

Northlake Middle School



Student

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2019-2020 School Year

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SCHOOL DISTRICT NO. 87
1200 N. Wolf Road
Berkeley, IL 60163

SCHOOL CALENDAR FOR 2019-2020

Pupil
Attendance
Days

Monday	August	19	Teacher Institute	
Tuesday	August	20	First Day of School - Grades 1-8	
Wednesday	August	21	First Day of School - Kindergarten	
Monday	September	2	Labor Day (HOLIDAY)	
Thursday	October	10	Parent/Teacher Conferences-Early Dismissal 12:30 pm / 1:00 pm	
Friday	October	11	Teacher Institute (NO SCHOOL)	
Monday	October	14	Columbus Day (HOLIDAY)	
Tuesday	November	12	End of 1st Grading Period	58
Tuesday	November	26	NO SCHOOL	
Wednesday	November	27	NO SCHOOL	
Thursday	November	28	Thanksgiving Day (HOLIDAY)	
Friday	November	29	NO SCHOOL	
Monday	December	23	Winter Recess Begins	
Monday	January	6	School Resumes	
Monday	January	20	Martin Luther King Day (HOLIDAY)	
Friday	February	14	Teacher Institute (NO SCHOOL)	
Monday	February	17	Presidents' Day (NO SCHOOL)	
Tuesday	February	25	End of 2nd Grading Period	58
Monday	March	2	Casimir Pulaski Day (HOLIDAY) or Emergency Day*	
Thursday	March	5	Parent/Teacher Conferences – One Hour Early Dismissal	
Friday	March	6	NO SCHOOL	
Monday	March	23	Spring Recess Begins	
Monday	March	30	School Resumes	
Friday	April	10	NO SCHOOL	
Monday	May	25	Memorial Day (HOLIDAY)	
Friday	June	5	Last Day of School (Early Dismissal) **	64
			Pupil Attendance Days	180
			Institute Days	3
			Approved All Day P/T Conference Days	2
			Total	185

In-Service Early Dismissal Days- Fall Parent/Teacher Conference:	August 23	September 13	October 4	October 10	March 13	May 22
Middle Schools	12:30 pm					
Primary, Intermediate & Full-Day Kindergarten	1:00 pm					

One Hour Early Dismissal Days- Spring Parent/Teacher Conference:	November 25	December 20	March 5	March 20
Middle Schools	2:05 pm			
Primary, Intermediate & Full-Day Kindergarten	2:30 pm			
Half-Day Kindergarten	11:15 am / 2:30 pm			

*March 2 – May be used as an attendance day in the event an emergency make-up day is needed
**The last day of school will be May 29, 2020, if no additional emergency make-up days are needed
Middle Schools 11:30 am and Primary & Intermediate Schools 12:00 pm

WELCOME TO NORTHLAKE MIDDLE SCHOOL

On behalf of the faculty and staff we want to welcome all students to the 2019-2020 school year. As you read this handbook keep in mind that the policies and procedures are in place in order to promote our primary purpose—student growth in an environment that meets the social, emotional and developmental needs of our students.

Sunil Mody, Ed. D. Principal
Maria Hendricks, Assistant Principal

MISSION STATEMENT:

Northlake Middle School is a community which values diversity. We are enthusiastic about developing the whole child. We inspire students to dream big, discover their passions, and give back to the community, in order to become future 21st century leaders.

SCHOOL IMPROVEMENT GOALS:

1. Increase Math achievement.
2. Increase Reading achievement.



The 5 P's

- Prompt
- Prepared
- Pay Attention
- Positive
- Persevere

S.T.R.U.T.

- S = Stay To The Right
- T = Tone Is Everything – Level 2
- R = Respect All People And Property
- U = Use Time Wisely
- T = Timeliness Is The Only Option

ATTENDANCE

School begins at 8:25 a.m., and students are allowed to enter the building at 8:00 a.m. Students are expected to be in first period by 8:25 a.m. Parents must call the school by 9:00 a.m. if a student is going to be absent. The phone number is (708) 449-3195. You must attend school every day unless you are ill. If you are absent without a parent excuse, you will be considered truant. Students will receive consequences if they have unexcused absences for all or part of the school day. It is your responsibility to make up missed assignments when you are absent.

TARDIES

Students are required to arrive at school on time. Students are to be in the classroom and ready to learn when the bell rings. Consequences will be assigned for excessive tardiness, so please be prompt to school and to class. The **On-Time Arrival Procedure** can be found immediately following the student reference section of this handbook.

STUDENT SCHEDULE

The bell schedule will be passed out on the first day of school.

TRANSPORTATION

Any student who resides more than $\frac{3}{4}$ of a mile is eligible for transportation. You will need to show your current student I.D. each time you board the bus. If you forget your I.D, a replacement I.D. is \$2 and should be purchased in the office before Homeroom. Please be at your designated stop before the bus arrives and wait until the driver asks you to board the bus. Riding the bus is a privilege and may be taken away at any time for inappropriate behavior. Students who do not follow the bus rules will be removed from the bus. Bus riders are directly responsible to and under the authority of the bus driver.

DRESS CODE

Every student is required to follow the School District 87 dress code by the second Tuesday of the new school year. The **Dress Code** can be found immediately following the student reference section of this handbook. Consequences will be issued to students who do not follow the dress code. There may be out of uniform days; students and parents will be notified of these dates in advance. Students who have perfect attendance for the whole week (no absences/no tardies) may participate in Jeans Day each Friday.

LOCKERS

School lockers used by the students are the property of the School District. School officials may search lockers with or without the students' knowledge whenever they have reason to believe that a locker is being misused.

A few reminders for proper locker usage:

- Only use your own locker.
- Keep it clean, organized, and free of objects that may prevent the door from closing properly.
- Keep your combination private.
- Make sure your locker is always locked.
- Plan ahead—only go to your locker when it is necessary.
- Notify the office if your lock is lost. There is a \$5.00 replacement charge for all lost locks.
- Only school-issued locks may be used

MAKING THE GRADE

GRADING / REPORT CARDS

Report cards are issued three times during the school year. Letter grades are converted into grade points at the end of each grading period. The sum of the grade points earned is divided by the number of classes the students take, which results in the students' grade point average. Grade point averages are used to help staff members make decisions regarding students' programs, extracurricular eligibility, and to determine honor roll status.

- A - Excellent = 4 points
- B - Above Average = 3 points
- C - Average = 2 points
- D - Below Average = 1 point
- F - Failure = 0 points
- I - Incomplete

An "Incomplete" may be given to a student who has been absent for a prolonged, consecutive length of time due to hospitalization, personal illness, or other related circumstances. The grade is withheld until the work has been made up within a designated time frame. Students who have an "Incomplete" on their report card will be expected to contact their teacher(s) regarding their obligations for that class. If a student does not make up the missing work within the allotted time, a zero(s) will be entered for the assignment(s), possibly resulting in an "F" grade for the quarter.

HONOR ROLL

- SUPER HONOR ROLL: A 3.5 GPA on a 4-point scale in the academic classes; nothing lower than a C in all of the non-academic classes.
- HONOR ROLL: A 3.0 GPA on a 4-point scale in the academic classes; nothing lower than a C in all of the non-academic classes.
- IMPROVEMENT HONOR ROLL: (Begins with second trimester grades)—Improvement in two academic classes by at least one letter grade; no grade lower than any on the previous report card in any class; no F's.

HONOR CORDS

Eighth grade students who are on the Honor Roll all three trimesters will receive honor cords to wear at their graduation ceremony.

PROGRESS REPORTS

Progress reports are available at the midpoint of each trimester. Progress Reports indicate the grade you have earned up to that time. Students will not receive a grade of "D" or "F" unless parents have been notified. Parents can access student's progress in Skyward Family Access at any time.

CAFETERIA PROCEDURES/EXPECTATIONS

All students are to eat lunch at school. You may receive a free lunch from the school cafeteria or bring a sack lunch from home. Students are to report to the cafeteria promptly and quietly. Students who are not in the cafeteria before the end of the passing period bell will be considered tardy with appropriate consequences issued. All students are responsible for keeping their table and surrounding area clean. Students are responsible for disposing of all garbage, cleaning up their table, cleaning under their table, and cleaning up all spills. Students will be dismissed from the lunchroom by tables.

Students should adhere to the following procedures in the cafeteria:

- Students will be prepared with an ID to receive lunch.
- Students will be seated according to a seating chart, which will be held by the lunch supervisors.
- Students will not “hop” tables (move around) or stand around during lunch.
- Students will pay attention when an adult speaks.
- Students will display positive behavior by not cutting in line.
- Students will only leave their table after getting their lunch with an adult’s permission.
- Students will be respectful by not grabbing or throwing food.
- Students will not exceed a voice level of “2.”
- Students will clean up their area following recycling guidelines and return to their table.
- Students will adhere to the Wellness Policy—no food or drinks outside of the cafeteria.
- Students are not permitted to bring to school soda cans or bottles.
- Students will only leave the cafeteria to go to the restroom (no lockers).
- Students will remain in the cafeteria until they are dismissed and then exit in an orderly manner.

PHYSICAL EDUCATION PROCEDURES/EXPECTATIONS

Students are required to dress and participate on a daily basis. Participation is an important part of the letter grade in PE. A uniform is required in PE: official shirt & shorts, athletic shoes with laces, white socks. Sweatshirts may be worn over uniforms on cold days. No jewelry of any kind may be worn. Each student will lock up his or her belongings in their gym locker. Stick deodorant may be used. No spray or aerosol cans of any kind are allowed. Students are required to keep their gym uniforms clean—it is recommended that students wash their uniforms on a weekly basis. You may only be excused from PE with a note from your doctor and administrator approval.

HOMEWORK PROCEDURES/EXPECTATIONS

Homework will be given daily. The time spent on doing homework will vary from day to day. Students are expected to turn in all of their homework on time. Assignments should be complete and done neatly. Please use your assignment notebook to help stay organized. For excused absences beyond three (3) days, parents may request assignments when they call in their child’s absences. Students are encouraged to have “study buddies” for each class. Students are encouraged to call their “study buddy” for missed assignments. Students are expected to ask questions about homework. Homework should be a learning experience.

LIBRARY PROCEDURES/EXPECTATIONS

In order to use the library, a student must be with their assigned teacher or have a pass. Students are expected to work in a quiet positive manner. Students are required to have an I.D. in order to check out library materials. After looking at books, students are required to put them back in the appropriate section. Students will be notified each week, in their homeroom, if they have fines or overdue books. If you feel the item(s) have been returned, but continue to receive overdue notices; please speak with the librarian. Please respect all District 87 property—students will be required to replace any lost or damaged books at their own expense. Students will not be able to check out additional materials if they have an outstanding balance.

GENERAL INFORMATION

BREAKFAST: As part of School District 87 Breakfast Program, Northlake Middle School will serve breakfast daily to those students who wish to participate. Free breakfast will be available in the cafeteria from 8:00am to 8:15am.

HALL PASSES: All students must have a pass from their classroom teachers, when they are in the hall during class time. You must also sign out from your class when you leave the room and return. Be ready to show your pass to any staff member who asks for it.

LOST AND FOUND: Lost it? Found it? Our Lost & Found is located in the office. The school cannot assume responsibility for the loss of personal property. A good way to find lost items is to make sure your name is on all of your things.

COUNSELOR: Are you concerned about your grades or your friends? Is something getting in the way of your readiness to learn? The counselor welcomes the opportunity to help. Stop by the counseling office before or after school, or before lunch. If the counselor cannot see you right away, fill out a “Request to see the Counselor” slip (at door of room 219), and the counselor will call for you. Please use the “Talk Box” program for any questions or concerns. There are three Talk Boxes located within the school one on each floor.

HEALTH OFFICE: If you become ill at school, please notify your teacher first and then request a pass to see the nurse. Please do not report to the Nurses’ office without a pass. The Nurse will determine if you need to go home and will make the necessary calls. You must not leave school without authorization.

- **MEDICATION:** Students are not allowed to carry medication of any kind during the school day. This includes aspirin and cough drops. The Nurse will hold all medications for you. Exceptions are contingent upon written physician, parent, and superintendent approval.

PARENT TEACHER ORGANIZATION (PTO): The PTO assists students in many ways. Throughout the year they hold fundraisers that help pay for field trips, dances, and other activities during the school year. Your participation and support are needed and appreciated so that these activities can continue.

TEXTBOOKS /TAKING COVER:

Students are responsible for all of the textbooks they are issued. Students should take care of textbooks and be gentle—do not drop or slam them. The student is responsible to pay for any textbook that is damaged, lost, or needs rebinding.

TECHNOLOGY:

If the district determines that the device has been stolen, lost or damaged through neglect or misuse it will be the student’s responsibility to pay the full cost of the repair or replacement of device or equipment. Please refer to <https://www.berkeley87.org/about/departments/technology> for additional information regarding the Chromebook Program.

TELEPHONES: The office telephones may be used with office staff permission.

STUDENT ACTIVITIES

All students are encouraged to become involved in a variety of activities offered such as clubs, sports, Student Council, and other extracurricular activities. Students must meet the eligibility requirements to participate in any activities.

ATHLETICS

There are many athletic activities in which students can participate, including JV and Varsity Cheerleading, Girls' JV and Varsity Basketball and Volleyball, and Boys' JV and Varsity Basketball and Volleyball.

CLUBS

There are a number of special interest clubs. Clubs can include: Newspaper, Yearbook, Band, Drama, Math Olympiad, and Student Council.

STUDENT AMBASSADORS

Student Ambassadors serve as student leaders and mentors to new students. Students from each grade level are chosen by the staff to serve as a student ambassador. Please contact the Counselor or your homeroom teacher to learn more about the program.

STUDENT COUNCIL

The Student Council is made up of elected representatives of each homeroom and officers elected by the entire student body. They assist in planning and administering extra-curricular activities, as well as communicating these activities to the entire student body. The Student Council also participates in fundraising and other activities to help bring about awareness toward various causes.



EIGHTH GRADE ACTIVITIES

There are special 8th grade activities for students. Participation in these special activities is a privilege. All 8th grade parents are required to attend the 8th grade parent meetings. At these meetings an overview of all special activities, student responsibilities and graduation requirements will be discussed.

If a student loses any 8th grade privileges, any monies paid will be refunded only if the school is able to recoup the amount paid to the business to which payment was made.

FIRE/ DISASTER DRILLS

Each room in the school has posted procedures for what to do in case of an emergency. When these drills or actual emergencies occur you need to stay calm, alert, silent, and follow the procedures for your safety and the safety of others. We will regularly practice Fire Drills, Tornado / Severe Weather Drills, Evacuation Drills, and Lockdown Drills.

SCHOOL RULES/ CODE OF CONDUCT

Northlake Middle School students will comply with the following Rules and Code of Conduct:

SD 87 RULES OF CONDUCT	The 5 P's	S.T.R.U.T.
Follow directions when given.	Prompt	Stay To The Right
Stay on task; work quietly.	Prepared	Tone Is Everything
Keep hands, feet, and objects away from others.	Pay Attention	Respect All People And Property
Come prepared for class.	Positive	Use Time Wisely
Respect yourself, others', and everyone's property.	Persevere	Timeliness Is The Only Option

You will see these rules posted throughout the building and in your classroom.

All students have the right to learn. All teachers have the responsibility to teach. Each classroom teacher will have their own classroom discipline plan which is approved by the principal, and each student will receive a copy. Additionally, there is a school-wide discipline plan. At the start of the school year, each grade level will have their own back-to-school assembly to discuss the School-Wide Behavior Plan and the Student Handbook. Each student and parent will be required to acknowledge that they have read and discussed the Parent/Student Handbook. The acknowledgement should be completed on Skyward.

Drugs, alcohol, or gang activity violates the District 87 Board Policy and any such action will involve discipline, up to and including expulsion.

Please keep the following behavior expectations in mind:

- Students should always have their I.D. with them. I.D.s are needed for students to check out books from the library, receive a lunch, and ride the bus. Students are responsible for their I.D.s and should not deface the I.D.s. If students forget their I.D. at home they will be issued a one-day temporary I.D. Students are not to use the temporary I.D. on a permanent basis. If students lose their I.D. they must purchase a new one for \$2.00 from the office. Replacement I.D.s should be purchased in the morning before Homeroom.
- Be responsible by securing all of your materials at all times.
- Leave school grounds promptly after dismissal unless you are involved in an activity.
- Procedures will be in place for sibling pick-up at Riley.
- Be honest and truthful, respectful, and positive towards others.
- Be safe. Do not do things that would put your safety or that of others at risk.
- Stay focused on learning at all times. Use "Talk Boxes" for any concerns.
- Help keep the school and grounds clean.
- Avoid bringing items, especially valuable items, to school that can easily get lost or create a distraction to the learning environment. These items may include student personal music players, CD players, MP3 players, recorders, or other electronic devices.
- Gum chewing is not allowed.
- Smart Watches are not allowed.

BEHAVIORAL CONSEQUENCES

Northlake Middle School is a safe school. We plan on keeping it that way. Students are expected to treat themselves, others and the school with respect at all times. If you ever have any questions or concerns, please speak with an adult or use the “Talk Boxes.” The **PBS Behavior Plan**, which is included in this handbook, explains the expectations for behavior in all areas and during all activities.

AFTER-SCHOOL DETENTIONS

There are teacher-assigned and administrator-assigned detentions. Detentions generally run from either 3:05 to 4:00 PM or from 3:05 to 5:00 PM.

SATURDAY SCHOOL

Saturday School is held at Northlake Middle School on selected Saturday mornings from 8:00 AM to 12:00 PM. Scheduled Saturday School dates will take place prior to every progress report and report card day to provide students with additional academic support. Students assigned to Saturday School must be in school uniform and be prompt.

IN-SCHOOL SUSPENSION

The Administration may assign in school suspensions. All students who are assigned ISS will remain in school until 3:05 PM, and will be provided with class work. Additionally, students in ISS will be required to read a packet and answer questions related to the behavior in need of improvement.

OUT-OF-SCHOOL SUSPENSION AND EXPULSION

Students are subject to suspension from school or recommendation for expulsion by the Principal or Assistant Principal for gross misconduct. During out of school suspension, classroom assignments and tests are allowed to be made up, but students are not allowed to be on school grounds or attend school-sponsored events.

Northlake Middle School's

PBS School-Wide Behavior Plan

2019-2020

Purpose:

At Northlake Middle School (NMS) we are continually striving to improve the establishment and implementation of consistent and effective approaches to school and classroom management. This School-Wide Behavior Plan has been developed with input from parents, students, staff and community organizations. The Positive Behavior Supports (PBS) team will meet monthly to monitor the implementation of the plan. The PBS plan is intended to be part of a proactive and preventative approach to school and classroom management.

Implementation:

The NMS plan incorporates State, Community, District, School-Wide, Classroom and Individual Student levels of implementation. Teachers use the Illinois Social Emotional Learning Standards in their instructional planning and delivery of lessons. The Community is represented through parent and community participation in the development and monthly monitoring of the plan and in the development of the Berkeley School District 87 Behavior Program. Additionally, each teacher at Northlake Middle School will develop their own classroom management and expectation plan. These plans will be communicated to each individual student. The PBS team will work toward developing and implementing school-wide expectations and communicating these expectations to students. The District Rules of Conduct are the starting point.

District 87 Rules of Conduct:

All students are required to

- Follow directions when given.
- Stay on task; work quietly.
- Keep hands, feet, and objects away from others.
- Come prepared for class.
- Respect yourself, others, and everyone's property.

These District Rules of Conduct will be posted in each classroom and throughout the school. Teachers will explain to the students what the District Rules of Conduct mean in order to clarify any questions that students may have.

Northlake Middle School will implement the *Foundations Program*, part of Randy Sprick's Safe & Civil Schools, as a basis for consistent school-wide procedures related to student behavior. A Foundations team representative of the staff will work throughout the year to develop consistent and appropriate procedures regarding student behavior building-wide. Teachers will begin to utilize *CHAMPS*, part of Randy Sprick's Safe & Civil Schools, as the basis for their classroom management.

NMS Expectations:***Fundamental Expectation Question***

At Northlake Middle School we expect all students to be ready to learn and understand that their reason for being at Northlake Middle School is to learn.

Question: *Why are you in school?*
Correct student response: *I am here to learn.*

PBS

At NMS we will be consistent with a positive and proactive approach to the prevention of behaviors which do not promote student learning and the development of behaviors that do promote student learning.



The Five P's of Northlake Middle School

To help students become more ready to learn and succeed at NMS and beyond we have developed the Five P's to help students follow the District rules and we believe these habits and behaviors will help students learn more effectively while at Northlake Middle School. At NMS everyone is expected to follow the 5P's.

Prompt
Prepared
Pay Attention
Positive
Persevere

Each teacher will instruct students on the Five P's and what they look like in their classrooms and throughout the building. The Five P's are expected to be modeled at all times including hallways, cafeteria, buses, athletic events, field trips, college visits, after school clubs, etc.

Prompt

Refers to arriving at school or the classroom early enough to be ready to learn. School starts at 8:15 am. Students may enter the building at 8:00 am and report to the cafeteria. Buses arrive at school between 8:00-8:10 am. We often say to students "early is on time, on time is late, and late is unacceptable." Please help your child become a prompt person. If your child is to learn to the best of their ability then all instructional time must be used wisely. Each student will transition at different times throughout the day. We will teach and expect students to learn to manage their transition time. There are three minutes between class periods during transition or passing periods. Prompt also refers to leaving the school. School ends at 3:05 pm. All students need to leave the building or be with a teacher by 3:10 pm. School buses leave by 3:11 pm. Students are not allowed to stay after school unless their parent is aware of it. Being prompt helps students learn to their potential.

Prepared

Refers to having what is necessary with you in order to learn. At NMS we will teach each student what prepared looks like in each classroom. Students should always carry with them to class their assignment notebook in order to write down what they are learning and working on for homework and due dates. This may include bringing a pen / pencil, textbook, paper etc. Teachers will explain

what is needed in order to be prepared for their classes. Being in school uniform, having their PE uniform and carrying their I.D. is also part of being prepared. Being prepared helps students learn to their potential.

Pay Attention

Refers to students developing their listening, writing and visual skills. Teachers will teach what paying attention looks like in the classroom. This skill includes making eye contact with the teacher, taking notes, and anticipating what is important enough to be written down. All assignments are expected to be written down in the student assignment notebook that all students will receive. Each teacher will write on the board in student friendly language what the objective for each lesson is. The students are expected to write these down in their assignment notebooks or notes in order to know what they are supposed to be learning. Teachers are expected to reference the objective again at the close of the lesson. Paying attention also is expected while walking in the hallway, by being mindful of other students and in all areas of the school the buses and school related events at all times. At NMS we will participate in several safety drills which require absolute attention such as fire, severe weather, lock down, evacuation, etc. When the teacher speaks the students are expected to listen. It can be difficult to learn if students are not able to pay attention to the instructional activities in the classroom. The teacher dismisses students from the classroom **not** the bell. Paying attention helps students learn to their potential.

Positive

Having a positive approach is critical to learning. Learning is often a social activity. Students need to be able to discuss what they are learning and work collaboratively in order to improve their listening, speaking, reading, writing, and problem-solving skills. A positive attitude helps students learn to their potential.

Persevere

Having the ability to keep trying and not giving up is a strong indicator of a person who is a good learner. Too often students can become frustrated and give up. Learning rewards effort. At Northlake Middle School we are striving to prepare students for their future. Becoming a skilled collaborative problem solver should serve students well as they develop toward high school, college and beyond. Teachers at NMS will work at encouraging effort and perseverance. Perseverance helps students learn to their potential. Success is often just around the corner. At NMS we expect that students will never give up. We will not give up on our efforts to teach, we expect students to not give up on their own learning. Learning is the best investment all of us can possibly make.

Parent Communication / Involvement



All parents are needed to be part of the school culture and climate. Culture refers to the ongoing Northlake way of doing things. The climate refers to the more day to day activities. Research suggests students are most successful when the parents, students and school work together to share ideas and implement best practices to promote social-emotional development and student readiness to learn. There are several committees which need parent membership. Parents are also needed for formal involvement through the PTO, the School

Improvement Committee, the Bilingual Parent Advisory Committee and the Parent-Teacher Advisory Committee. There will also be several informal opportunities to become actively involved with Northlake Middle School. These will be communicated through the school newspaper and through phone calls generated by the principal's office.

School-Wide Climate Survey

All parents, students and staff will be invited to participate in a school-wide survey to gather data on the parent's, student's and staff's perception of the school climate and culture. The data will be analyzed by the PBS team and will drive PBS activities toward identification of areas that may negatively impact student learning and readiness to learn. The data gathered will be used to drive "cool tools" which will be used to explicitly teach desired behaviors.

Second Steps Program Teaching Desired Behaviors

All students and all teachers will participate in the Second Steps program. This program provides a research based curriculum that Northlake Middle School staff will use to specifically teach desired appropriate behaviors for students to function in a socially and emotionally developmentally appropriate manner. The Second Steps program is considered a Tier I universal prevention tool. The Second Steps program lesson will be delivered every week for approximately 35 minutes. Teachers and students will practice the key takeaways from the lesson and apply these techniques at school.

Determining Prevention of Inappropriate Behavior and Teaching of Desired Behaviors

At NMS we will work toward gathering and analyzing school-wide survey data and classroom and office referral data on student discipline and attendance in order to identify, teach and encourage the behaviors that lead to improved student learning.

PBS Data Analysis Outcomes Framework



The PBS team will analyze data looking for ways to prevent undesired behaviors and to promote desired behaviors. Specific interventions will be developed to address issues.

- Remove antecedent or preceding factors that cause student behaviors that do not promote student learning and result in undesirable behavior interventions which will negatively impact student learning.
- Add antecedent or preceding factors that cause appropriate behavior and desirable intervention practices that will improve student learning.

- Remove consequences that maintain and strengthen occurrences of problem behavior and undesirable intervention practices which will negatively impact student learning.
- Add consequences that maintain and strengthen occurrences of appropriate behaviors and desirable intervention practices that will improve student learning.

Behavior Upon Arrival at School

Students may enter the building at 8:00 am and report to the cafeteria for a supervised study hall. Students will be dismissed to their classes at 8:15 am.

Behavior in the Classroom

Each teacher will develop and submit to the principal for review a PBS plan for their classroom. *CHAMPS* will be utilized by teachers as part of their approach to classroom management.

Behavior in the Hallways

Students will walk in the hallways. Students will generally stay to the right as they walk in the hallways. Students will be mindful of others particularly in stairwells, at corners and near lockers.

Behavior in the Lunchroom

Students are to report directly to lunch upon dismissal from their class prior to lunch. Students may stop at their locker to drop off books etc. Students must arrive in the lunchroom within three minutes of the end of their class. Students will line up in the cafeteria if they are participating in the school lunch. Students must have their I.D.s with them for lunch. Students will be assigned a seat at a particular table. These assignments will be in effect until the end of the first quarter. The cafeteria supervisors may change assignment prior to the end of the quarter. Students are responsible for following any directions from the cafeteria staff.

Students will return their trays when directed to do so. Students will be dismissed from the cafeteria by table at the appropriate time and when their table is clean. Students must use a pass in order to use the washroom or leave the cafeteria.

Participation at Athletic Events

Students may attend after school athletic events, only if they have attended school during the school day. Student athletes are only allowed to practice and participate if they were present during the school day. Students must report to the cafeteria or other designated area for a supervised study hall until the event is ready to begin. Events may have an entrance fee. Students must have their I.D. to attend the events. Students must stay in uniform and sit in the south bleachers. Students may not go home or leave school unless they are picking up a sibling at Riley. Otherwise they must return with their parent.

Bathrooms

Students should make every effort to limit their use the washroom to non-instructional times. However, if students must use the washroom they must have a pass from their teacher. Students must sign out from their classroom. Students must use the washroom nearest their classroom and on the same floor of their classroom unless directed otherwise. Students are expected to leave the washroom clean and to wash their hands when using the washroom.

Behavior on Field Trips

Students are expected to attend all field trips for their grade level. Students will be provided with information regarding lunch options and uniform dress code requirements.

Behavior on Buses

Students are expected to show their I.D. to the bus driver when boarding the bus after school. Students may only ride the bus that they are assigned to. Students must remain seated while riding the bus. Students must speak in a soft voice in order to allow a safe condition to exist for the bus driver to drive with their attention on the road and not have to react to distractions caused by students riding the bus.

Student Ambassadors

Students will have the opportunity to participate in a variety of leadership and service roles through the Student Ambassador program. Ambassadors at times will assist with PBS lessons and with the development and implementation of “cool tools.”

Talk Boxes

There are three talk boxes located throughout the school. One on each floor. Students are expected to communicate any suggestions or concerns through the talk boxes. A note can be anonymous. Students may share information about bullying, unsafe behaviors, or vandalism. Students may also give suggestions and recommendations to the principal. Students are always welcome to speak with any staff member in person to voice concerns or give suggestions.

Hello Parents and Guardians:

Northlake Middle School strives to provide a positive learning environment where students are encouraged to follow their dreams and achieve their goals. Such dreams and goals can be attainable when schools provide the most optimum learning environment. In an effort to create the best learning environment for your child, Northlake Middle School implements an On-Time Arrival Procedure. It is clear from research that tardiness can be a major problem. Not only do students lose valuable educational instruction when they come to class late, but they disrupt the educational environment and distract others who are in the class. Failure to arrive to school and to class on time has a negative impact upon a student's future.

- 1st Tardy: 1. Verbal warning
 2. Reminder of the consequences
- 2nd Tardy: 1. Verbal warning
 2. Reminder of the consequences
- 3rd Tardy: 1. Phone call made home to the parent
- 4th Tardy: 1. Phone call made home to the parent
 2. **Student receives after-school detention** (Friday detention will be served if student is involved in after-school activities/sports)
- 5th Tardy: 1. **Student receives after-school detention**
 2. **Parent conference will be held with the teacher to discuss the benefits of on time arrival**

Additionally, On Time Arrival Sweeps will be conducted throughout the course of the week. Any student found in the hallway without a pass will be assigned an after school-detention. Parents will be notified via phone call.

Parents, please remind your son or daughter of the importance of attending class on time every day. Your support will go a long way in helping our students receive the best learning environment possible. Please feel free to contact me if you have any questions.

Sincerely,

Dr. Sunil Mody—Principal

Hola Padres y Tutores:

La escuela Intermedia de Northlake se esfuerza en proporcionar a los estudiantes un buen ambiente donde puedan seguir sus sueños y sus objetivos. Sus sueños y metas se pueden ser accesibles cuando le provee un ambiente positivo y buena enseñanza. En un esfuerzo para crear un buen ambiente de aprendizaje para sus hijos. La Escuela Intermedia de Northlake vamos a implementar un Nuevo procedimiento de llegada a tiempo. Llegas tardes pueden ser más grande problema. No solamente los estudiantes pierden instrucciones en educación, sino también llegar tarde distrae y interrumpen a los estudiantes que están recibiendo enseñanza, interrumpir y distraer la enseñanza de otros que están en clases es un impacto negativo en el futuro del estudiante.

- 1 Primera Tarde:**
 - 1. Advertencia verbal
 - 2. Recordatorio de consecuencias

- 2 Segunda Tarde:**
 - 1. Advertencia verbal
 - 2. Recordatorio de consecuencias

- 3 Tercera Tarde:**
 - 1. Se les llamara a los padres a la casa

- 4 Cuarta Tarde:**
 - 1. Se les llamara a los padres a la casa
 - 2. **Los estudiantes tendrán que quedarse después de clase en detención**
(los estudiantes que estén en actividades o deportes después de la escuela servirán la detención el viernes)

- 5 Quinta Tarde:**
 - 1. **Los estudiantes tendrán que quedarse después de clase en detención**
 - 2. **Conferencia sera requerida con el maestro**

Adicional, la hora de llegada sera realizada durante la semana. Cualquier estudiante que sea encontrado en los pasillos sin pase sera designado a quedarse en detención después de la escuela. Los padres serán notificados por teléfono.

Padres: Por favor recuérdelos a su hijo y su hija lo importante que es asistir a la escuela a tiempo todos los días. Con su ayuda encontraremos una mejor forma de que los estudiantes reciban la mejor enseñanza possible. Por favor de llamar si tiene preguntas o preocupaciones.

Sinceramente,

Director Dr. Sunil Mody

To: District 87 Parents/Guardians
From: Dr. Terri Bresnahan, Superintendent
Re: Uniform Dress Code
Date: July 1, 2019

UNIFORM DRESS CODE

STUDENTS - KINDERGARTEN THROUGH 8TH GRADE

- Navy blue, black, or khaki pants (appropriate fitting), sweatpants, shorts (length of shorts must be mid-thigh or longer), or skirts (length of skirt must be to the top of the knee or longer). Jeans are not permissible.
- White, navy blue, black, or light blue shirts with collars, polo-style shirts with collars, turtleneck shirts, sweatshirts, or Henley collared shirts, long or short sleeves. Shirts cannot be see-through or low cut. Shirts with insignias or emblems are not allowed; school emblem is permissible. All school/district-issued spiritwear shirts are permissible.
- Close-toed footwear is required. Solid color laces must match the predominant color of the footwear. Students must have appropriate gym shoes to wear for physical education class
- Navy blue, black, or white sweaters/sweatshirts may be worn over the regulation shirts. Sweaters or sweatshirts with emblems or insignias are not allowed. (School emblem is permissible.)
- Jewelry - Inappropriate, potentially dangerous jewelry or jewelry that is excessive in size and length is prohibited. No visible body piercing, other than in the ear, is allowed in school.
- Students will be asked to remove any recognizable gang symbols and parents will be notified. Tattoos are not allowed and students will be asked to cover them during school hours.
- Students who have perfect attendance for the whole week (no absences/no tardies) may participate in Jeans Day each Friday.

Every student is required to follow the School District 87 dress code by the second Tuesday of the new school year. District 87 Administration reserves the right to determine the safety and appropriateness of student dress while at school or at school-sponsored functions.

CÓDIGO DE UNIFORME

ESTUDIANTES - KINDER A OCTAVO GRADO

- Pantalones de color azul marino, negro o de color caqui (ajuste adecuado), pantalones cortos (a medio muslo o más larga) o faldas (la longitud de la falda debe estar por encima de la rodilla o más). Los de mezclilla no están permitidos.
- Camisas blancas, azul marino negras o azul claro con cuello, camisas de polo con cuello, camisas de cuello tortuga, sudaderas o camisas con cuello de Henley, mangas largas o cortas. Las camisas no pueden ser transparentes o de corte bajo. Las camisas con insignias o emblemas no están permitidas; El emblema de la escuela es permisible. Todas las camisetas de espíritu escolar/distrito son permitidas.
- Se requieren zapatos con punta cerrada. Las cintas de color sólido deben coincidir con el color predominante del zapato. Los estudiantes deben tener zapatos de gimnasia apropiados para usar en la clase de educación física
- Los suéteres buzos azules marinos negros, o blancos pueden ser usados sobre las camisas de regulación. Suéteres o sudaderas con emblemas o insignias no están permitidos. (El emblema de la escuela es permisible.)
- Joyería - Se prohíbe la joyería inapropiada, potencialmente peligrosa o joyería que sea excesiva en tamaño y longitud. No se permite perforación corporal visible, excepto en el oído, en la escuela.
- A los estudiantes se les pedirá que eliminen cualquier símbolo de pandilla reconocible y los padres serán notificados. Los tatuajes no están permitidos y se les pedirá a los estudiantes que los cubran durante el horario escolar.
- Los alumnos y alumnas que tengan una asistencia perfecta durante la semana entera (sin ausencias o llegadas tardías) podrán participar en el día de los pantalones de mezclilla todos los viernes.

Cada estudiante debe seguir el código de vestir del Distrito Escolar 87 el segundo martes del nuevo año escolar. La Administración del Distrito 87 se reserva el derecho de determinar la seguridad y el vestido apropiado del estudiante mientras esté en la escuela o en las funciones patrocinadas por la escuela.

STUDENT DRESS

Students should be dressed in clothing appropriate for instruction. Clothing which disrupts the learning environment is prohibited.

Student choice of clothing disrupts the learning environment where it is representative or suggestive of gang affiliation or activities. The Board of Education recognizes that gangs are present in the District 87 community and pose a real threat of disruption to the schools (A "gang" as that term is used in this Policy is any group of two or more persons whose purposes include the commission of illegal acts.) The Board recognizes that what clothing is identifiable as gang-related changes frequently.

Student choice of clothing also disrupts the learning environment where it unduly fosters competition among students for expensive or elaborate clothing or for unnecessarily frequent purchases of new clothing. The Board of Education recognizes the susceptibility of school-aged children to peer pressure in this regard and believes that the schools have an important role in teaching children to make sensible clothing decisions, regardless of fashion, and to respect each other without regard to personal attire.

Therefore, the Administration shall, after consultation with parents and officials in each school building, develop and implement rules requiring students to wear school uniforms. The uniforms shall be simple, economical, and consistent with the prohibitions set forth below. The Administration shall take appropriate steps to inform parents, guardians, and students about the new uniform requirements. The Administration may provide for a phase-in period for uniform requirements, may provide for occasions when uniforms are not required, and may provide for uniform differences based on grade-level, building of attendance, and gender.

Further, students must at all times while they are at school or at school-related functions, wear appropriate clothing and shall not wear any of the following:

1. Hats, sweatbands, head scarves, outdoor coats or jackets, or any other article of clothing that would distract students from learning;
2. Any clothing with language or pictures conveying express or implied obscenities or sexual vulgarities, promoting the use of tobacco, alcohol, or illegal drugs, inciting violence or other illegal acts, or conveying other messages inconsistent with community values;
3. Immodest clothing; or
4. Any item of clothing or jewelry containing a symbol of a gang or which, by its manner of display, constitutes a symbol of a gang.

Students violating this policy may be subject to appropriate disciplinary action in accordance with the requirements of Section 10-22.6 of the School Code and Board Policy. Students dressed inappropriately may be asked to leave school until they change, without an excused absence. Prohibited jewelry or outer clothing may be taken away from the student and returned to parents or guardians.

Policy Revised: 07/25/17

Dear Parents / Guardians:

District 87 students are allowed to have cell phones or similar electronic devices on school property subject to the following rules:

- They must be kept out of sight and in an inconspicuous location, such as a backpack, purse, or locker.
- They must be turned **off** during the regular school day unless the supervising teacher grants permission for them to be used or if needed during an emergency.
- They may not be used in any manner that will cause disruption to the educational environment or will otherwise violate student conduct rules.
- They may not be used for creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions or non-consensual dissemination of private sexual images as defined in State law, i.e., sexting. Possession is prohibited regardless of whether the depiction violates State law. Any cellular phone or electronic device may be searched upon reasonable suspicion of sexting or other violations of policy. All sexting violations will require school administrators to follow student discipline policies in addition to contacting the police and reporting suspected child abuse or neglect when appropriate.
- Smart Watches are not allowed to be worn in school.

If a student is seen using a cellular device without permission from school personnel, the device will be confiscated by staff and returned only to a parent or guardian. A copy of this policy follows this letter.

The School District is not responsible for the loss or theft of any electronic device brought to school.

Please contact Dr. Mody if you have any questions about this policy.

Sincerely,

Dr. Sunil Mody

Estimados Padres / Tutores:

Distrito 87 estudiantes se les permiten tener teléfonos celulares o dispositivos electrónicos similares en la propiedad escolar sujeto a las siguientes reglas:

- Se han de mantenerse fuera de la vista y en un lugar discreto, como una mochila, bolso, o el armario.
- Deben estar apagados durante el día escolar a menos que el maestro que supervisa conceda el permiso para que puedan utilizarse si es necesario durante una emergencia.
- No pueden ser utilizados de manera que cause interrupción al ambiente educativo o que de alguna forma viole las reglas de conducta.
- No se pueden utilizar para crear, enviar, compartir, ver, recibir o poseer representaciones visuales indecentes o difusión no consentida de imágenes sexuales privadas como se define en la ley del Estado, como por ejemplo, sexting. Se prohíbe la posesión, independientemente de si la difusión viola la ley del Estado. Cualquier teléfono celular o dispositivo electrónico podrán ser revisados si existe una sospecha razonable de sexting u otras violaciones de la norma. Todas las violaciones sexting requerirán administradores de la escuela seguir los procedimientos disciplinarios para los estudiantes, además de ponerse en contacto con la policía y reportar cualquier sospecha de abuso o negligencia infantil cuando sea apropiado.
- Relojes Inteligentes (Smart Watch) no son permitidos en la escuela.

Si un estudiante es visto usando un teléfono celular sin el permiso del personal de la escuela, el teléfono celular será confiscado por el personal y devuelto solamente a un padre o tutor. Una copia de esta póliza se adjunta a esta carta.

El distrito escolar no es responsable de la pérdida o robo de cualquier dispositivo electrónico traído a la escuela.

Por favor, póngase en contacto con el Dr. Mody si tiene alguna pregunta sobre esta norma.

Atentamente,

Director Dr. Sunil Mody

PROHIBITING GANG ACTIVITIES, CELLULAR COMMUNICATION AND ELECTRONIC DEVICES

Based upon past incidents of which this Board of Education is aware, this Board finds that the presence of gangs and gang activities can cause a substantial disruption of or material interferences with school and school activities. A “gang” as defined in this Policy is any group of two or more persons whose purposes include the commission of illegal acts.

This Board further finds that the unrestricted and unregulated use by students of cellular communication devices, pocket pagers and similar electronic paging devices on school grounds or in school buildings adversely affects the educational environment, welfare and safety of students in that cellular communication devices, pocket pages and similar electronic paging devices are being regularly used for the conduct of unlawful activities during school hours and on school property, including activities directly related to the unlawful possession, sale, delivery, or other trafficking in drugs or other controlled substances.

Gang Activities

By this policy, the Board acts to prevent disruption and to prohibit gang activities by restricting the actions which foster such activities or which, because they may be performed in relation to gang activities, endanger even those students who do not intend to show gang membership or affiliation. No student on or about school property or at any school activity:

1. shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign, or other things which may be viewed as evidence of membership or affiliation in any gang;
2. shall commit any act or omission, or use any speech, either verbal or nonverbal (gestures, handshakes, etc.) showing membership or affiliation in a gang; or
3. shall use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity including but not limited to:
 - a. soliciting others for membership in any gangs;
 - b. requesting any person to pay protection or other-wise intimidating or threatening any person;
 - c. committing any other illegal act or other violation of school district policies;
 - d. inciting other students to act with physical violence upon any other person.

Penalties for violations of the “Gang Activities” portion of this Policy are as follows:

- Any student who is first suspected of violating paragraphs 1 or 2 may be required, after being informed of the reasons why he or she is suspected of a violation and receiving an opportunity to state his or her version of events, to surrender any material or thing alleged to violate said paragraphs to school officials and attend a parent conference. At the parent conference, any material or thing surrendered by the student shall be returned to the parent upon request.
- Any student alleged to have violated paragraphs 1 or 2 a second or subsequent time, or to have violated paragraph 3 shall, upon a finding of such violation, be subject to appropriate disciplinary action in accordance with the requirements of Section 10-22.6 of The School Code and Board Policy.

Electronic Signaling Devices

Students may not use or possess electronic signaling (paging) devices or two-way radios on school property at any time, unless the Building Principal specifically grants permission.

Cell Phones and Other Electronic Devices

The possession and use of smartphones, cell phones, and other electronic devices, other than paging devices and two-way radios, are subject to the following rules:

- They must be kept out of sight and in an inconspicuous location, such as a backpack, purse, or locker.
- They must be turned off during the regular school day unless the supervising teacher grants permission for them to be used or if needed during an emergency.
- They may not be used in any manner that will cause disruption to the educational environment or will otherwise violate student conduct rules.
- They may not be used for creating, sending, sharing, viewing, receiving, or possessing *indecent visual depictions* or *non-consensual dissemination of private sexual images* as defined in State law, i.e., *sexting*. Possession is prohibited regardless of whether the depiction violates State law. Any cellular phone or electronic device may be searched upon reasonable suspicion of sexting or other violations of policy. All sexting violations will require school administrators to follow student discipline policies in addition to contacting the police and reporting suspected child abuse or neglect when appropriate.

In the investigation of sexting allegations school employees shall **NEVER** transfer or store indecent visual depictions as defined in State law on personal or school cellular or electronic devices to minimize accusations of possession of child pornography. School administrators are to immediately confiscate devices with such material on them and report the incident to law enforcement. School administrators must follow the reporting requirements of all federal and State statutes.

Electronic study aids may be used during the school day if:

1. Use of the device is provided in the student's IEP, or
2. Permission is received from the student's teacher; e.g., BYOT programs.

Examples of electronic devices that are used as study aids include devices with audio or video recording, iPods®, some cellular telephones, smartphones, laptop computers, and tablet computers or devices, e.g., iPads®.

Examples of electronic devices that are **not** used as study aids include: hand-held electronic games, CD players, MP3 players/iPods® used for a purpose other than a study aid, global positioning systems (GPS), radios, and cellular telephones (with or without cameras) used for a purpose other than a study aid.

The use of technology as educational material in a curriculum-based program is not a necessity but a privilege, and a student does not have an absolute right to use his or her electronic device while at school. Using technology as a study aid must always follow established rules. Using technology at all other times must always follow the established rules for cell phones and other electronic devices at school.

The School District is not responsible for the loss or theft of any electronic device brought to school.

Penalties for violations of the "Cellular Communication/Electronic Device" portion of this Policy are as follows:

- Any student who is first suspected of violating this portion of the Policy may be required, after being informed of the reasons why he or she is suspected of a violation and receiving an opportunity to state his or her version of events, to surrender any material or thing alleged to violate the Policy to school officials and attend a parent conference. At the parent conference, any material or thing surrendered by the student shall be returned to the parent upon request.
- Any student alleged to have violated this portion of the Policy a second or subsequent time shall, upon a finding of such violation be subject to appropriate disciplinary action in accordance with the requirements of Section 10-22.6 of The School Code and Board Policy.

Legal Reference: 105 ILCS 5/10-20.5, 10-20.28, 10-21.10
705 ILCS 405/3-40
720 ILCS 5/26-4

Policy Revised: 12/12/16

Dear Northlake Middle School Parents and Guardians:

I am writing to inform you of a serious issue affecting our school. Over the course of this school year, there has been one aspect of student behavior that we have found troubling that parents/guardians should be made fully aware of. We have seen a number of students participating in *self-harming* activities such as cutting, scratching, and burning. Self-injury is described as a deliberate, non-suicidal behavior that inflicts physical injury to a person's body. It is essentially used as a coping mechanism that allows a person to deal with periods of emotional distress or creates a calming sensation. We are also concerned that some students are participating in "copy-cat" behavior and cutting themselves. In addition, we have found objects such as pencil sharpener razor blades which were used in self-injury behaviors. Any student possessing, using, and/or trading objects used to harm oneself or others will be subject to disciplinary actions including suspension or expulsion according to District 87 School District policy.

The following information and agencies will assist you with learning more about self-injury, how to identify it, and what steps to take if you believe your child is engaging in such behaviors:

- Pro Care/Presence Health (Resurrection Behavior Health) 708-681-4357
- Pilsen Wellness Center 708-343-7860
- Youth Outreach Services 708-547-1091
- Leyden Family Services 847-451-0333
- <http://www.mayoclinic.org> – type in "self-injury" in the search box
- www.lifesigns.org.uk – type in "self-injury" in search box

Please feel free to contact Northlake Middle School at 708-449-3195 to speak with an administrator or counselor if you need assistance or have questions pertaining to self-injury behaviors.

Sincerely,

Dr. Sunil Mody