

ELMWOOD ELEMENTARY SCHOOL

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ELMWOOD HOME & SCHOOL ASSOCIATION

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SOARing into Learning!

August, 2020



Dear Parents:

The entire staff of Elmwood School welcomes you and your child/ren to the 2020-2021 school year! Your child can look forward to a school year of engaged learning that addresses all of the areas of growth, that are so important for each and every student; the academic, social and emotional facets of their development.

This *Parent/Student Handbook* contains information that is not only helpful, but also essential to a smooth, successful school year for all of our children and their families. The **white pages** of this handbook, as you may have already noted, contain information common to **all elementary schools** in Naperville Community Unit School District 203. The **colored pages** contain information specific to **Elmwood Elementary School**. The Table of Contents will be a helpful guide for topics that are covered in this handbook. Our Home and School Association President, Laura Viscito, has included a letter of how you can become a part of our Home & School organization.

This handbook was created for your use. Please take time to familiarize yourself with the topics and information contained in this booklet. You may also view this information on our district and school webpage at <http://www.naperville203.org/Page/3350> for district information and <http://d203.schoolwires.net/Domain/9> for Elmwood Information.

We will continue to send frequent reminders and Elmwood updates electronically. Please be sure to provide your current e-mail address to the Elmwood main office, if you haven't done so already, and call the school's main office if there is a change thereafter. Also, please make sure that you inform the Elmwood main office if your phone number or emergency contact information should change during the course of the school year.

If you have questions or concerns that are not covered in this handbook, please contact the school office at (630) 420-6341, and the appropriate staff member will be happy to respond to your inquiry.

Sincerely,

Matt Langes
Principal
Elmwood Elementary School

**ELMWOOD SCHOOL STAFF
2020-2021**

Principal:	Matt Langes	Art:	Emily Fiedler/TBDs
Asst. Principal:	Sarah Cain	P.E.:	Corby Howard/Hannah Westlove
LSC:	Kimberly Pellegrini Damary Cortés	Adapted P.E.:	Todd Rzeszutko
Math Specialist:	Josh McLeod Jennifer Reible	Vocal Music:	Amie Silder/Amanda Christenson
Student Service Coordinator:	Debbie Bidwell	Band:	Emma Oliver
Secretaries:	Anne Pealer Marcia Wood	Orchestra:	Rebecca Rudy
Kindergarten:	Jessica Alltop Debbie Czerak Reyna Nungaray Kelly Wollemann	EL:	Mario Neal/Kimberly Krzyszkowski
Dual Language Assistant:	Stephanie Arnold Damaris Yusuf	Reading Specialists:	Candice Anderson/Sandra Volling
K - Instructional Assistants:	Lisa Honěková/Laura Kohler	BL Reading Specialist:	Colleen Olenek
1st Grade:	Anne Blank Lynn Henz Kristen LaRue Lauren Rayborn	LBS:	Andrew Bax/Jennifer Dolson/ Victoria Hegranes/Mary Nameche Erin Stablein
Dual Language Assistant:	Marlene Espinoza Ingrid Wilkin	Assistants:	Joan Albert Dana Stevens Kelly Pokorny
1 st – Instructional Assistants:	Bridget Daniels/Debra LaManna		Stephanie Cowan Lubna Khwaja TBD
2nd Grade:	Nathan Bornancin Kristen Ludlam Julie Sturgeon	PI/HM:	Janelle Kreiling
Dual Language Assistant:	Elizabeth Correa Maria Aguilera-Guerrero	Speech/Lang.:	Andria Baumgartner
2 nd – Instructional Assistants:	Diane Liesen/TBD	Speech/DL:	TBD
3rd Grade:	Kaitlyn Anderson Katelyn Haack Janet Park Rebecca Siambekos	Hearing Itinerant:	TBD
Dual Language Assistant:	Lilliana Carrillo Beatriz Ramos	LRC:	Michael Positano Sarah Todnem Jill Caprio
4th Grade:	Erin Meehan-Browning Molly Elsen Shelby Getzin Noelle Williams	Assistant:	
Dual Language Assistant:	Leslie Figueroa	Computer Support:	Karen Curran Susan Neufelder
5th Grade:	Jennifer Maita Melissa Stines/Allie Layton Sarah Stock Beth Zamora	Custodians:	Frank Digney Paul DiPaolo Shane Frederickson Ardit Kurti
Dual Language Assistant:	McKenna Lulić	Permanent Sub:	TBD
3 rd -5 th – Instructional Assistant:	Elizabeth Steffeter	District Nurse:	Caryn McKissic Carol Joyce Kathy Fleckenstein
		Health Tech:	Rose Herbert
		Social Worker:	Liz Ivansek Elizabeth Wroblewski
		Psychologists:	Nicole Folsom Tiffanie Pontow Stephanie Schreiner
		PT:	
		OT:	
		Aramark:	Sharine Pilcher, Ana Pulido, Aida Crespo
		Lunch Duty:	Linda Bauer, Dave Cleveland, Lily Cooper, Amber Northanm, Susan Novak, AnnMarie Siriano-Fetro Marilyn Riggs, Jill Stencil

DISTRICT 203 VISION STATEMENT

"Building a Passion for Lifelong Learning"

Our Mission ... is to educate students to be self-directed learners, collaborative workers, complex thinkers, quality producers and community contributors.

ELMWOOD SCHOOL MISSION STATEMENT:

The mission of Elmwood School is to create . . .

- **Self-directed learners** who make responsible choices; seek out and persist in quality learning experiences; set purposeful and achievable goals; assess and reflect upon their learning;
- **Collaborative workers** who demonstrate respect for self and others; work cooperatively within a group towards a common goal, and are productive group members;
- **Complex thinkers** who successfully access, evaluate and utilize information; problem-solve strategically; and express their knowledge and learning through a variety of mediums;
- **Quality producers** who efficiently and effectively use learning resources to construct purposeful, authentic and creative products that represent their learning while assessing the quality of their work;
- **Community contributors** who have an understanding of others' abilities, cultures and beliefs and use that knowledge to impact their world by exercising their rights and responsibilities as compassionate citizens.

ELMWOOD ELEMENTARY SCHOOL
1024 MAGNOLIA LANE
NAPERVILLE, IL 60540
630-420-6341

IMPORTANT NUMBERS

Elmwood Main Office: 630-420-6341	Elmwood Learning Commons: 630-420-4201
Elmwood Health Office: 630-420-6343	District Student Services Office: 630-420-6465
District Transportation: 630-420-6464	District Administration Office: 630-420-6300

Elmwood Homepage: <http://d203.schoolwires.net/Domain/9>
District Website: <http://d203.schoolwires.net/site/default.aspx>

CHANGE OF ADDRESS, EMAIL, OR TELEPHONE NUMBER:

Please notify the main office immediately if there is a change in your address, email, or telephone number(s). The school office is open from 7:45 AM to 3:30 PM.

ABSENCES:

Parents must call the Health Office (630-420-6343) to report all student absences. You are requested to call prior to 7:45 a.m.

An answering machine will be used to record the following information:

1. Date
2. Student's Name
3. Teacher's Name
4. Reason for Absence

If you anticipate the absence to be more than one day, please call the same number again between the hours of 10:00 a.m. and 2:00 p.m. and discuss the absence with the Health Technician.

If a child is absent and we have not received a call, we will attempt to reach you.

LATE ARRIVAL/EARLY DEPARTURE:

On time arrival to school is important for the academic success of your child. Students who are late to school disrupt the learning of the entire class as instruction must stop to bring the late arriving student up to speed. Frequent late arrivals (tardies) to school will result in written communication home and possibly a meeting with administration. If your child is late to school, he/she must check in with the Health Office before going to class.

If you come to pick up your child from school before dismissal time, please go to the Main Office and sign your son/daughter out of school. Office personnel will call your child from class.

LUNCH PROCEDURES

The lunch break/recess time period is established by District 203 policy: 40 minutes at the elementary school level. At Elmwood School, five lunch sessions are conducted. Students eat their lunches in the multipurpose room (MPR) at cafeteria-type tables and benches. Appropriate accommodations are made for students with severe food allergies. In the cases of inclement weather or wind chill factor, students have indoor recess in their respective classroom areas.

All students will have a 20 minute lunch period and a 20 minute recess each day. Parents may choose to send a sack lunch or purchase a lunch from school.

Grade	Lunch	Recess
K	11:35-11:55	11:15 - 11:35
1ST	12:00-12:20	11:40-12:00
2ND	12:30-12:50	12:10-12:30
3RD	12:05-12:25	11:45-12:05
4TH	12:25-12:45	12:05-12:25
5TH	11:40-12:00	11:20-11:40

SAFETY PATROL:

The Safety Patrol students and crossing guards are on duty before and after school to assist the children in crossing intersections near school. Parents can support the Safety Patrol by reminding their children to listen to and follow the directions of the Safety Patrol Students. Questions regarding Safety Patrol should be sent to Mr. Corby Howard choward@naperville203.org or 630-579-7548.

SAFETY TO AND FROM ELMWOOD:

Rules for proper conduct are emphasized at school. We ask for parent cooperation in seeing that their child does not loiter, play in streets, walk across lawns or conduct themselves in other inappropriate manner on the way to and from school. When students arrive at Elmwood at 8:00 a.m. there will be teacher/adult supervision. Students may enter the school upon arrival through Door 1, Door 7 or Door 17 at 8:00 a.m.

Upon dismissal at 2:30 p.m., students are asked to leave the school grounds. If they wish to play on the playground they must first report home and can return with parent permission. All students should be picked up from school at 2:30 p.m. each day.

TRAFFIC REMINDERS:

Elmwood's current traffic system has the potential to run smoothly and safely when all of our drivers understand and comply with the traffic rules. There is no parking in the north or south lot for the purpose of dropping off or picking up students. We have had several safety concerns with moving cars being in the lots at the same time as the students are arriving or departing. Please read the safety procedures below to ensure the safety of all students and families.

South Parking Lot off Sycamore Drive

This lot is the designated **drop off lane** from 7:45-8:15 in the morning, and the pickup lane from 2:30-2:45 in the afternoon. Please be patient with the car lane and understand that it is not an immediate drop off or pick up. The process takes time and the line will proceed at a safe rate for all the students.

- No double parking; please stay safely along the right curb as you move through the circle drive.
- Please stay in your lane and do not pull out or pass cars at the circle drive curb in the morning. Carefully pull out of the circle after your children have entered or exited the vehicle. At dismissal, you may carefully pull out and pass those cars still waiting to locate their children.
- NO LEFT TURNS from Sycamore Drive are allowed upon entering the Elmwood parking lot between the hours of 7:55-8:15 am and 2:30-2:45 pm. You must turn right to enter the parking lot drop off/pick up lane from Sycamore Drive.
- Children will only be allowed to enter or exit your vehicle once you have entered the appropriate pick up/drop off area. Specifically, the pick-up/drop off area is past the recycling and trash containers in the circle drive. In addition, no children should ever move towards a vehicle until it has come to a complete stop.
- Students should enter and exit vehicles on the right hand side of the car and should always WALK while on school walkways.
- Always pull completely forward before stopping to let your children exit. The leading cars should pull all the way to the end of the sidewalk in the circle drive. A safety director will wave you as far forward as possible. Please follow the staff member hand signals at all times. Do not get out of your car while in the circle drive. We must keep the line of cars moving safely forward in order to accommodate all of the students who are being dropped off. Your children should be prepared to exit your car quickly and safely when you are fully stopped. A brief "Good-bye" should have you on your way.
- Once your child has exited your vehicle safely, please be sure to move your car so that the flow of traffic can continue. Please be courteous and respectful of other drivers and move safely forward as soon as your children are safely away from your vehicle.
- No parking by any yellow painted curbs; no parking in areas posted "No Parking." Sitting in your running car in a No Parking area is the same as parking.
- Please drive slowly and cautiously at all times.
- Please be observant...watch the other cars, watch pedestrians, and make sure you look for children in crosswalks.
- Please remind your child where you will be picking them up after school and encourage them to meet you as promptly as possible after dismissal.
- If you do need to park because you have business inside the school, you may park on the south side of Magnolia Lane. You may also park on any appropriate neighborhood street.

Magnolia Drive along front of Elmwood School

- **Only buses are permitted to use** the north side of Magnolia Lane. This area is clearly marked by signs in front of school. No parking on Magnolia Lane in the bus drop off/pick up lanes.
- NEVER pass through a barricade blocking traffic from traveling north and south on Magnolia Lane, during the hours of 8:00-8:15 a.m. and 2:30-2:45 p.m. Buses will be dropping off students /picking up students at those times.
- Remember to be courteous to our neighbors. Do not park in front of driveways or pull into a homeowner's driveway to turn around. This is private property and there may be young children playing in the area.
- No U-turns are allowed on Spruce Drive or Magnolia Lane.
- Students should only cross Magnolia Lane at the appropriate street corners of Sycamore Drive and Elmwood Avenue where safety personnel can assist them.

North Parking Lot off Elmwood Drive

- This parking lot will be used for **MORNING ONLY student drop offs.**
- Enter the new drive by driving eastbound only on Elmwood Drive and enter the lot by making your first right into the parking lot after crossing the Magnolia Lane/Elmwood Drive intersection. Once you enter the parking lot, pull up as far as possible to the end of the drive before dropping off your student(s).
 - Upon exiting the drive, we ask that you make a right turn only onto Elmwood Drive toward Washington Street.
 - If you plan to proceed to Washington Street, please only make right-hand turns onto Washington Street. This will help reduce traffic backups on Elmwood that could potentially be caused by left hand turns onto Washington Street.
 - If you need to travel northbound on Washington Street, please enter Washington Street from Robin Hill Drive, which is one block north of Elmwood Drive.
 - You can reach Robin Hill Drive by turning left onto Cherry Blossom Lane.
- This lot is a designated lot for staff and visitor parking during school hours.

PETS:

For the safety, comfort and consideration of others, please do NOT walk your dog on school property. If you wish to take your dog for a walk, please make arrangements to meet your child at the edge of the school property. Some children are afraid of pets; others are highly allergic. Some dogs, which are normally good with children, get excited and confused with so many strangers and may nip at the many hands petting them. We do not want any one harmed.

FORGOTTEN ITEMS:

All forgotten items, including lunch, should be brought to the school office. School staff will place the item on the "I Forgot Table." This table is located by the main office. It is the responsibility of the student to check for forgotten lunches and/or homework. Students will not be called from class to pick up forgotten items.

PARENT / VISITOR / VOLUNTEERS ENTERING THE BUILDING:

All parents, visitors, and volunteers are to enter the building through Door 1 (front entrance), which has a security "buzz-in" system. The front office staff will ask that you state your name and your reason for needing to enter the school before buzzing you in. Once admitted, please go directly to the office to sign in and receive a visitor sticker. You will be asked to show identification by office staff. This is for the safety and security of our students. Upon leaving the building, please stop at the office and sign out. Following this procedure will help ensure the safety of Elmwood students. Parents should not attempt to enter the building through any other entrance.

ELECTRONIC DEVICES/TOYS

Students are not permitted to possess any personal electronic devices while on school grounds. If you require your child to bring a cell phone to school, it must remain in their backpack and turned off during school hours. This also includes, but is not limited to, game systems and music players. In addition, students are not to bring toys, spinners, trading cards, or other play items from home unless the classroom teacher permits these items for a special event.

Student cell phone use is not permitted while on school grounds during school hours. Refer handbook 'Student Cell Phone/Electronic Devices' for more information.

BIRTHDAY CELEBRATIONS

A birthday is a special time, especially for children. Birthdays can be honored, at school, in the following ways.

1. Student's names will be announced during morning announcements to recognize their Birthday. They will be called to the office to select a Birthday Book signed by Mr. Langes.
2. A donation of a favorite book made in your child's name to the Learning Commons or individual classroom.
3. A small, **non-edible**, gift can be given to each child in the classroom. The gift can be an inexpensive item such as a pencil, bookmark, etc. and will be sent home in backpacks.
4. Other ideas may be acceptable, providing for the following: All students are included, items are non-edible; age and classroom appropriateness is ensured. Again, please consult your child's classroom teacher for their permission and scheduling purposes.

The following **should not** be a part of your consideration for celebrating your child's birthday at school:

1. Balloons, cookies, or flowers may not be sent for delivery to your child's classroom.
2. Edible treats may not be supplied for the class. There are significant allergy concerns that are very difficult to accommodate. We cannot accept the responsibility of permitting the distribution of edible treats that come from individual families.
3. Invitations for home parties and thank you notes may not be distributed at school. Our Home and School publishes a Family Directory that contains families' addresses and phone numbers. In the case that a family is not listed, please contact the school office. We will contact the family for their permission to supply an address or phone number for invitation purposes.

SEASONAL DISPLAYS AND PROGRAMS:

It is the practice of District 203 to exhibit student displays, conduct student programs and parties which reflect a variety of activities, symbols and songs that occur at a particular time of year both seasonal and holiday related. The Elmwood Home and School Association provides parties during different seasons of the year. Parties are usually scheduled at the end of October, end of December and on Valentine's Day. The parties are approximately 45 minutes in length. Prior to the October party, a costume parade is held at Elmwood. Please remember that students may not bring food to pass out to classmates during any of these celebrations.

CLASSROOM PLACEMENT:

One of our most important jobs as educators is developing class assignments. Each spring, the teachers and the building administration spend many hours working together to ensure the most appropriate placement for each child. The following areas are considered in placing a child:

1. Current (sometimes previous) teacher's knowledge of the child
2. Special information provided by parents
3. Child's personality
4. Special needs
5. Academic levels
6. Need for separation from other children

Every teacher and student has unique talents and needs. We will do our best to place your child in the class that will provide the best environment and at the same time always maintain balance between classes of the same grade level. The final placement of each student is determined by the school. Parent requests for specific teachers will not be granted. Rather, a letter to our staff to consider the learning needs of your child will be reviewed.

Please contact Matt Langes at (630) 420-6341 if you have further inquiries.

At Elmwood, we **SOAR** like Eagles by following the below school-wide behavior expectations:

S =	Be Safe
O =	Take Ownership
A =	Accept Others
R =	Be Responsible

These expectations are explicitly taught to all students at the beginning of the school year and reinforced throughout the year. Please review these with your child and reinforce as needed.

The school reserves the right to remove lunchroom, bus and/or school privileges from students who consistently do not display the behavior expectations outlined above. Both the lunchroom supervisors and students are responsible for the orderly operation and safety in all school settings.

Playground Rules/Procedures:

Students will participate in outside play activities whenever the wind chill is zero or about. Please assist your child in dressing appropriately for weather conditions. On winter days when it is snowy and wet, we go outside. Students not wearing boots and/or snow pants will be restricted to the blacktop area.

1. Swings: swing one person at a time; take turns, no standing, and no twisting on swings.
2. Slides: one way traffic, down only, one at a time, feet first.
3. Bars: one way traffic, no standing on the bars.
4. Rings: one way traffic.
5. No contact sports. (No tackling. Keep hands and feet to oneself.)
6. Students may not enter the building without permission from supervisor.
7. Students will not slide on the ice. Students will not throw snowballs anywhere on the school ground.

If a severe/critical event occurs (such as a fight or injury) the supervisor takes the student(s) to the office and returns to recess duty.

Rules for Elmwood School Lunchroom:

1. Use the bathroom before going to the lunchroom.
2. Enter the lunchroom in a quiet and orderly manner. Sit at your assigned table and begin eating.
3. Remain seated in the lunchroom until dismissed.
4. If you need assistance, raise your hand and a lunchroom supervisor will help you.
5. Talk in a quiet tone of voice to the people seated next to you and directly across from you.
6. Do not throw anything.
7. Do not trade or share food.
8. Food is to be eaten only in the lunchroom.
9. Dispose of all trash and uneaten food that is not sealed in its original container and place in the proper waste receptacle.
10. Parents wishing for their child to remain in the building for recess for health reasons must send a doctor's note to the classroom teacher. The note should be sent to the school nurse who will inform the lunchroom supervisor and the principal.
11. The school will reserve the right to remove lunchroom/recess privileges from any student that consistently does not follow the rule.

EMERGENCY MANAGEMENT PLANS

FIRE

The building is equipped with sensors and alarms to detect a smoke or fire outbreak. Several times during the year, drills are conducted during both the morning and afternoon sessions. Students, teachers, parents and others in the building exit their nearest entrance. After exiting the building, support faculty and staff return children to their homeroom teacher. Procedures require teachers to take attendance and inform monitors that all children are present. The Naperville Fire Department supervises our procedures and has found them to be complete and efficient.

SEVERE WEATHER

The building is equipped with a Civil Defense System that keeps us informed of weather conditions in the Naperville area. We are notified when there is a reason to take cover, such as in the case of a tornado warning. Students, teachers, parents and others in the building take cover in the areas of the building that are not near windows or long roof spans. Support faculty and staff usually have time to return children to their homeroom teacher. Procedures require teachers to take attendance and inform monitors that all children are present.

SECURING THE BUILDING

As a school we will practice how to secure our building during emergency situations. In the event of a real emergency communication will be provided to parents as soon as it is safe to do so.

EVACUATION OF THE BUILDING

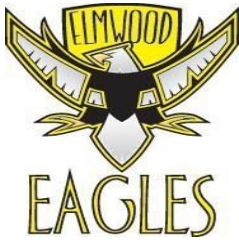
Should a situation occur that is deemed unsafe for students and staff to remain in the school building and grounds (broken pipes, power outage, etc.), procedures are in place to move students to Lincoln Junior High School (Option #1), located at 1320 South Olympus Drive or Knox Presbyterian Church (Option #2), located at the intersection of Gartner Road and Catalpa Lane. When this decision is made, the location selected will be notified immediately to ensure that they are ready to receive our students. Procedures are in place to ensure that parents are notified and students released to a parent, emergency contact, or daycare provider in the most secure and efficient manner possible.

ELMWOOD SCHOOL DISASTER/EVACUATION PLAN:

If conditions exist that make it unsafe to remain in the building, the building secretary will notify the police and/or fire department and Administrative Center.

The following procedures will then be put into action:

1. Students will evacuate the school and assemble outdoors as they would for a fire drill.
2. Attendance will be taken.
3. Students will walk, in order of level, to the south side of the building.
4. Students will maintain their classroom lines with teacher supervision throughout the relocation period.
5. The building secretary will notify Lincoln Junior High School (Option #1) or Knox Presbyterian Church (Option #2), if relocation is deemed necessary.
6. If a bomb threat is the cause of the evacuation, the building search team will assist the fire and police department. The head custodian will search the mechanical areas and custodial areas of the building with fire department personnel. The Assistant Principal and Principal will search all other building areas. The fire department and police department personnel in conjunction with the Principal and Assistant Principal will determine when and if the building is safe for students.
7. If deemed necessary, the building secretary will phone the Transportation Department regarding the availability of buses for transport to Lincoln Junior High School or Knox Presbyterian Church. Buses will pick up students on Magnolia Lane.
8. Students will remain with their assigned classes for the duration of the transportation procedure and the assembly at Lincoln Junior High or Knox Presbyterian Church.
9. Upon arrival at Lincoln Junior High or Knox Presbyterian Church, attendance will be taken.
10. At Lincoln Junior High or Knox Presbyterian Church, a communication system will be activated to notify parents.
11. Students will be dismissed to parents by the Principal/Assistant Principal after it is deemed that conditions are safe.
12. When dismissal begins, students will be dismissed to their parents only.
13. Parents who pick up children, must sign out with classroom teachers.
14. If parents are not available, students will be retained until regular dismissal time.
15. If, at regular dismissal time, students who have not been picked up by their parents, buses will be used to transport them home.
16. A communication base will be established during the event at the Administration Center (630-420-6300) for parents' questions and information.



Elmwood Home & School Association

Home and School is a parent volunteer-driven association that works closely with school staff to enhance the student experience at Elmwood.

Home and School's fundraising efforts allow us to sponsor programs including field trips, assemblies, class parties, movie nights, Watch DOGS, Field Day and the school garden. Home and School also provides funds for teacher supplies and items needed by the school such as new choral risers and new folding chairs for student performances.

All Elmwood families are automatically members of Home and School and we encourage you to take the opportunity to volunteer for an organization that touches your child's educational experience every day. Research shows that when parents are actively involved in their child's education, the results include improved student achievement, reduced absenteeism, improved behavior, and restored confidence among parents in their children's schooling. We all lead very busy lives, but if every family donates a few hours of their time to Elmwood each school year, we can achieve amazing results to benefit our children! Many volunteer opportunities can be flexible to fit the needs of working parents or those with little ones at home.

If you are interested in volunteering to serve on a Home and School committee, now or at any point throughout the school year, please email Laura Viscito, H&S President, at elmwoodeagles@gmail.com. If you have any questions about volunteering or any other feedback, please don't hesitate to reach out. We look forward to working with you this year!

Sincerely,

Laura Viscito
Elmwood Home & School President