Julian has a full-time nurse on duty. Students request a pass from their teacher in order to see the nurse unless it is an emergency. The nurse's office is located next to the main office. If the nurse's door is locked or if he/she is not present, students should report to the main office if they require immediate attention.

PARENT INVOLVEMENT ORGANIZATIONS

There are a number of organized parent groups. The groups are as follows:

The Julian Parent Teacher Organization (PTO), the umbrella group that invites all Julian parents/guardians to become members.
C.A.S.T. Council provides support and direction for the performing arts program.
Other parent booster groups are organized around co-curricular activities or events, such as band, athletics, and robotics.

PARKING

Parents/Guardians may park on the east or west side of Ridgeland Avenue between the hours of 9:00 a.m. and 3:00 p.m. Additional parking can be found on Madison and Washington Blvd. Parking for the public is not permitted in the school's parking lot during school hours with the exception of cars displaying handicap stickers.

Handicap Parking: Handicap parking is located in the school's parking lot and can be accessed from Ridgeland Avenue. It is located near the main entrance and is clearly marked.

Whenever Julian Middle School hosts annual events, such as Curriculum Night, Parent/Teacher Conferences, Honor Roll Breakfasts, etc., we request a parking waiver with the Village of Oak Park (VOP). VOP will notify their parking enforcement officers to relax the parking restrictions on the surrounding side streets of the school, on Madison St. and on Washington Blvd. However, **you must always obey the parking signs and directives that are posted on Ridgeland Ave**. Ridgeland Ave. is exempt from the parking waiver, so if you disobey the posted signs, the village will issue your vehicle a ticket.

SCHOOL RECORDS

The Illinois School Student Record Act requires all school districts to ensure that each child's parents/guardians have access to the following information:

1. The student permanent records: This file consists of basic identifying information, academic transcripts, attendance records, accident reports and health records, record of release of permanent information, and other basic information. The permanent record shall be kept for 60 years after graduation or permanent withdrawal.

2. The student temporary records: This file consist of all information not required to be in the student permanent record including family background, test scores, psychological evaluations, special education files, teacher files, and disciplinary information. The temporary records will be maintained by the school/district for a minimum of five years after graduation or permanent withdrawal.

Parents/Guardians have the right to inspect and copy any and all information in the student record. Parents/Guardians can challenge the contents of the records by notifying the principal or record custodian of an objection to information contained in the record. An informal conference will be scheduled to discuss the matter. If no satisfaction is obtained, a formal hearing by an impartial hearing officer will be scheduled.

You can receive copies of those records that are proposed to be destroyed.

You have the right to inspect and challenge information that is scheduled to be transferred to another school district in the event of a move to that district.

SCHOOL SUPPLIES LISTS

Teachers on each team have created lists of supplies that all students on their team should have for the school year. These lists are posted on Julian's website.

SOCIAL WORKER

There are two full-time social workers in the building. From time to time, we also have one or two interns who operate under the direction of the school's social worker and may also work with individual students or student groups. Students may request to see a social worker through one of their teachers or by stopping by the social worker's office.

TECHNOLOGY

District Technology Rules

Rules for using technology in the District help everyone. By following the rules, everyone can use technology to enhance their learning experience and communicate with others. Only students who follow these rules may utilize District technology devices. Using technology in District 97 is a responsibility and a privilege, not a right.

Teachers and Administrators have the authority to view any technology device or communication at any time, in order to support the student's development as a responsible citizen. The teacher will follow District protocol for student technology infractions. Students are

responsible for thoughtful, considerate behavior on any technology device, as they are for their general classroom behavior.

Do	Do Not
· **focus on academic tasks to access or create educational material with teacher permission** · **use technology when instructed to by a teacher or administrator** · **behave responsibly by bringing undamaged, fully charged student issued device to school daily** · **use the camera to take educationally appropriate pictures with teacher permission** · **send education oriented content, pictures, or communications with teacher permission** · **use polite language** · **be kind to others** · **protect technology device settings, systems, and networks** · **follow copyright laws** · **use your own student login and password** · **protect technology device and chargers by keeping them in protective case/cover and keeping device away from food and drinks at all times**	· **engage in off-task behavior, use technology for non-educational purposes, or utilize a device when instructed not to** · **engage in irresponsible or negligent behavior such as; coming to school with device not fully charged, delete internet browsing history, or download offensive pictures or content** · **use a device camera or video recorder to take pictures of self or others unless explicitly directed to do so by a teacher or administrator** · **disrespect or defy teachers or administrators who wish to inspect student devices or interview students regarding use of technology** · **damage a device intentionally** · **use obscene or inappropriate language to harass, insult, or bully others** · **change device settings that would impact technology systems or networks**

Do	Do Not
· **use your own identity, work, email, files, and folders to engage in educational assignments** · **protect personal private information** · **secure student device in a safe and locked area at all times when device is not being utilized**	· **break copyright laws** · **access another user's device, password or account name** · **make contact with people via chat, email, video, or social media unless explicitly instructed to do so by a teacher** · **leave technology device unattended or in an unsecure location at any time**

Teachers and principals will decide on the educational value of any electronic material. Teachers and administrators will take proper action, as outlined by District Authorized Use Policy, for students who do not follow the technology rules.

TELEPHONE MESSAGES

Telephone messages for students may be given to one of the secretaries in the front office. The message will be delivered during the beginning or end of a class period. We respectfully request that messages for students be kept to a minimum.

Parents/Guardians may leave messages for teachers by using the voicemail system. Teacher's voicemail extension numbers can be found in the student directory published by the PTO or on the Julian website.

VISITORS

Once students have entered the building in the morning, the outside doors are locked for safety reasons. All visitors should come to the main entrance on Ridgeland. Everyone entering Julian is required to sign-in at the main office and to wear a visitor's badge if they leave the main office area.

WALKING STUDENTS

We want all students to be safe at all times. When walking, students should try to walk with at least one other friend or group of friends. Streetlights and signs should always be obeyed and rules of common courtesy always followed. Students should also stay off private property, be respectful when in business establishments, and not litter.

School rules must be followed when walking to or from school. Students who break school and district conduct rules will receive consequences just as they do when in school.

Students should always cross at those street corners in and around the school that have crossing guards.