

Name: _____

EPHS BELL SCHEDULE

The school day on Monday, Tuesday, Thursday and Friday will begin at 7:50 am and end at 3:00 pm. On Wednesday beginning time is 9:00 am and school ends at 3:05 pm.

Regular School Day Mon-Tue-Thur-Fri

Period 1	7:50 - 9:15 am
Period 2	9:20 - 10:45
ACADEMIC LAB	10:50 - 11:30
Period 3A	11:35-12:00
Period 3B	12:05-12:30
Period 3C	12:35-1:00
Period 3D	1:05-1:30
Period 4	1:35-3:00

Wednesday Staff Development Day

Period 1	9:00-10:15 am
Period 2	10:20 -11:40
Period 3A	11:45 - 12:10
Period 3B	12:15-12:40
Period 3C	12:45-1:10
Period 3D	1:15-1:40
Period 4	1:45-3:05

IF you are eligible to ride the school bus, please be at designated bus stops at 7 am on a regular school day and 8 am on Wednesdays. ID's are color coded for all eligible riders and bus stops are viewable on the school website.

ELMWOOD PARK HIGH SCHOOL
2017-2018 SCHOOL YEAR



ELMWOOD PARK HIGH SCHOOL
8201 WEST FULLERTON AVENUE
ELMWOOD PARK, IL 60707
708.452.7272
www.epcusd401.org

ATTENDANCE LINE:
708.583.6400

VISITORS - All visitors to Elmwood Park High School during hours when students are present must sign in and out at the security desk and obtain a visitor's badge. School age visitors are not permitted during school hours.

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**ELMWOOD PARK COMMUNITY UNIT
SCHOOL DISTRICT 401
708.452.7292
www.epcusd401.org**

BOARD OF EDUCATION

BOARD OF EDUCATION VISION STATEMENT

The vision of Elmwood Park C.U.S.D. #401 is *to inspire minds in the pursuit of excellence.*

BOARD OF EDUCATION MISSION STATEMENT

Elmwood Park C.U.S.D. #401, a unit district in a suburban community with a small town feel, strives to cultivate the following:

- Individualized Social-Emotional learning processes.
- Rigorous academics fostering inquisitive minds prepared for critical thinking.
- Active, engaged partnerships with the community and parents.
- Innovative uses of 21st century technologies for teaching and learning.

BOARD OF EDUCATION

Mrs. Mary Bruscato, President Bruscatom@epcusd401.org
Mrs. Andrea A. Sciallo, Vice President
Mrs. Susan Capraro, Secretary
Mr. Frank J. Parisi
Mrs. Lauren M. Platt
Mr. Jonathan M. Rivera
Mr. Peter A. Volpe

This handbook is only a summary of board policy governing the district and the full board policy may be obtained in the district office. This

handbook may be amended during the year without notice.

**DISTRICT ADMINISTRATORS
VOICE MAIL EXTENSIONS**

Dr. Nicolas D. Wade, Superintendent ext 5831

**Mr. James P. Jennings, Asst Superintendent of Finance
ext 5840**

Mr. Thomas Zelek, Business Manager ext 5840

**Ms. Leah Gauthier, Director of Curriculum and Instruction
ext 5835**

Ms. Kari Smith, Director of Student Services ext 5836

Elmwood Park CUSD #401 insures equal educational opportunities are offered to students, regardless of race, color, national origin, age, gender, religion, or disability. Questions in reference to educational opportunities may be directed to Elmwood Park CUSD #401, 8201 West Fullerton, Elmwood Park, IL 60707, 708.452.7292; Dr. Nicolas Wade, Superintendent-Nondiscrimination Coordinator and Complaint Manager

Elmwood Park CUSD #401 does not discriminate on the basis of race, color, national origin, gender or disability.

Vocational Opportunities will be offered by Elmwood Park CUSD #401 without regard to race, color, national origin, gender or disability.

**ELMWOOD PARK HIGH SCHOOL ADMINISTRATION AND
SPECIAL SERVICES - 708-452-7272**

Mr. Douglas J. Wildes, Principal	ext 6211
Mrs. Sheri Costello, Assistant Principal	ext 6212
Ms. Kyleen Coia, Dean	ext 6217
Mr. Brandon Pedersen, Dean	ext 6216
Mr. Douglas F. Noyes, Athletic Director	ext 5468
Mrs. Paige Kozyra, Counselor A-G	ext 6203
Mr. Joseph Kraft, Counselor Q-Z	ext 6201
Mrs. Alison Till, Counselor H-P	ext 6207
Mrs. Nina Limbeck, Social Worker	ext 6205
Mrs. Daniella Wolff, Social Worker	ext 6418
Ms. Barbara Meilinger, Nurse	ext 6206

Directory Information

A school may publish student directories listing student names, addresses and other identifying information. However, parents have the right to exclude their child's information from such a directory. Parents wanting to exclude a child's information from a directory should make such a request, in writing, to the building principal of the school the child attends.

TEACHER CONTACT INFORMATION
All staff may be reached via email at
lastnamefirstinitial@EPCUSD401.org

Ms. K. Ahlmann	583-6465	Ms. J. Leonette	583-6427
Ms. A. Andrews	583-6456	Ms. N. Limbeck	583-6205
Ms. D. Anichini	583-6410	Ms. T. Lotz	583-6457
Mr. C. Ankrom	583-6431	Mr. D. Mack	583-6436
Mr. B. Baldridge	583-6469	Ms. E. Mazanek	583-6432
Ms. E. Bantel	583-6474	Ms. A. McCann	583-6425
Ms. J. Barnes	583-6422	Ms. B. Meilinger	583-6206
Ms. K. Bear	583-6438	Mr. J. Munyan	583-6437
Ms. M. Bernas	583-6412	Ms. S. Menton	583-6421
Mr. M. Blake	583-6466	Ms. S. Mercado	583-6475
Mr. B. Boston	583-6451	Mr. D. Miller	583-6444
Mr. Y. Brahmhatt	583-6477	Mr. T. Murmann	583-6433
Ms. K. Carroll	583-6448	Ms. K. Mussio	583-6462
Ms. H. Coia	583 6450	Mr. J. Nakatsuka	583-6470
Mr. C. Curtin	583-6418	Mr. G. Ostrander	583-6478
Ms. K. Demas	583-5706	Ms. M. Palmer	583-6452
Mr. Z. DiGrino	583-6413	Mr. D. Parolin	583-6426
Ms. S. Dutton	583-6472	Mr. M. Popplewell	583-6417
Mr. M. Fiorito	583-6414	Mr. N. Posmer	583-6460
Ms. B. Flood	583-6446	Ms. K. Prechel	583-6440
Ms. N. Franklin	583-6463	Mr. K. Rhoades	583-6443
Mr. P. Fredericks	583-6473	Mr. C. Rosenzweig	583-6420
Ms. C. Heinen	583-6429	Ms. M. Rubino	583-6428
Mr. J. Heinen	583-6435	Mr. E. Saindon	583-6461
Mr. B. Hoffmeister	583-6241	Mr. P. Sheridan	583-6424
Ms. J. Iovinelli	573-6515	Ms. B. Sierant	583-6442
Mr. D. Keizer	583-6459	Ms. F. Soni	583-6438
Ms. B. Kiska	583 6467	Mr. L. Stone	583-6445
Ms. P. Kozyra	583-6203	Mr. A. Sylvester	583-6419
Mr. J. Kraft	583-6431	Ms. A. Till	583-6207
Mr. T. Krowka	583-6433	Ms. J. Wendt	583-6439
Ms. M. Kula	583-6411	Mr. M. Whelan	583-6464
Mr. M. Lazzarotto	583-6468	Ms. D. Wolff	583-6418
		Ms. S. Yarbrough	583-6413

ACTIVITY/ORGANIZATION SPONSORS 2017-2018

ACTIVITY/ORGANIZATION	SPONSOR
Art Club	Ms. Mussio/Ms. Palmer
Band Director	Mr. Rhoades
Baseball	Mr. DiGrino
Basketball-Boys	Mr. Sylvester
Basketball-Girls	Ms. Guilde
Cheerleading	Ms. Grendzinski/Ms. Tobey
Class Sponsor-Freshmen	Ms. Demas/Mr. Curtin
Class Sponsor-Sophomore	Ms. Carroll/Ms. Heinen
Class Sponsor-Junior	Ms. McCann/ Ms. Menton
Class Sponsor-Seniors	Ms. Bernas/Ms. Franklin
Cross Country	Mr. Sheridan
Culture Club	Ms. Heinen/Mr. Fiorito
DECA-Business Club	Ms. Bear
Fall/Spring Plays and Musical	Mr. Popplewell/Mr. Rhoades/Mr. Pligge
Football	Mr. Mack
Friends and Company	Ms. Flood/Mr. Curtin
Golf	Mr. Ankrom
Key Club	Ms. Anichini
National Honor Society	Ms. Bear
Polish Club	Ms. Sierant
Science Club	Mr. Lazzarotto
Snowball	Ms. Leonette/Ms. Aranga
Soccer- Boys/Girls	Mr. Blake
Social Studies Club	Mr. Ankrom
Softball	Mr. Mack
Spectrum Club	Ms. Limbeck/Ms. Yarbrough
Student Council	Ms. H. Coia/Ms. Flood
Tennis-Girls	Mr. Merkouris
Thespian Club	Mr. Popplewell
Track-Boys	Mr. Sheridan
Track-Girls	Mr. Whelan
Varsity Club	Ms. Ahlmann/Mr. Nakatsuka
Vocal Music	Mr. Popplewell
Volleyball-Girls	Ms. Prechel
Wrestling	Mr. Posmer
Yearbook/SCROLL	Ms. Carroll/Ms McCann

CLASS SCHEDULE

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ACADEMICS

PHILOSOPHY

The faculty, staff, administration, and Board of Education of Elmwood Park High School are committed to providing a comprehensive high school education which, through its curricular and extra-curricular programs, meets the individual and collective interests and needs of its students and prepares them to be productive citizens of a diverse, global, and interdependent society. In particular, this learning community is committed to the flexible teaching and scheduling patterns and resources necessary to stretch each student to the limits of his/her academic and personal potential; and to provide the knowledge, problem-solving, and personal skills required for post- secondary education, employment, leisure, and family life. Graduates should be grounded in our American heritage of respect for human dignity and optimistic in regards to their role in improving the quality of life for all people.

GOALS

1. Communication/Computation
 - a) Students should be able to formulate ideas and to express themselves accurately and precisely in both oral and written forms.
 - b) Students should be able to communicate both formally and informally, recognizing which forms of behavior, speech, dress, writing, etc. are appropriate in a given context.
 - c) Students should be able to solve and explain mathematical problems, especially word problems, and should be competent in estimating.
2. Practical Skills
 - a) Students should be able to perform pragmatic (life) skills, i.e., write checks, follow directions, utilize resources, make judgments, know when to ask for help, and other skills needed in daily living.
 - b) Students should have established work habits, i.e., dependability, reliability, accountability, drive, perseverance, self-evaluation, and cooperation.
3. Personal Growth and Perspective
 - a) Students should develop a global perspective through knowledge of 1) geography, 2) history (traditions and values), and 3) economics and politics of other cultures.
 - b) Students should be able to take different points of view and demonstrate tolerance and appreciation of views that differ from their own.
 - c) Students should be able to differentiate between facts and opinions.
 - d) Students should be prepared to live in an interdependent world recognizing that one can travel to almost any country in less than a day, and that our economies and environments are interdependent.
4. Comprehensive Curriculum
 - a) Students should complete a comprehensive curriculum as follows:
 1. Humanities (art, music, literature)
 2. Social Science (history, geography, economics)
 3. Mathematics, Science
 4. Communication (listening, speaking, reading, and writing)
 5. Employment and Life Skills (business, technology, physical education, health, personal and interpersonal skills, and ethical standards)

- 6. Extra-curricular activities
- b) Students should be the center of the teaching/learning process. That is, their individual differences should be accommodated without compromising the expectations of a comprehensive high school.

EPHS GRADUATION REQUIREMENTS

Prior approval must be obtained for all courses taken outside of District 401 to assure they meet our academic standards and curricular expectations.

A minimum of twenty-six (26) credits is required for graduation from Elmwood Park High School.

The following basic requirements must be met by every student which began with the class of 2010.

- 1. English 4 credits
- 2. Writing 2 credits
- 3. Mathematics 3 credits
- 4. Science 3 credits
- 5. Social Studies 3 credits
- 6. Health Education .5 credit
- 7. Physical Education 4 credits
 - a) Sophomore students will take driver education. Driver education taken during the school year receives .5 unit of credit.
 - b) Students taking driver education in summer school will not receive credit.
 - c) Students can be exempt from physical education if they are in need of required credit to graduate, need an additional course for admission to a particular college, or are medically excused by a physician.
- 8. In order to qualify for graduation, every student must successfully pass an examination on the Declaration of Independence, the Flag of the United States, Constitution of the United States, and the Constitution of the State of Illinois.
- 9. All students must have one credit from one of the following areas: art, music, or industrial technology.
- 10. All students must have two credits from the following: business education, foreign language, or

- computer programming.
11. Students may meet the State Consumer Education requirement by taking the Cooperative Education Seminar or Business Skills for Consumer Success class.
 12. All students must have met the Illinois State Board of Education requirements for taking a College and Career Readiness Exam

PARTICIPATION IN COMMENCEMENT

Only students who are qualified to receive a diploma may participate in the cap and gown ceremony. A student who qualifies for a diploma after commencement is eligible to participate in the following year's ceremony.

Students planning to graduate early must petition the principal early in May of their third (junior) year. This process begins with the student informing his/her counselor of this intent.

SUBJECT LOAD

Normal Subject Load: Four classes per term.

Dropping Classes: Except for administrative reasons, students will be required to remain in all classes for which they register.

PROMOTION

Advancement in Grade:

Advancement in grade is not automatic, but is based upon academic credits earned, as well as year in school. Year in school will be determined in the following manner. All students need to meet the following requirements to be promoted to the next grade level:

Freshmen: All students with less than seven credits

Sophomore: All students who have earned at least seven credits, but less than fourteen credits. As part of these credits, students must have at least one credit in each of the following: English, math, science and social studies.

Junior: All students with 13 or more credits. As part of these thirteen credits, students must have at least two credits in each of the following: English, math, science and social studies.

Senior: All students in at least their fourth year of high school who have earned 16 or more credits and have taken the College and Career Readiness Exam. In addition, students are not allowed to double up on required coursework due to failure. Students who fail a class will need to attend summer school to graduate on time.

SCHOLARSHIP REPORTS

REPORT CARD DISTRIBUTION: Report cards are mailed at the end of the first semester and second semester. Student progress may be viewed throughout the entire year by logging into your PowerSchool Account. If you do not have your sign on information, please feel free to contact the high school office.

MARKING SYSTEM: the following grades are used to indicate scholastic progress:

A	Excellent
B	Good
C	Average
D	Poor
F	Failure
WF	Withdraw Failure
WP	Withdraw Pass
P	Pass
T	Audit
I	Incomplete grades must be made up by the end of the next marking period or the incomplete becomes an "F".

GRADE POINT SYSTEM: * Grades are given a number value according to this scale:

A	4 points	D	1 point
B	3 points	F	0 points
C	2 points		

* Weighted grades will be assigned to designated accelerated and honors courses.

ACCELERATED & HONORS

A	5 points	D	1 point
B	4 points	F	0 Points

C 3 points

**** AP WEIGHTED GRADES WILL BE ASSIGNED TO ALL AP DESIGNATED COURSES.**

A 6 points

D 1 points

B 5 points

F 0 points

C 4 points

The grade point average is computed by adding the grade points received in all subjects and dividing by the number of units attempted. This grade-point average is used to determine the honor roll each grading period and the class rank.

HONOR ROLLS: Each Semester, 3.7 and 3.3 honor rolls are tabulated and reported in the school and community newspapers. The attainment of honor roll status becomes a part of the student's permanent record. In order to qualify for the honor rolls, a student must have no grade lower than a "C" and must achieve a grade point average of at least 3.3 or 3.7 using the grade point system. A student must be enrolled in a minimum of three courses each term to be eligible for honor roll status. (Student aide does fulfill this requirement.)

NATIONAL HONOR SOCIETY: Students who have displayed qualities of scholarship, leadership, character, and service as determined by faculty vote will be invited to membership in the Harold Grothen Chapter of the National Honor Society. A minimum cumulative grade point average of 3.3 is necessary before a student can be considered for possible membership. Students may be inducted into the Society after the tenth or fourteenth term.

ACADEMIC RECOGNITION AT GRADUATION: Every year, at Commencement, Elmwood Park High School recognizes those students who graduate with honors and members of the National Honor Society. We currently recognize as the Valedictorian of the Senior Class, the senior student who attains the highest cumulative grade point average at the end of the eighth semester (sixteenth term) and who has been in residence at Elmwood Park High School for a minimum of four semesters (eight terms). The senior student who attains the second highest cumulative grade point average and who has been in residence for a minimum of four semesters (eight terms) is designated as the Salutatorian. Those students graduating in the top five percent are recognized as Tiger Scholars. Those students who graduate in the top ten percent of their class are also recognized.

Students that achieve a 3.7 honor roll for eight semesters will be recognized at the honors breakfast.

All academic recognition at graduation is based on a minimum of 8 semesters of coursework. Students who elect to graduate early do not qualify for this recognition.

EPHS ATTENDANCE POLICY/PROCEDURES

ATTENDANCE LINE 708.583.6400

Or

708.452.7272

ext 7134 absence

ext 7132 tardy

ext 7133 early dismissal

Perfect attendance and punctuality should be goals of all EPHS students. The Board of Education believes that an educational system is organized on the basic premise that all students shall regularly attend school. Attendance is essential for developing the academic proficiencies required to pass coursework and earn credits. Attendance is important for developing good lifelong habits.

If a student is absent, the absence shall be treated as *excused or unexcused*.

ATTENDANCE PROCEDURES

A parent or legal guardian is required to phone the Attendance Voicemail **every day** the student is absent from school. If the call is **NOT** received on the Attendance Voice Mail **before 9:00 a.m.** on the day of the absence, the absence will be considered UNEXCUSED. Parents should be prepared to leave the following information on the Attendance Voice Mail:

- student name and year in school,
- student ID number,
- date of absence,
- reason for absence, and the name and daytime phone number of the parent calling

ABSENCE POLICY

Any student who accumulates in excess of 10 absences (excused or unexcused) will be recommended for discussion by the Tiger Support Problem Solving Team for the purpose of determining

appropriate intervention and course of action. This may result in any of the following:

- requirement of doctor's note for future absences
- parent conference
- referral to social worker and/or counselor
- referral to a Tier 2 social emotional or academic intervention
- invocation of the Truancy Ordinance (which may result in court appearance, parental/guardian fine, community service, court supervision, etc.)
- required attendance at parent/guardian training sessions
- loss of credit
- disciplinary consequences

EXCUSED ABSENCES or EXCUSED TARDIES

Absences shall be excused only for the following reasons:

1. Personal illness
2. Bereavement
3. Quarantine
4. Family emergencies
5. Observation of religious holidays (Advanced Absence forms required)
6. Court appearance

Days not counted toward chronic absences:

1. Hospital confinement with proper documentation
2. Illness with a written doctor's note. Doctor's notes need to be submitted within forty-eight (48) hours of the date of the absence.
3. Suspensions
4. Field trips

If a student feels ill, the student is expected to check in with the school nurse and/or administrator before contacting a parent or guardian to leave for the school day.

UNEXCUSED ABSENCE/TARDIES

Absences/tardies will be considered unexcused for the following reasons:

1. car problems
2. oversleeping
3. vacations without advanced notice
4. no call from parent/guardian

5. calls from parent/guardian after 9 am
6. other reasons as determined by the Deans' office

Consequences of an Unexcused Tardy

Students who arrive unexcused tardy to school, class, the library, or the cafeteria will be required to serve *detention* the day of the tardy or the next school day.

Each additional time students arrive unexcused tardy to class, the library, or the cafeteria, a detention must be served consecutively.

If students have multiple detentions for one day, they must clarify their detention schedule with the Deans' office. It is the student's responsibility to monitor and serve detentions.

It is always the responsibility of the student to get all assignments missed due to an excused tardy or absence from a class(es). The student must see the teacher during the same school day when tardy to class and during the first school day back from an absence. Make-up work will be assigned during a time determined by the teacher which will be communicated to the student (i.e., before/after school or during class time if possible). It is the student's responsibility to schedule, with the teacher, the taking of tests/quizzes missed due to an excused tardy or absence.

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

- *Excused* – Students who are excused absent will be allowed to make up work.
- *Unexcused* – Students who are unexcused absent from class or unexcused tardy to class will not be allowed to make up daily work and daily assignments missed.
- *Suspended* – Students will be allowed to make up missed daily work and assignments and will receive credit for all work assigned during a suspension once it is turned in to the teacher. A student shall be allowed the number of days suspended to make up the work. It is the student's responsibility to contact each of his/her teachers regarding missed work.

TARDIES TO CLASS

EXCUSED TARDY

In order to be considered *excused* when tardy to a class, the library, or the cafeteria, a student must present a signed pass from a staff member that describes the reason the student is tardy.

UNEXCUSED TARDY TO CLASS

An *unexcused* tardy shall consist of entering class, the library, or the cafeteria less than five minutes late without appropriate authorization. Students tardy to class will be given a "Tardy Slip." The teacher will complete the slip, and provide the student with a copy.

SPECIAL ABSENCE FORMS

If parents and students are aware of an upcoming absence, a "Request for Special Absence" form should be filed with the Attendance Office at least three (3) days before the anticipated absence.

Absences are counted within a nine-week (approximately 45-day) term. The number of absences is reset to zero at the beginning of each term.

DOCTOR'S NOTES

A doctor's note is required after five (5) consecutive absences. A Doctor's note must be the original, legible, on the physician's stationery, and signed by the doctor or nurse. The note must specifically state the dates the student was unable to attend school, the reason for the absence and the date the doctor saw the student. Doctor's notes should be submitted by the end of the school day following the absence.

PHYSICAL EDUCATION MEDICAL

Medical notes restricting physical education participation for **any** reason must be presented to the nurse. **The doctor's note must contain the following information: diagnosis, specific restriction, and specific length of time for the restriction.** The student will be assigned to an assigned area during their physical education class time for the duration of the medical. Work will be provided and must be completed during that class period in order to earn credit for that specific class period. Work will be graded and points awarded

accordingly every day.

TRANSFERS

A student who enters school, without transfer grades, three (3) weeks after a term begins will be enrolled on an audit basis only, unless otherwise determined by the principal. The hearing committee will consist of the dean, the counselor, and the classroom teacher.

DISTRICT 401 LUNCH GUIDELINES

Students need to maintain a positive account balance. Cash or checks made payable to Aramark Please note a \$30.00 fee will be assessed for all returned checks. Once again Elmwood Park CUSD#401 is offering MySchoolBucks. This online payment service provides a quick and easy way to add money to your student's meal account using a credit/debit or electronic check. Go to www.M.ySchoolBucks.com and register for a free account.

EPHS STUDENT HANDBOOK

PHILOSOPHICAL FOUNDATION

Elmwood Park High School recognizes its role in the development and socialization of the adolescents in its charge. As stated in our mission, we are to help prepare students to be “productive” citizens in a democratic society. High school is the final, formal institutional setting in which adolescents learn and practice the ideals of a democratic society before becoming legal adults. Part of that preparation includes formal and informal indoctrination to various situations that will promote self-reliance and self-discipline. This entails following certain protocols, rules and regulations, and policies.

As such, we as educators are cognizant of the environment in which students learn to live and work by themselves and with others and the systems that teach individual responsibility and self-discipline. The behavior and discipline code outlined in the following pages reflects the belief that school is a learning ground for adolescents to practice their individual freedoms while maintaining personal responsibilities. It is our belief that the indoctrination to the following policies and rules and regulations at school will translate to acceptance of various laws and policies once our students become productive members of society.

The discipline code is grounded in individual student ownership, accountability and responsibility. The notion that all individuals must be held accountable for their actions is one students will face in

society. Discipline is structured so that the inherent dignity and worth of each person is recognized and honored. The behavior code, subsequent policies and rules and regulations governing EPHS stem from the premise that respect must exist between people and toward the institution and its policies and rules and regulations if we are all to work together to achieve goals successfully. It is from this premise that we have developed this list of personal rights and responsibilities that apply to all persons within the EPHS community.

PERSONAL RIGHTS

1. All individuals have the right to be safe from physical, mental, and emotional harm while at school.
2. All individuals have the right to facilitate (teachers/staff) or receive (students) an education that will promote intellectual, social, and emotional growth and development.
3. All individuals have the right to express their ideas and feelings within the bounds of good taste and with respect to the rights of other people.

BEHAVIORAL EXPECTATIONS

As a general policy, students are expected to:

- Maintain regular daily attendance
- Be on time to all classes
- Conduct themselves in a manner which reflects courtesy, decency, and a sensitivity to the rights of others
- Respond courteously and promptly to the requests to faculty and staff
- Help keep the school clean
- Follow school regulations and policies
- Refrain from loud noises or conversations that are disruptive to the school's environment

STUDENT BEHAVIOR

Prohibited Student Conduct

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic

beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.

- a. Using, possessing, distributing, purchasing, selling or offering for sale:
- b. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
- c. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
- d. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
- e. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
- f. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- g. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
- h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or

conceal cannabis or controlled substances.

- i. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals..
7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help

during an academic examination, altering report cards and wrongfully obtaining test copies or scores.

10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a

school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student’s parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

When and Where Conduct Rules Apply

The grounds for disciplinary action also apply whenever the student’s conduct is reasonably related to school or school activities, including but not limited to:

1. any activity or event that bears a reasonable relationship to On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or

- school;
3. Traveling to or from school or a school activity, function, or event; or
 4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

DEFINITIONS

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Student Conference
2. Notifying parents/guardians
3. Use of restorative practices
4. Disciplinary conference.
5. Withholding of privileges.
6. Temporary removal from the classroom.
7. Return of property or restitution for lost, stolen or damaged property.
8. In-school Supervision
9. Before School, after-school detention or Friday detention provided the student's parent/guardian has been notified Community service.
10. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
11. Suspension of bus riding privileges.
12. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.

13. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
14. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
15. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Corporal Punishment

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Weapons Prohibition

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the

superintendent's determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

Gang & Gang Activity Prohibited

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or nonverbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

WAIVER OF FEES

Students whose parents are unable to afford the school fees may request a fee waiver if you meet Federal Eligibility Guidelines. Applications for fee waivers may be submitted from parents/guardians by completing an application form available online on the District's website at www.epcusd401.org and click on Student Registration which is found under QUICKLINKS.

DIRECTORY INFORMATION

A school may publish student directories listing student names, addresses and other identifying information. However, parents have the right to exclude their child's information from such a directory. Parents wanting to exclude a child's information from a directory

should make such a request, in writing, to the building principal of the school the child attends.

DISCIPLINE – SEARCH AND SEIZURE (7:140)

For the safety and supervision of students in the absence of parent(s)/guardian(s), to maintain discipline and order in schools, and to provide for the health, safety and welfare of students and staff, school authorities are authorized to conduct searches of students and their personal effects, as well as District property.

Students and Their Personal Effects

Certified employees and school administrators may search a student and/or the student's personal effects (e.g., purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there are reasonable grounds for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner which is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

When feasible, the search should be conducted as follows:

- in the presence of a school administrator or adult witness;
- by a certified employee or administrator of the same sex.

Following a search, a document will be created if the results of the search indicate a violation of school policy. The parent(s)/guardian(s) of the student shall be notified of the search as soon as possible.

School Property

School property, including, but not limited to, desks and lockers, is owned and controlled by the District and may be searched by school authorities at any time. School authorities are authorized to conduct area-wide, general administrative inspections of school property (e.g., search of all student lockers) without notice to or consent of the student and without a search warrant.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

SPECIFIC RULES AND REGULATIONS

The following are specific rules and regulations governing individuals at EPHS. They are designed to provide a sample of the type of behavior expected of Elmwood Park students and staff and do not necessarily cover all situations.

BULLYING/HARASSMENT

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Each school district and non-public, non-sectarian elementary or secondary school shall create and maintain a policy on bullying, which policy must be filed with the State Board of Education.

http://www.epcusd401.org/district_resources/district_policies_guidelines

Suicide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the school office.

Cafeteria Behavior

Appropriate behavior is expected in the school cafeteria including: using proper etiquette; clearing tables and surrounding areas; and refraining from throwing food or other objects. Food and drink may not be taken from the cafeteria. If these expectations are not met, students may be assigned seats, detentions, clean-up duty, and/or suspensions.

Closed Campus Policy

Students are not permitted to leave the Elmwood Park High School campus during their school day without permission from the administration or nurse. This includes In-School Suspension and lunch periods. If a student feels ill, the student is expected to check in with the school nurse and/or administrator before contacting a parent or guardian to leave for the school day.

Dances and Prom Regulations

- A student attending a dance must hold a valid student ID.
- Students will be admitted at a reasonable time and may leave whenever they desire. When students leave, however, it is understood they will not return.
- Students with guests should make them aware of the regulations established for EPHS students. Guests will be expected to comply with all rules and regulations set for EPHS students.
- **Guests must have a completed pass form received by the deans' office by the last date to purchase tickets.**
- Prom tickets may only be purchased by a student with a junior or senior class status. All school fees and debts must be paid prior to purchasing tickets.
- Students' guests attending prom or any school dance, must be under 21 years of age to attend.
- Students and their guests attending a dance are expected to wear acceptable dress.

Disruptive Acts

Students are expected to behave so that classrooms, halls, and other school areas are not disrupted or endangered.

Bus Transportation

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

While students are on the bus, they are under the supervision of the

bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smartphones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and

avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.

8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.

Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact the deans' office at 708.583.6215.

Dress Code for Students

As per Elmwood Park Community Unit School District 401 Board 7:160 students' dress and grooming must not disrupt the educational process, interfere with maintaining a positive teaching/learning climate, or compromise reasonable standards of health, safety and decency. Procedures for handling students who dress or groom inappropriately are included in the Student Handbook

Certain types of clothing are inappropriate in a serious academic setting. To assist parents in guiding the choice of clothing made by students to be worn during the school day, the following parameters have been established.

- Clothing designed for outerwear such as coats, jackets, hats, gloves, and sunglasses must be kept in lockers during the school day.
- Shorts and skirts must extend down the leg at least far enough that the student's fingertips touch the bottom of the garment.
- Clothing and accessories displaying inappropriate words or illustrations, including weapons, references to gangs, drugs, alcohol or tobacco products, or displaying any subject matter that may be considered distasteful, are not appropriate.

- Tank tops, muscle shirts, halter tops, tube tops, low cut blouses or shirts, see-through or mesh tops and shirts, belly tops, and oversized pants and shorts are prohibited.
- Clothing and accessories that are judged to be unsafe or extremely disruptive, such as chains and fishhook earrings, are not appropriate.
- Shirts must cover the abdomen and back at all times. Tops, such as basketball jerseys, must be worn over a shirt with sleeves.
- Pants, shorts, and skirts must be worn around the waist.
- Any object that is disruptive or affects the safety of others is prohibited.

Detention or In School Supervision

Students are required to attend a detention or In School Supervision on the day assigned. If the absence from the detention or In School Supervision is due to an excused reason, the detention or In School Supervision will be rescheduled for the next possible day.

***Friday Afternoon Detention- Dean assigned three-hour detentions, 3:00 PM - 6:00 PM.**

Any violation of the Friday detention rules will result in further disciplinary action.

Electronic Devices

Cell phones are only allowed to be used during passing periods and in the cafeteria before and after school and during the student's lunch periods. Using cell phones is strictly prohibited during class time. The administration reserves the right to amend this policy during the year.

Expulsion

In cases of gross disobedience or misconduct, the principal may recommend to the Board of Education that expulsion proceedings be initiated. These offenses are defined as, but not limited to, any conduct, behavior, or activity, which causes, or may reasonably lead school authorities to believe, substantial injury or disruption with school activities, or the rights of other students or school personnel may occur. The board has the authority to remove a student from school for a period not to exceed two calendar years.

False Alarms

No student will sound any alarm except in case of an actual emergency. The specific penalty for this offense is recommendation

for expulsion from school and referral to the River Grove Police Department.

Guests

If a parent wishes to confer with the teacher, an appointment should be made for a time outside school hours. Children living outside the district, who are not of school age, are not permitted to visit classes without the principal's approval. All visitors are:

- **required** to check in at the security desk
- must present and submit a valid picture ID
- will receive a guest lanyard that must be worn at all times when in the building.
- be escorted to and from their destination

Upon leaving, visitors must check out at the security desk, will return the guest lanyard to retrieve their picture ID that was submitted.

Hazing

Hazing is defined as any physical, mental, emotional, or psychological act which subjects a student who is joining or affiliating with a student organization to any situation or expectation which may potentially abuse, mistreat, degrade, humiliate, harass, harm, intimidate a student, denigrate either an individual or another group or compromise a student's inherent dignity as a person. Hazing includes a situation in which an older student subjects a younger student to rites of initiation. The fact that a student participates voluntarily in a hazing incident does not alter the high school's prohibition on such conduct.

Hazing will not be tolerated and will be subject to disciplinary action which may include suspension/expulsion and police involvement if warranted. Students who are associated with teams/activities who consider engaging in acts against other students on a team or in an activity should understand that the school considers such behavior as hazing.

I.D. Policy

All students must carry the permanent student I.D. card issued by Elmwood Park High School **AT ALL TIMES**. Any school personnel may require a student to produce his or her ID.

Some specific situations, which REQUIRE the student to use their student I.D., are:

- When leaving any classroom while school is in session, except

- during passing time.
- When purchasing supplies and when borrowing textbooks from school.
 - When borrowing materials from the library.
 - When purchasing student admission tickets for school events or student activities.
 - When reporting to an assigned In School Suspension or detention.
 - A valid student ID is required to board school buses.
 - During lunch in the cafeteria
 - Replacement ID cost is \$5 from the Security office

Insubordination toward School Personnel

No student will be insubordinate to or mistreat any Elmwood Park High School faculty or staff member.

Locker Policy

A student's locker is the property of the school and must be used for the purpose intended: a storage area for books, school supplies, and outdoor garments. If school officials believe that the student has placed illegal or dangerous materials or substances in the locker, school officials may search the locker with or without the student's knowledge or consent. School officials or police officials may search lockers at any time. Students are responsible for **all** items in their assigned locker and may not share lockers.

Loitering and Presence in Unauthorized Areas

Students are not to loiter in the school building, in the washrooms, or on the grounds and are not to be found in unauthorized areas of the building without permission and supervision.

Motor Vehicle Regulations

Students must operate cars, motorcycles, and bicycles in a responsible manner and consistent with state, local, and school regulations. Students are to park in designated *STUDENT PARKING ONLY*. Students are not to park in the Visitor's section, the Reserved parking sections, or in fire lanes. *STUDENT PARKING WITH AN EPHS PARKING PERMIT ONLY, IS ALLOWED BETWEEN WHITE LINES ONLY*. Any student who parks illegally or in unauthorized student parking areas is subject to having their vehicle towed at the owner's expense.

Plagiarism and Academic Dishonesty

Academic Dishonesty and/or plagiarism will not be tolerated.

The first offense will result in a failing grade for that assignment and a parent-teacher-student conference. An additional incident of cheating and/or plagiarism during students four years at Elmwood Park High School may result in loss of credit with a grade of F. All incidents of these infractions will be reported to the dean of students with possible disciplinary action.

OFFENSES AND DISCIPLINARY ACTION

The following list is comprised of offenses which might occur in high school and for which the school board and administration structured a discipline policy.

As per school board policy 7:190, those grounds for disciplinary action apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during or after school hours or at any other time when the school is being used by a school group;
2. Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function or event; or
4. Anywhere, if the conduct may reasonably be considered to be threat or an attempted intimidation of a staff member, or an interference with school purposes or an education function.

Although the list of offenses and suggested actions is not meant to be exhaustive, it does provide a guideline to the type of discipline that may be enforced by the administration. The administration reserves the right to impose disciplinary actions for offenses not listed or to take any other disciplinary actions appropriate to the situation.

In all instances, the administration may determine that a parent and/or teacher conference, behavior contract, counseling services (school or outside agency), peer mediation, or a rehabilitation program is necessary. Other recommendations may be made as deemed suitable for the situation.

Students who are absent on days when they are assigned to detention must serve their assignment on the first day back to school.

STUDENT CONDUCT GUIDELINES

These guidelines apply during the school day, en route to or from school, at a school-sponsored event or activity, adjacent to the school,

or on school district property.

DESCRIPTION OF DISCIPLINARY ACTIONS

Out of School Suspension

The out-of-school suspension is to begin at the time suspended and end following the re-entry conference.

It is the obligation of the student to contact each of his/her instructors regarding work missed on the day he/she returns to school. A student is allowed a minimum of one day for each day suspended **to make up missed work**.

Students who are assigned an out-of-school suspension must attend a re-entry conference with their parent(s) or legal guardian(s) and dean before they will be allowed to resume their normal class schedule.

Students are not to be on school property during the time of their suspension. This constitutes trespassing and the River Grove Police Department may be contacted.

Students are not allowed to *participate* in extra-curricular activities. (This includes athletic events, musical productions, and all other school-affiliated activities either home or away.)

Students are not allowed to *attend* co-curricular or extra-curricular activities – either at home or away. Attendance at co-curricular and extra-curricular activities is a privilege, not a right. If the suspendable offense occurs at either one of these types of activities, the administration can use their discretion to further prohibit attendance at co-curricular or extra-curricular activities for the remainder of the year.

Students whose behavior demonstrates their willingness to follow school rules and policies may petition the assistant principal, in writing, for permission to attend major extra-curricular/co-curricular activities, such as the Homecoming dance, Tiger Olympics, the prom, the senior luncheon and graduation.

In-School Supervision (ISS)

ISS is a disciplinary option being provided for students of Elmwood Park High School. It is designed as an alternative to an out-of-school suspension and is a privilege rather than an automatic right. Students involved in more serious violations of the school policy, such as fighting, insubordination, or repeated disciplinary infractions, will be suspended out-of-school.

A student who fails to report for an ISS on the date assigned

due to an excused absence will be automatically assigned an ISS for the next regularly scheduled ISS day.

A student who fails to successfully complete an ISS on the date assigned will be suspended out-of-school for the remainder of that school day. A re-entry conference involving the parent/guardian, student, and student's dean must be held before the student is permitted to return to school. Immediately following the re-entry conference, the student will be reassigned another ISS. The student must successfully complete an ISS prior to his/her admittance to scheduled classes.

Academic assignments must be completed during ISS and all school rules and procedures are in effect during the ISS; including the following. Student may choose to attend ISS from 7:00 am – 3:00 pm or 7:50 am - 4:00 pm.

1. Students must be seated in the ISS room by 7:50 a.m. They will be released at 4 p.m.
2. On the day of the in-school suspension, the student is NOT permitted to participate and/or attend any extracurricular events. This includes sports, practices, clubs, plays, dances, etc.
3. Students must relinquish their current school ID and cell phone to the ISS supervisor upon entering the ISS room.
4. The ISS supervisor may establish rules he/she deems necessary to maintain order and safety.
5. Student work will be checked by the ISS supervisor.
6. Students may not put their head down or sleep.
7. Students may not communicate verbally or nonverbally with other students.
8. Students will not be allowed to go to their lockers, the cafeteria, or use the phone.
9. Students may not bring or use cell phones, MP3 players, cards, or other recreational/entertainment devices.
10. Students may not consume food or beverages.
11. Students will be given one supervised break in the morning and one supervised break in the afternoon.
12. Lunch will be eaten in the ISS room.
13. It is the student's responsibility to come adequately prepared; i.e. books, pens, pencils, paper, etc.
14. Any violation of the ISS rules will result in the student being sent to the deans' office and an out-of-school suspension will be assigned for the remainder of that day. The time served in ISS will be forfeited.

ADMINISTRATIVE DETENTION PROCEDURE

Detentions are intended to provide a method of disciplining Elmwood Park High School students for violations of the School Behavior and Discipline Code. Administrator-assigned detentions and teacher-assigned attendance-related detentions will be served at the designated time before or after school. Detentions are to be served either the day of assignment or the next school day in the assigned detention room. Consequences for failing to serve detention(s) are outlined under Class I Infractions. Students may serve detention from 7:00 -7:45 am or 3:05 – 3:50 pm.

The following rules and regulations apply to detentions:

1. Students must arrive to the detention room on time.
2. Students must have their current student ID to the detention supervisor upon entering the detention room.
3. Students may not leave their assigned seats nor talk to other students without permission.
4. No personal entertainment devices, iPods, phones, cards, nor other recreational items will be allowed in the room.
5. No food or beverages will be allowed in the room.
6. Students will be informed of any other reasonable rules and regulations that may be established by the detention supervisor.

GENERAL INFORMATION

ADMINISTERING MEDICINES TO STUDENTS

A District employee shall generally not administer medication required by a student at school. This policy includes even common and widely used preparations such as aspirin.

However, students recovering from temporary illness or students on permanent medication, who require medication during the school day, may bring medication to school by following these guidelines:

1. A written statement from the student's physician indicating the necessity for the medication and proper dosage. Time and duration shall be required. The telephone number of the physician and the name and telephone number of the pharmacy shall be indicated.
2. A written request and permission from the parent/guardian to administer the drug shall be required. Medication shall be brought to school in appropriately labeled containers. The name

of the student and the names and phone numbers of the physician and pharmacy shall be indicated on the containers.

The school nurse shall administer medication.

SELF ADMINISTRATION OF MEDICATION

Should a student require a continuing program of medication and it can be demonstrated that the student is of responsible age, arrangements may be made for self-administration of the medication. This procedure shall be allowed after the following conditions have been met:

- A written release of liability from the parent/guardian.
- Written permission from the doctor.

All medicines shall be stored in an appropriate locked cabinet.

In all cases, the school retains the discretion to reject a request for administering medicine.

EQUAL EDUCATIONAL OPPORTUNITIES (7:10)

Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, economic and social conditions, or actual or potential marital or parental status. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

Elmwood Park Community Unit School District 401 also adheres to the policies and procedures of Section 504 of the Rehabilitation Act of 1973 to insure the rights of all disabled students enrolled. The District Section 504 Coordinator is Ms. Kari Smith, Director of Student Services, 708.583-5836.

FEES

School fees were approved by the School Board with the expectation that they would be paid by each family. A \$30 fee will be assessed for all returned and NSF checks. The registration fees along with other monies due the school (lost books, book fines, etc.) must be paid in full by **October 1** (or 30 days after registering a new student to the District).

School fee refunds will be calculated as follows:

Less than or equal to First week of school 75%

Less than or equal to 2nd week 50%

Less than or equal to 3rd week 25%

Less than or equal to 4th week 0

For the purposes of this policy, **“school fees”** or **“fees”** mean any

monetary charge collected by the District from a student or the parent(s) or guardian(s) of a student as a prerequisite for the student's participation in any curricular or extra-curricular program of the District. The District does not impose a "fee" when it requires that a student provide his or her own ordinary supplies of materials (e.g., pencil, paper, notebooks), which are necessary to participate in any curricular or extra-curricular program.

"School Fees" include, but are not limited to, the following:

- A All charges required for textbooks and instructional materials.
- B All charges and deposits collected by a school for use of school property
- C Charges for field trips made during school hours, or made after school hours if the field trip is required or a customary part of a class or extra-curricular activity (e.g., annually scheduled trips to museums, concerts, places of business and industry or field trips related to instruction in social studies, the fine arts, career/vocational education, or the sciences).
- D Charges or deposits for uniforms or equipment related to varsity and intramural sports, or to fine arts programs.
- E Charges to participate in an extra-curricular activity.
- F Graduation fees (e.g., caps, gowns),
- G School records fees.
- H Driver's education fees assessed pursuant to Section 27-23 of The School Code.

"School fees" do not include:

- A Library fines and other charges made for the loss, misuse, or destruction of school property (e.g., musical instruments).
- B Charges for the purchase of class rings, yearbooks, pictures, diploma covers or similar items. Charges for optional travel undertaken by a school club or group of students outside of school hours (e.g., a trip to Spain by the Spanish Club or a senior class trip).
- C Charges for admission to school dances, athletic events, or other social events.
- D Optional community service programs for which fees are charged (e.g., preschool, before and after school child care, recreation programs).

Waiver of Fees

Students whose parents are unable to afford the school fees may request a fee waiver. Applications for fee waivers may be submitted from parents/guardians by completing an application form available online on the District's website at www.epcusd401.org and click on Student Registration.

GRIEVANCE PROCEDURE

The Board of Education of School District 401 recognizes that every student, who attends a school within the district, should have equal access to participate in all appropriate educational offerings of the district as well as access to the district facility in which the educational offering is provided. The Board does not guarantee that each facility shall be equally accessible to the handicapped, but that within the school district, a handicapped student will be able to receive equal educational opportunities. If the building to which a student would normally be assigned for reason of residence does not provide the accessibility necessary for a handicapped student, that student may be assigned to another school for convenience of accessibility and shall be transported to that school.

The parent of a handicapped student shall forward to the Superintendent a letter from a licensed physician qualified to practice medicine in the State of Illinois, stating the type and severity of the handicap and his/her recommendation as to specific architectural needs.

When it is necessary for handicapped adults (parents/guardians) to attend school activities in a school where there may be architectural barriers, the school shall amend its usual procedure and provide a meeting place which is accessible to the parent/guardian.

When a student or an adult (parent/guardian) or staff member believes that some phase of the educational program is inaccessible to him/her, the following grievance procedure shall be followed:

1. The student, parent/guardian, or staff member shall discuss the alleged case of discrimination with the immediate supervisor of the facility.
2. If the case of the alleged discrimination is not satisfactorily dealt with in step 1, the alleged case of discrimination shall be submitted in writing to the person designated by the Superintendent to handle grievances.
3. Following administrative review of the Superintendent, alleged cases of discrimination which still remain unresolved shall be referred in writing to the Board of Education for review.
4. If there is still no resolution to the problem after the board of Education review, the case shall be referred to the State Board of Education.

INTERNET USER RULES

When students use the Internet they must follow the School District 401 Telecommunications Agreement which can be found at the end of this document. It is, in all cases, unacceptable to use the network for illegal purposes. It may, in some cases, be unacceptable to sue the network for commercial purposes. All users will sign a School District 401 Telecommunications Agreement.

Access to Student Social Networking Passwords & Websites

(Updated: February 2016)

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

LIBRARY

Most books are circulated for 2 weeks; reference books are overnight. Fines accrue at 10-25 cents a day per book and are payable upon return. Unpaid fines are subject to an additional late fee at the end of the year. Replacement fees for books which have been damaged or lost are as follows:

Paperback fiction: \$10.00 Hardcover fiction: \$20.00

Paperback nonfiction: \$20.00 Hardcover nonfiction: \$30.00

Reference: Actual replacement cost

Laptop computers may be checked out overnight with signed parent/student permission slip and teacher assignment verification. Computers are due before school the following day. Students who return computers late will be charged a fine of \$5.

RESIDENCY

Elmwood Park High School will admit only students residing in Elmwood Park. Below is our current residency information that is required at the time of registration. ALL DOCUMENTS MUST CONTAIN CURRENT ELMWOOD PARK ADDRESS ALONG WITH THE NAME OF PARENT/GUARDIAN

A. PROVIDE ONE OF THE FOLLOWING DOCUMENTS:

- Real estate tax bill from current calendar year.
- Current mortgage statement/closing statement or letter from the county assessor.
- Entire lease dated within the last 12 months that shows the name, signature, address and telephone number of the landlord and signature of the tenant(s). **It must list all persons living in the household.**
- Notarized Letter of Residence Form. (Used if you don't have a lease or live with friends or relatives.) **Include names of all persons living in the household.**

B. ALSO PROVIDE ONE OF THE FOLLOWING DOCUMENTS:

- Current water, electric, gas, internet, satellite provider or cable bill with Elmwood Park service address.
- Valid Illinois or Elmwood Park vehicle registration **with** Illinois driver's license citing Elmwood Park address.
- Valid public aid card or document from DHS or DCFS with Elmwood Park address.
- Homeowner's or renters' insurance document with Elmwood Park address.
- Recent pay stub from your employer with Elmwood Park
- Address

**C. ALSO PROVIDE ONE OF THE FOLLOWING DOCUMENTS
(Proof of Personal ID)**

- State issued photo ID (IL driver's license if you own/drive a car with Elmwood Park address or IL state ID with Elmwood Park address)
- Federal issued photo ID (passport)
- Other photo ID with Elmwood Park address.

ONE document from CATEGORY A, ONE document from CATEGORY B and ONE document from CATEGORY C must be presented to register your child for school. A total of THREE documents must be presented.

**SPECIAL INSTRUCTIONAL PROGRAMS AND ACCOMMODATIONS
(6:120)**

Architectural Barriers

In one of the four new “policy interpretations” of Section 504, the Federal Office of Health-Education and Welfare Civil Rights Division (OCR) indicates that schools do not have to make structural changes if they can use other methods to make services available. For example, they can use alternative sites or make home delivery of services. Carrying a handicapped person is forbidden except when structural changes are “prohibitively expensive” or not yet completed. Schools may not exclude handicapped students from contact sports just because they have lost an organ or a limb. They can require parental consent and doctor approval for participation, however. In disputes between parents of handicapped children and school system officials, school board members may not serve as hearing officers.

Non-discrimination

All policies adopted by the Board of Education and practices followed by any board member or employee of School District 401 shall be in accord with the provisions of Section 504 of the Rehabilitation Act of 1973, 29 U. S. C. 706, pertaining to discrimination toward handicapped individuals. The Superintendent shall appoint a member of the staff to propose, monitor, and review, at least annually and as need demands, a program which will assure that the district is in conformance with the provisions of the act. The Superintendent shall recommend to the Board of Education those architectural and program changes which shall assist the district in meeting the needs of the handicapped within the school district.

SEXUAL HARASSMENT – STUDENT OR STAFF (7:20)

Definitions

The determination of what constitutes sexual harassment will vary with the circumstances. It may include physical assault; physical contact; threats; direct sexual propositions; subtle pressure for sexual activity; a pattern of sexually explicit statements, questions, jokes, or anecdotes; offensive personal remarks of a sexual nature; or other unwelcome sexual advances or conduct of a sexual nature, when such conduct has the purpose or effect of unreasonably interfering with a student’s learning or education, or creating a hostile learning or educational environment.

Violations

It shall be a violation of this policy for any student to abuse another student or staff member through any sexually harassing conduct or communications whether such behavior occurs on school

grounds, at school events, or on the school bus. Also, a student who takes any form of reprisal against any student or staff member who has rejected or reported sexual harassment shall have violated this policy.

Complaints

Students or staff members who feel they have been sexually harassed may report problems or complaints to any teacher, counselor, or administrator who shall immediately report the matter to the principal.

Any school personnel who believe a violation of this policy may have occurred shall immediately report the matter to the principal for review and investigation.

Child Reporting Act (IL Rev. Stat. 1985 ch. 23, pars. 2051 et seq.) requires a report to be made to the child abuse Hotline number (1-800-25A-BUSE) whenever there is reasonable cause to believe that a student has been abused.

A Time Limits

The student or staff member should raise questions or complaints about sexual harassment as soon as possible while facts are known and potential witnesses are available.

School personnel must report infractions to the principal within two (2) days after they have cause to believe that this policy may have been violated.

B Administrative Action

Upon receiving a complaint or report of a possible violation of this policy, the principal shall promptly review the incident. The principal may decide to refer the parties for counseling or mediation to resolve problems of alleged sexual harassment. If the principal determines that an administrative investigation is necessary, it shall be done promptly to determine whether the alleged violation has occurred. The investigation may include review of any relevant evidence and interviews with the student or staff member, the alleged offender, and any person believed to have pertinent knowledge. The accused shall have a full opportunity to tell his/her side of the story. The principal shall take steps to maintain the confidentiality of the investigation

C Penalties

If, after considering all the evidence, the principal determines that there has been a violation of this policy, the following

penalties will be instituted.

1. First Offense

First time violator(s) of this policy may be suspended from school for a period of up to five (5) days and a parent conference held, except where aggravated circumstances establish gross misconduct.

2. Subsequent Offense

A second violation may constitute gross misconduct.

3. Gross Misconduct

Where there is a finding of gross misconduct, the offending student(s) may be indefinitely suspended pending a conference with the principal. After review by the principal, a recommendation for expulsion may be made to the Board of Education.

LEGAL REF.: Title VII, Sex Discrimination under the Civil Rights Act of 1994.

Title IX, Non-discrimination of the Basis of Sex in Education Programs and Activities Receiving or Benefiting from Federal Financial Assistance of the Educational Amendments of 1972.

POLICY OF NON-RETALIATION

A student's or staff member's good faith action in reporting a complaint, reporting evidence, or giving testimony of sexual harassment will not adversely affect the student's education, grades, curriculum or record or the staff member's employment status. However, a student, staff member, or witness found to have been intentionally dishonest or malicious in making allegations or testifying shall be subject to discipline.

Throughout the complaint process, every effort will be made to protect the complainant and witnesses from reprisals and to protect the alleged offender from irresponsible complaints.

VISION SCREENINGS

Vision Screenings are conducted annually for all children enrolled in the school district. A vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months. Please let us know immediately if you do not wish for the school district to conduct a vision screening for your child.

DEFINITIONS

DETENTIONS

Detentions are the assignment for an additional period of school to be served before or after school. Students are assigned to detention primarily for minor disciplinary violations. Students may serve a detention the following day it is issued. Students must report for detention on time and will not be admitted without an I.D. or study material.

A detention not served due to absence is automatically rescheduled for the day the student returns to school.

EXTERNAL SUSPENSION

When a student's misconduct, in the opinion of the administration, is so grave that it adversely affects the general welfare of the school learning environment, the student will be suspended out-of-school. A student who presents a problem of misconduct or consistent violation of rules also may be suspended. A single suspension will not exceed ten (10) consecutive school days.

A student receiving an out-of-school suspension must surrender his or her I.D. to the administrator assigning the suspension; the student will pick up the I.D. from the administrator before the beginning of the school day on which the suspension ends. (External suspensions begin at the time the student is suspended and ends at 7:30 a.m. of the day the student is to return to school.)

Students suspended from school may not attend class or any school-sponsored activity (as a spectator or a participant). They also may not be on the school grounds during the suspension unless they have made prior arrangements with the dean, assistant principal, or principal. Students who do not seek consent from the proper authorities will be subject to trespass laws.

When a student is suspended, every attempt will be made to notify the parent(s) on the day of the suspension. The student will not be released from school until the parent has been contacted or until the student's regularly scheduled school day has ended. A student completing an out-of-school suspension must attend a re-entry conference with their parent(s) or legal guardian(s) and dean before resuming his/her normal class schedule. A letter will be mailed to confirm the suspensions.

There are offenses of such a nature that will result in immediate suspension and recommendation for possible expulsion.

EXCESSIVE EXTERNAL SUSPENSION

Depending on finding of the deans' recommendations for Tier 2 or Tier 3 interventions, or a recommendation for initial evaluation for special education services may be made.

If the student is currently receiving special education services, all applicable laws governing special education will be followed. Continued violation of school code could result in a recommendation for expulsion.

SOCIAL SUSPENSION

A socially suspended student may not attend or participate in any school functions while serving the social suspension. Any student who has been externally suspended is automatically placed on social suspension for the length of the suspension. Students can also be socially suspended for inappropriate behavior which is displayed while attending extra-curricular activities and events. Depending upon the nature of the offense, the suspension may include the semester in which the offense was committed as well as the following semester.

Students whose behavior demonstrates their willingness to follow school rules and policies may petition (in writing) the assistant principal for permission to attend special extra-curricular activities such as homecoming, prom, senior luncheon, etc.

District Policies for Student Handbooks Elmwood Park Community Unit School District #401

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

USE OF INSTRUCTIONAL RESOURCES ELMWOOD PARK COMMUNITY UNIT SCHOOL DISTRICT #401

ACCEPTABLE USE POLICY RULES

The Elmwood Park School Board recognizes that as new technology changes the way that information may be accessed and communicated by society, those changes may also alter instruction

and student learning. The Board generally supports access by students to rich information resources along with the development by staff of appropriate skills to analyze and evaluate such resources. In a free and democratic society, access to information is a fundamental right of citizenship.

Internet access is now available to students, teachers, and community members in Elmwood Park Community Unit School District 401, as an addition to many forms of information already accessible. District 401 is very pleased to bring this access to students and teachers and believes the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers, students, and the community is to promote educational excellence in the District 401 schools by facilitating resource sharing, innovation, and communication.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. School Board policy requires that all such materials be consistent with district-adopted guides supporting and enriching the curriculum while taking into account the varied instructional needs, learning styles, abilities, and development levels of the students. District 401 has taken available precautions, which are limited, to restrict access to controversial materials. District 401 will be using a software program to restrict access to some locations. A staff member will supervise students while they are using school Internet resources. Students who do not have a signed District 401 Acceptable Use Policy will not have individual access to the Internet. However, on a global network it is impossible to control all materials and a user may discover controversial information. District 401 firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District.

Internet access is coordinated through a complex association of government agencies, regional, and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users that must adhere to strict guidelines. These guidelines are provided here so those users are aware of the responsibilities they are about to acquire. In general, this requires efficient, ethical, and legal utilization of the network resources. If a District 401 user violates any of these provisions, his or her account will be terminated, future access may be denied, and disciplinary action will result.

These Acceptable Use Policy Rules for District 401 and any other electronic information-related policy and procedures will remain on

file at the District Office of Elmwood Park Community Unit School District 401. This and other related documents will be available for review by all parents, guardians, school employees, and other community members.

TERMS AND CONDITIONS

1. **Acceptable Use** – Access to the Internet through District means access must be for the purpose of research and education and consistent with the educational objectives of Elmwood Park Community Unit School District 401. Use of other organization’s networks or computing resources must comply with the rules appropriate for that network and must also be consistent with the educational objectives of District 401. Internet resources may not be used in violation of any United States, state, or local regulation. Internet resources may not be used to upload, download, receive, transmit or distribute pornographic, obscene, sexually explicit, illegal, defamatory or threatening material, information likely to result in harassment of another student or staff member, likely to cause material disruption in the schools, or is otherwise inconsistent with the District’s educational mission. Internet resources may not be used to infringe on copyright or to plagiarize.
2. **Privileges** – The use of District 401’s Internet access is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. (Each student who is granted access will receive information pertaining to the proper use of the network.) Based upon the acceptable use guidelines outlined in this document, the building administrators will deem what is inappropriate use and their decision is final. The system administrators may disable or close an account at any time as required. The administration, faculty, and staff of District 401 may request the system administrator to deny, revoke, or suspend specific user accounts.
3. **Netiquette** – Users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
 - Be polite. Do not write or send abusive messages to others. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language. Do not distribute pornographic, obscene, or sexually explicit materials.
 - Do not reveal your personal home address or phone numbers. Do not reveal the addresses or phone numbers of other students or staff members.
 - Note that electronic mail (e-mail) is not private. People who

operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the proper authorities.

- Do not use the network in a way that would disrupt the use of the network by other users (e.g., downloading huge files during prime time; sending mass e-mail messages), or in any way likely to cause disruption in the delivery of educational services by the District, or result in material disruption in the schools.
 - All communications and information accessible via the network should be assumed to be private property.
4. **Students will not respond to unsolicited online contact.**
 5. **Security** – Security on any computer system is a high priority, especially when the system involves many users. If a user feels he/she can identify a security problem the user must notify a system administrator. Do not demonstrate the problem to other users. Do not use another individual's accounts. Users should not give their password to any other individual. Attempts to log in to the system as any other user will result in disciplinary action. Any attempts to log in to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.
 6. **Vandalism** – Vandalism will result in cancellation of privileges and disciplinary consequences. Vandalism is defined as any malicious attempt to harm or destroy data of another user or any network. This includes, but is not limited to, the uploading or creation of computer viruses and hardware damage.
 7. **Purchase of Goods and Services** – It is possible for students to purchase goods and services via the Internet, and these purchases could potentially result in unwanted financial obligations. This activity will be prohibited via District 401's Internet access.
 8. **Subscribing Possibilities** – Students will not be allowed to subscribe to list servers or newsgroup unless specific permission is provided by the parent/guardian in writing and the student's teacher secures permission.
 9. **Updating User Information** – Our Internet access may occasionally require new registration and account information from users to continue the service. Users must notify a District administrator of any changes in account information (address, etc.). Currently, there are no user fees for this service.
 10. **Exception of Terms and Conditions** – All terms and conditions as stated in this document are applicable to Elmwood Park

Community Unit School District 401. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Illinois and the United States of America.

11. **Liability** – The school district will not be held liable for:
 - Information stored on school district diskettes, hard drives, or servers.
 - Information retrieved or transmitted through the school district computers, networks, or online resources.
 - Personal property used to access school district computers, networks, or online resources.
 - Unauthorized financial obligations resulting from use of school district resources and accounts to access the Internet.
 - Network system crashes resulting in downtime.
12. **Student Work, Records and Information** – All users of the District’s means of access to the Internet shall maintain confidentiality of student records in their use of District computers and District means of access. Students and personnel shall not load onto the network or Internet any student work, student communications, student images or any personally identifiable information about students without prior approval from the Assistant Superintendent or his/her designee and prior written parental consent (when required by applicable State or Federal law). Personnel shall maintain confidentiality of student record in their use of District computers. Confidential student information should not be loaded onto the network where unauthorized access to such information may be obtained.
13. **District Work Product** – Users of District computers and District means of access to the Internet shall not load onto the District’s network or Internet any District 401 work product without prior approval of the Assistant Superintendent or his/her designee. Examples of materials constituting District 401 work product include, but are not limited to, District 401 curriculum, District 401 test or examination materials, department guidelines and/or procedures, parent/student handbooks, personnel handbooks, District 401 publications and brochures, school newspaper, school yearbook, District 401 policies, and administrative regulations/procedures.
14. **Monitoring and Inspection** – As a condition of being allowed access to the Internet and the District’s electronic mail communication through use of District computers and District

means of access, users shall consent to monitoring and inspection by school staff and administration of all use of district computers and District means of access including any and all electronic mail communications made or attempted to be made or received by users and all materials accessed or downloaded by users.

All Elmwood Park Community Unit School District 401 students and employees may access the Internet. To do so, you must complete the attached contract and application will be completed and returned to the attendance center officer.

POLICY ADOPTED:

SEPTEMBER 17, 1997

Instruction

Acceptable Use and Internet Safety Policy

Purpose

The Board of Education of Elmwood Park Community Unit School District 401 (herein referred to as "the Board" or "the District") provides technology resources to support the educational mission of District schools. Electronic networks, including the Internet, are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication. The use of these resources is a privilege that is extended to members of the District community. The District's code of conduct applies to activities online and with technology. In addition, individuals must read the District's Acceptable Use and Internet Safety Policy and sign the attached Agreement Regarding Permissible Computer Use before receiving access to District technology resources and the internet.

Use of the District technology resources must be consistent with the mission, goals, and objectives of the District. Members of the District community are expected to use technology in a responsible, efficient, ethical and legal manner. District community members are responsible for their activities and accountable for their individual conduct while using District technology services. Inappropriate use may result in discipline, loss of privileges, and/or legal action at the discretion of the Superintendent or his/her designee.

Application of Policy

This Policy applies to all individuals (hereinafter "individuals" or "users") who use the District technology resources provided and managed by the District. Individuals covered by this Policy (sometimes referred to in this Policy as "District community members") include, but are not limited to, students, staff, faculty, administration, and visiting guests and parents who

have access to the Internet as well as a host of “District technology resources.” “District technology resources” includes all District hardware, software, communications systems, networks, electronic equipment, data, and other technologies, including any means or method to access the Internet using such resources.

Scope

In providing District technology resources, the Board owns the contents of the technology systems provided and reserves the right to inspect the contents of the system. Individuals using District technology resources have no expectation of privacy in any material stored, transmitted, or received via the District’s electronic network. The Board denies any responsibility for any information, including its accuracy or quality, obtained or transmitted through use of the Internet. The Board does not warrant the effectiveness of Internet filtering. Further, the Board denies responsibility for any information that may be lost, damaged or altered or unavailable when using the District’s network as well as for any damage or loss of and user’s personal property used to access District technology resources. The Board denies any liability for information transmitted through District technology resources. Individuals shall be solely responsible for any improper or illegal activity and/or transaction resulting from the use of the District’s computer network. District technology resource users shall be solely responsible for any unauthorized charges resulting from access to the Internet.

Policy

1. Acceptable Use

The Board only authorizes and approves of use of the District’s technology resources for activities consistent with the educational mission of the District that include the school curriculum, delivery of services or co-curricular activities sponsored by the District. All users are expected to exercise good judgment in the use of the District’s technological and information resources.

2. Unacceptable Use

The Board declares that the unacceptable uses of District technology resources include, but are not necessarily limited to:

- Individuals may not modify, install, upload or download programs or software without administrative and technology staff authorization.
- Individuals may not engage in acts of vandalism, which is defined as any malicious attempt to harm or destroy data of another user or any

network. This includes, but is not limited to uploading or creation of computer viruses and hardware damage.

- Individuals may not partake in wasteful use of District resources or file space (examples include: printing excessive amounts of paper, sending spam or chain letters, looping programs)
- Individuals shall not access, submit, post, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material.
- No District work product may be loaded onto the network or posted on the internet for public access without prior approval from the Superintendent or his/her designee. Examples of materials constituting District work product include, but are not limited to the following: curriculum or test materials used in District programs, Division or Department Guidelines and/or Procedures, Parent/Student Handbooks, and District publications.
- Individuals may not use the District's computer network or District internet access for commercial gain.
- Individuals shall not use the network while access privileges are suspended or revoked.

3. Internet Safety

Students may access the Internet with the permission and under the direction of a teacher or staff member as part of the school curriculum.

- Use of the District computers and the District network may be supervised and monitored by District staff to ensure appropriate use. To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter access to inappropriate information on the internet and electronic communication. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. All internet-enabled computers used by students, patrons, and staff, will employ filters. If individuals detect that technology services or internet filters are not functioning properly, they shall immediately notify the system administrator. Individuals shall not modify or disable, or attempt to modify or disable, any filtering or blocking software installed in District computers or the District's computer system.
- Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized, only for bona fide research or other lawful purposes. Procedures to disable or otherwise modifying any technology protection

measures shall be the responsibility of the Superintendent or his/her designee.

- Individuals may not access information which is illegal, indecent, obscene, constitutes child pornography, harmful to minors, inappropriate for minors, defamatory, likely to result in harassment of another student or staff member, likely to cause material disruption in the schools, or is otherwise inconsistent with the District's educational mission, or to enter or transmit such information. Any individual who attempts to access, enter, upload, install, download or transmit prohibited information shall be subject to discipline that may include suspension or loss of all access privileges.

4. Electronic Communication

The District provides a means of electronic communication to aid students and staff members in fulfilling their duties and responsibilities in the learning environment.

- The District strives to protect the safety and security of all individuals using forms of direct electronic communications including electronic mail, chat, messaging, and other technologies. Students should not respond to unsolicited online contact. As a condition of access to and use of the District's computers and network, all users consent to monitoring and inspection of communication and files by school staff and administration.
- Individuals shall not transmit any message or information which is illegal, indecent, obscene, harmful to minors, inappropriate for minors, child pornography, defamatory, likely to constitute harassment of another student, staff member or any other individual, likely to cause disruption in the District's schools, or is otherwise inconsistent with the District's curriculum and educational mission.
- Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user.
- Electronic messages transmitted via the District's email gateway carry the District's domain name. This domain name is registered and the author is identified as part of District. Individuals should be mindful of how messages might reflect on the name and reputation of District

and be respectful in all electronic dealings with those outside the District.

Faculty and Staff (additional provisions):

- In addition to acceptable uses as described in this Policy, faculty and staff may use the District's resources for incidental personal use if such use does not interfere with the operations of any system, as determined by a technology staff member, and does not interfere with the job performance of the staff member, as determined by the individual's supervisor.

5. Privacy

Individuals shall respect the privacy rights and personal rights of others when using technology resources.

- Individuals may use only the technology resources, accounts, and files for which they have authorization. Individuals should not share passwords or attempt to access another's account or files. Any attempts to log in as another user; log in as system administrator; or access electronic communications intended for another individual will result in disciplinary action.
- Individuals should also observe secure computing practices such as logging off at the end of a session and setting secure passwords.
- Individuals are expected to be courteous and respectful in all communications and when using technology resources.

Faculty and Staff (additional provisions):

- Faculty and staff shall maintain confidentiality of student records. Personnel shall not use electronic communication to create, communicate, repeat or otherwise convey or receive personally identifiable student information (the disclosure of which is unauthorized). Confidential student information should not be loaded onto the network or posted on the Internet where unauthorized access to such information may be obtained.

6. Adherence with Federal, State, and Local Laws

Members of the District community are expected to uphold local ordinances and State and federal law. Criminal conduct may be referred to law enforcement authorities.

- Individuals shall abide by all federal, State, and local laws.
- Individuals shall abide by all applicable copyright laws and licenses. The District has entered into legal agreements or contracts for many software and network resources that require each individual using them to comply with those agreements. Users shall not use, copy, or distribute copyrighted works (including but not limited to Web page graphics, sound files, film clips, trademarks, software and logos) without proper attribution.
- Individuals shall not use the District's technology resources for any unacceptable uses or illegal activities. Faculty and staff shall endeavor to ensure compliance by all District community members with any applicable local ordinances as well as State and federal law. Further, as specifically required by the Children's Internet Protection Act, faculty and staff shall endeavor to prevent inappropriate network usage including: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Consequences of Improper or Prohibited Use of District Technology Resources

Any individual who engages in an unacceptable use of the District's technology resources, or otherwise violates this Policy, shall be subject to discipline that may include suspension or loss of all access privileges. In the case of employees, the unacceptable use of the District's technology resources or violation of this Policy may result in additional discipline including suspension without pay and/or recommendation for dismissal from employment. In the case of students, the unacceptable use of the District's technology resources or violation of this Policy may result in an out-of-school suspension or expulsion.

7. Miscellaneous

This Acceptable Use and Internet Safety Policy and any other information-related policy and procedure will remain on file at the District Office. This and other related documents will be available for review by all parents, guardians, school employees, students and other District community members.

LEG. REF.:	<i>Children's Internet Protection Act</i> , 47 U.S.C. 254(h) and (1) <i>No Child Left Behind Act</i> , 20 U.S.C. 6777 <i>Enhancing Education Through Technology</i> , 20 U.S.C. 6751 <i>et seq.</i> 720 ILCS 135/.01 <i>Communications Act of 1934</i> , 47 U.S.C. Sec. 254
CROSS REFERENCE:	6:235AP (Staff Agreement Form), 7:350AP (Student Agreement Form)
ADOPTED:	August 19, 1998
First Reading of Revision:	January 16, 2008
Second Reading of Revision:	February 20, 2008
ADOPTED:	February 20, 2008

Technology Do's and Don'ts

DO:

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

DON'T

- Use websites or play games online without direction from a teacher.
- Use external proxy server to bypass school internet filter
- Run a game server while at school

- Download music, programs, pictures, or any files not part of the curriculum
- Store files on network folders that are not related to school curriculum.
- Chat online w/o permission (prohibited services include, but are not limited to, AOL Instant Messenger and Windows Messenger)
- Participate in social networking site not in curriculum (prohibited websites include, but are not limited to, MySpace and Facebook)
- Use school technology to buy goods or services or to make money.

Revised 3/30/12

STUDENT AND PARENT/GUARDIAN DIGITAL CITIZENSHIP AUP CONTRACT

The Elmwood Park School Board recognizes that as new technology changes the way that information may be accessed and communicated by society, those changes may also alter instruction and student learning. The Board generally supports access by students to rich information resources along with the development by staff of appropriate skills to analyze and evaluate such resources. In a free and democratic society, access to information is a fundamental right of citizenship. Internet access is consistent with the goals and objectives of the district, including preparing our students to be citizens of the 21st century. District 401 continues to provide this access to teachers, students, and the community in order to facilitate resource sharing, innovation, and communication.

Elmwood Park CUSD 401 educators will provide guidance and instruction to the students in the appropriate use of such resources. The board of education expects that students will use appropriate and responsible behavior on the school network and in the accessing of all electronic information as independent researchers. Elmwood Park CUSD 401 retains the following rights and recognizes the following obligations:

- To monitor the use of online activities. This may include real-time monitoring of network activity, file storage and/or maintaining a log of all activity for later review. EPCUSD 401 reserves the right to restrict online destinations through software or other means.

- To supervise students, control electronic equipment, or otherwise have occasion to observe student use of equipment online. Staff members shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of EPCUSD 401.
- To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to EPCUSD 401-owned equipment and, specifically, to exclude those who do not abide by the District Acceptable Use Policy, Board Policy Section 6:235, and any other policies governing the use of school facilities, equipment, and materials.

Access to the Elmwood Park CUSD 401 network is a privilege, not a right; therefore, students will be permitted to use these resources upon the submission of an agreement form signed by the student and the student's parent/guardian upon entry to the school district. The signed Digital Citizenship AUP Contract will be kept on file as a legal binding document. Failure to comply with the agreement for acceptable use may result in the student's loss of access to the network as well as other disciplinary actions, up to and including out-of-school suspension and/or expulsion, and referral to law enforcement authorities where appropriate.

Technology use in EPCUSD 401 is governed by the Children's Online Privacy Protection Act (COPPA) and Family Educational Rights and Privacy Act (FERPA). More information can be found at: <https://www.ftc.gov/privacy/coppafaqs.shtm> and <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

G SUITE FOR EDUCATION

Elmwood Park CUSD 401 is excited to utilize G Suite for Education for its students, teachers and staff. As with any educational endeavor, a strong partnership with families is essential to a successful experience. G Suite includes free, web-based word-processing, calendar, presentation, drawing, email, forms, and spreadsheet programs which are now available for all EPCUSD 401 students. Using these tools, students collaboratively create, edit, and share files and websites for school-related projects and communicate via email with other students and teachers. These services are entirely online and available 24/7 from any internet-connected device. Collaboration and communication will be restricted to only accounts within the epcUSD401.org portal. Students will not be able to receive communications or documents from outside this password-protected

portal. Google's terms of use can be found at:
https://www.google.com/apps/intl/en/terms/user_terms.html

Students will follow school and district policies for appropriate use when using Internet based services like G Suite for Education. These services are considered an extension of the school's network. Students have no expectation of privacy in their usage on their school account. Service administrators have the right and ability to monitor users accounts for policy and security enforcement. School staff will monitor student use of applications when students are at school. Parents/guardians are responsible for monitoring their child's use of applications when accessing Google Apps from home. Students are responsible for their own behavior at all times. For more information on EPCUSD 401's network guidelines for students please refer to the District Acceptable Use Policy and Section 6:235 of the EPCUSD401 Board Policy.

Students will use these tools available to all Google Account Members (these tools include, but are not limited to):

- Custom Gmail address (Grades 3-12 only)
- Calendar to enter school assignments and activities
- Drive for creating or sharing online documents (with tools similar to Microsoft Word, PowerPoint and Excel)
- Google Sites, Earth and Maps

STUDENT EMAIL (Grades 3-12 only)

All student Electronic Mail (email) accounts are property of Elmwood Park Community Unit 401. Email activities must comply with the District Acceptable Use Policy and the Board of Education Policy 6:235. The user accepts all responsibility to understand the policy. The primary purpose of the student electronic mail system is for students to communicate with school staff, outside resources related school assignments, and fellow students to collaborate on school activities. Account usernames and passwords will be provided to parents so those parents can monitor the account and communicate with teachers. Use of the district's email system is a privilege. Improper use of the system will result in discipline and possible revocation of the student email account. Illegal activities on the system will be referred to law enforcement authorities for appropriate legal action.

- Use of the email system will align with the school's code of conduct and the code will be used for discipline purposes. Communication through the district's email system will exhibit common sense and civility. It will abide by the community's mode of acceptable behavior.

Students are responsible for messages sent from their accounts. Students should not share their passwords.

● Electronic mail from the 401 domain can be checked from home or from school computers. Messages posted on the district's email system which are reasonably foreseen to cause disruption to the school environment or normal and acceptable school operations will be subject to disciplinary actions, up to and including out-of-school suspension and/or expulsion, and referral to law enforcement authorities where appropriate.

● The email system cannot be used to operate a personal business. The account may not be sold or otherwise re-assigned without written consent of the District 401 Director of Technology. The account may be revoked if used inappropriately.

● Students will report any unusual activities such as "spam" communications, obscene email, attempts by adults or other students to lure them into inappropriate and/or dangerous behaviors, and the like to the school's technology contact for action. Students should not forward chain letters, jokes, or graphics files.

● Electronic mail sent or received by the 401 domain is not confidential. Although the Board of Education does not make a practice of monitoring electronic mail, the administration reserves the right to retrieve the contents of user mailboxes for legitimate reasons, such as to find lost messages, to conduct internal investigations, to investigate allegations of violations of the school's code of conduct or other wrongful acts, or to recover from system failure.

(This sign-off form was sent home with your registration packet last spring. If it has not been returned, another copy may be obtained from the main office. You will be not be able to login with your Google account without this signed document.)

District Policies for Student Handbooks

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

Parent/Student Sign-off Sheet

It is necessary to fill out this sign-off sheet page 69/70 per student and return to the school no later than five (5) school days after your first day of classes.

UNDERSTANDING AND ACCEPTANCE OF STUDENT HANDBOOK POLICIES AND PROCEDURES

Every student receives a Student Handbook during the opening week of the school year. Teachers and the school administration have discussed the contents with all students. **Read the handbook and policies carefully so that you are aware of the procedures and rules. We will refer to its contents with students, throughout the year.** This Handbook outlines our rules and expectations for your child. In a sense, it then becomes a contract between parent, student and school. We, therefore, request both a parent and student signature indicating the awareness of the contents of this Handbook and District Policies. Each school may have a directive that is specific and pertinent to their grade levels. Be sure to review your child's school handbook. These are designated policies required for the student handbook. All Board Policies are available to the public at the District Office and online on the District's website.

Please return this sign-off sheet (page 69/70) no later than the five

(5) school days after your first day of classes.

PART 1: DISTRICT POLICIES FOR STUDENT HANDBOOKS

All District student handbook policies are posted on our website epcusd401.org "District Policies for Student Handbooks." Hard copies are available in the office at each school. The handbook Board Policies may be amended by Board approval during the year.

PART 2: CELLULAR PHONE ACCEPTABLE USE POLICY AND PARENTAL PERMISSION

Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules is prohibited. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; or (b) use of the device is provided in a student's individualized education program (IEP). Each school has different guidelines/restrictions regarding cell phone use (especially Elm Middle School and the High School). Please be sure you review these guidelines with your child(ren).

PART 3: PUBLICATION OF STUDENT PHOTOS

I understand and acknowledge that from time to time, Elmwood Park Community Unit School District 401 may publish student photographs or images in various school publications. Publications in which my child's photograph or image may appear include, but are not necessarily limited to, the yearbook, school brochures, video recordings, the school newspaper and the District's website. I understand that information posted on the District's Internet site will be available to all users of the Internet. I also understand that District 401 cannot restrict either the scope of the audience or the use of such information by visitors to the District's Internet site. I understand that I have the opportunity to inspect, copy, and challenge the contents of the above-described information. I understand that unless I request in writing that I do not want such information released, District 401 may publish photographs or images of my child that do not identify my child without my consent. I further understand that in order for District 401 to publish a photograph or image of my child with identifying information, I must give my written consent.

PART 4: ELECTRONIC COMMUNICATION

Students and their parents should carefully review Board Policy 6:235 *Acceptable Use and Internet Safety* regarding permissible use of District technology resources. Parents and students should sign this Agreement where indicated to evidence their agreement to follow the District's rules and regulations as set forth in the Acceptable Use and Internet Safety Policy. Students will be allowed to use District technology resources, including computers and access the Internet, pursuant to the Acceptable Use and Internet Safety Policy after they have returned this Agreement signed by the student and his/her parent or guardian. Please retain the attached Policy or refer to the online policy for future reference.

STUDENT

I have read and I understand the School District's Acceptable Use and Internet Safety Policy. I agree to follow the District's rules and regulations set forth in the Policy. I understand that failure to follow the District's Acceptable Use and Internet Safety Policy will result in appropriate disciplinary action that may include loss of computer access privileges, out-of-school suspension and/or expulsion.
Approved 5/27/14

PARENT(S)/GUARDIAN(S)

I have read and I understand the School District's Acceptable Use and Internet Safety Policy. I understand that the District's technology resources, including the District's network and access to the Internet, are for educational purposes only. I also recognize that it is impossible for the District to prevent access to all non-educational materials and that the responsibility for appropriate use of District technology resources ultimately rests with the computer user. I agree to instruct my child accordingly. I further agree to indemnify and hold harmless the Board of Education, its Board members, and the Board's employees and agents for any harm caused by my child's use of the District's technology resources. I accept full responsibility for supervision of my child's use of any District technology resources, including any use of District means of access to the Internet that may occur outside the District's schools. I understand that my child's failure to follow the District's Acceptable Use and Internet Safety Policy will result in appropriate disciplinary action that may include loss of computer access privileges, out-of-school suspension and/or expulsion.

PART 5: NOTICE FOR DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Elmwood Park Community Unit School District 401, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the District to include this type of information from your child's education records in certain school publications. Examples include the following:

A playbill, showing your student's role in a drama production;
The annual yearbook; Honor roll or other recognition lists;
Graduation programs; Sports activity sheets, such as for wrestling, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two Federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Elmwood Park Community Unit School District 401 to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing **no later than the five (5) school days after your first day of classes.**

The District has designated the following information as directory information:

Student's name

School

Participation in officially recognized activities and sports

Weight and height of members of athletic teams

Photograph

Degrees, honors, and awards received
Grade level

Students will have NO internet access until these sheets are returned, no later than five (5) school days after your first day of classes.

Student Handbook Acknowledgment and Pledge

Name of Student: _____ ID # _____

Student Acknowledgement and Pledge: I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations. In order to help keep my school safe, I pledge to adhere to all School and School District rules, policies and procedures.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and School District rules, policies and procedures.

Student Signature

Date

Parent/Guardian Acknowledgement: I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with School and School District rules, policies and procedures.

Parent/Guardian Signature _____ Date _____
Student Handbook Acknowledgment and Pledge

Name of Student: _____ ID # _____

Student Acknowledgement and Pledge: I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations. In order to help keep my school safe, I pledge to adhere to all School and School District rules, policies and procedures.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and School District rules, policies and procedures.

Student Signature _____ Date _____

Parent/Guardian Acknowledgement: I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with School and School District rules, policies and

procedures.

Parent/Guardian Signature

Date

EPHS ATHLETIC CODE OF CONDUCT

I. Mission Statement

The following material should be read completely by all athletes and parents or legal guardians. Because this material is important to your status as an athlete, you should familiarize yourself with the content on the following pages.

Athletes at Elmwood Park High School wear uniforms as representatives of our school. Therefore, athletes have greater responsibilities than the average student. Participating in sports provide an athlete the opportunity to gain recognition and other benefits that result from participation. The Elmwood Park High School Athletic Program depends on all athletes for its reputation.

The Requirements and Expectations set forth in this Handbook will apply throughout an athlete's career as an Elmwood Park student-athlete at all times both in school and out of school 24 hours a day 365 days a year to students participating in any extra-curricular athletic activity. The commitment that the permission form signatures represent by an athlete and his/her parent or guardian will remain in effect for one calendar year from the date of the last participation by the athlete.

II. Requirements and Expectations	III. Consequences For Not Meeting Requirements and Expectations
A. Students are required to be in attendance at least two periods to be eligible to practice or compete on that given day. Extraordinary circumstances (funerals, court dates) may be appealed to the Athletic Director.	A. Any student in violation of Code II-A will be ineligible to practice or compete in a contest on that day.

<p>B. Students are responsible for all equipment and/or clothing issued for the athletic program and the return of the equipment and/or clothing at the end of the season.</p>	<p>B. Any student who does not return the equipment and/or clothing distributed during participation in an athletic program or any student who returns equipment and/or clothing that is damaged is financially responsible and may not be allowed to participate in another extra-curricular program until that obligation is met.</p>
<p>C. Students participating in a school-sponsored event must use the mode of travel provided by the school to and from the contest. The only exception to this is when the parents contacted the Athletic Director and requested to transport their child prior to the event.</p>	<p>C. The coach, sponsor or Athletic Director will properly discipline any student in violation of Code II-C.</p>

<p>D. <i>Student-athletes on a current eligibility certificate in season are to maintain a passing grade in three of his/her classes, thus satisfying the Illinois High School Association requirements on a weekly basis in order to meet scholastic requirements. Additional work taken at Elmwood Park High School, Triton Community College, online courses or distance learning opportunities may be accepted toward fulfilling this requirement provided the course is granted credit toward graduation at Elmwood Park High School. The student must have passed four classes in the two terms prior to competition.</i></p>	<p>D. <i>Any student in violation of Code II-D will be ineligible for participation for a minimum of one week, or until he/she is sufficiently meeting the Elmwood Park High School academic requirements. If a participant fails to pass 4 classes in the two terms prior to competition, he/she will be ineligible in the next two terms unless the deficiencies are made up in summer school.</i></p>
<p>E. <i>Illinois High School Association By-law number 2.150 requires student-athletes to file certificate of physical fitness every 13 months issued by a licensed physician, physician's assistant or nurse practitioner.</i></p>	<p>E. <i>Any student in violation of Code II-E will be ineligible to participate without a physical examination. This includes practices as well as contests.</i></p>

<p>F. All student-athletes are representatives of Elmwood Park School District #401 and expected to conduct themselves in the same manner as in the normal school day. This includes respect for people, property and public law at all times.</p>	<p>F. The coach, sponsor, or director of athletics will appropriately discipline any student in violation of Code II-F. The suspension of non-participation will vary from a game suspension. 1/4 of the activity, or to the equivalent of one full season of activity. Students assigned In- School Suspension are not allowed to participate in games or practices on the day of their suspension</p>
<p>G. Use or possession of alcohol, tobacco, or controlled substances, or misuse of non-prescription drugs, will be considered a violation of the Athletic Code.</p>	<p>G. Any student in violation of Code II-G will be given one of the following dispositions</p>
	<p>First offense: Suspension from activity for 1/4 of the season. In this context, season is defined as the total number of scheduled games including invitations and tournaments during the regular season. However, suspensions will be carried into the IHSA State Tournament Series. The suspension will carry over into the next season or athletic activity until the suspension is completed. Athletes must complete the season they started for the disciplinary</p>

	<i>action to be complete.</i>
	<i>Second offense: Suspension from activity for 1/2 of the season. In this context, season is defined as the total number of scheduled games including invitational and tournaments during the regular season. However, suspensions will be carried into the IHSA State Tournament Series. The suspension will carry over into the next season or athletic activity until the suspension is completed. Athletes must complete the season the started for the disciplinary action to be complete.</i>
	<i>Third offense: One calendar year suspension.</i>
	<i>Fourth offense: The student will be suspended from participation in all athletic activities for the remainder of his/her academic career.</i>
<i>H. Student-athletes must refrain from any hazing or initiation activities as a member of any extra-curricular sports program.</i>	<i>H. Hazing or initiation activities are subject to disciplinary action from the Athletic Department and the Elmwood Park CUSD #401 student handbook.</i>

<p><i>I. Student-athlete MySpace, Facebook or any other social media pages or postings are expected to be responsible and appropriate and must refrain from any depictions that are not consistent with the Athletic Code of Conduct.</i></p>	<p><i>I. Students engaged in activities that violate the Athletic Code of Conduct that are depicted in MySpace, Facebook or any other social media will be subject to disciplinary action.</i></p>
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IV. Due Process Procedure

The Athletic Director will notify the student and his/her parent/guardian in writing regarding a determination that the Athletic Code of Conduct has been violated and any resulting disciplinary action. A student, accompanied by his/her parent/guardian, may appeal a determination of violation, or the disciplinary action imposed by the Athletic Director, by filing a written appeal with the Principal within three (3) school days following the student's receipt of the Athletic Director's determination. The written appeal shall state the specific reason(s) that the determination of violation is incorrect and/or why the disciplinary action should be rescinded. The Principal shall meet with the student and his/her parent as soon as practicable to consider the appeal. The decision of the Principal shall be final.

V. Illinois High School Association Sportsmanship By-Laws

A. Illinois High School Association By-Law 2.042 – IHSA member schools have the responsibility to maintain proper crowd control and enforce principles of good sportsmanship and ethics. Spectators may be asked to leave the premises for failure to comply with these stated guidelines. The IHSA Executive Director shall have the authority to investigate reported incidents of unsportsmanlike conduct.

B. The Illinois High School Association Sportsmanship By-Law 6.011 – Any player ejected from a contest for unsportsmanlike conduct shall be ineligible for the next interscholastic contest at that level of competition, and all other interscholastic contests at any level in the interim, in addition to other penalties the IHSA or the school may assess.

VI. Illinois High School Association Eligibility Rules

A student in Elmwood Park High School shall be eligible to participate on athletic teams in interscholastic athletic contests as a representative of the school provided:

- a. He/she shall have been enrolled and in attendance no later than the beginning of the eleventh day of the semester.*
- b. He/she shall not have any lapse of school connection during any given eighteen-week session of greater than ten - (10) consecutive school days.*
- c. He/she shall, unless they are entering high school for the first time, have credit on the school records for doing passing work in at least four (4) classes, of high school work in the previous two- (2) terms.*

- d. *He/she shall not have graduated from any four-year high school or its equivalent.*
- e. *He/she attend the public school in the district in which his/her parents reside.*
- f. *After they enroll in the ninth grade, students shall be eligible for no more than eight (8) semesters (16 terms).*
- g. *He/she will become ineligible on the date you becomes twenty (20) years of age, unless his/her twentieth (20th) birthday occurs during a sport season. In that case, he/she will become ineligible in regard to age at the beginning of the sport season during which he/she will turn twenty (20).*
- h. *He/she shall have, filed with the high school administration, a certificate of physical fitness issued by a licensed physician every 15 months preceding practice or participation in any interscholastic athletic contest or activity.*
- i. *For participating in competition in an interscholastic sport, or for athletic honors or recognition in a sport, you may receive any type of award (except cash, check or legal tender) that does not exceed \$20 fair market value. There is no limitation on the value of your school letter.*
- j. *He/she shall not participate in interscholastic competition under any other name than his/her own.*
- k. *During the school year and while a member of a school team, a student shall not participate on any non-school team in the same sport.*
- l. *During the school year, a student shall not participate in any coaching school for any interscholastic sport.*
- m. *A student shall not, during their high school career, participate in any all-star competition, either of a team or individual nature.*
- n. *At Elmwood Park High School, in-season athletes have their grades checked every week. An athlete must maintain a passing grade in two of his/her classes on a weekly basis in order to meet scholastic requirements. If found not fulfilling this requirement, the athlete is declared ineligible for one*

week, beginning the following Monday.

VII. Athletic Registration

Registration online is mandatory to participate in a sport. You must complete the online registration in order to be eligible. IHSA pre-participation physician forms can be brought to the athletic office or the school nurse. When the registration is complete and we have verified your physical is current, the student must come to the athletic office for their yellow card to be given to the coach. Parent's can register their child at il.8to18.com/elmwoodpark.

1. ATHLETIC PERMISSION

2. PHYSICIAN'S CERTIFICATE CARD

An approved physical examination is valid for 13 months from the date of the examination. Ninth grade entrance physicals are valid for athletics also. It is wise to obtain examinations during June or July to assure a full school year of uninterrupted participation. Under no circumstances should an athlete engage in any form of activity without a current physical.

3. CONSENT FOR DISCLOSURE OF STUDENT INFORMATION AND RECORDS

Elmwood Park School District 401, Cook County, Illinois, in accordance with the Illinois School Student Records Act, requires parent permission before utilizing a child's picture or name for the following/district-sponsored activities:

- Internet/website*
- Promotional materials and brochures*
- Yearbook*
- School newspaper*
- Local media coverage*

The parent(s) will notify the school Principal and Athletic Director in writing should parent(s) decide to revoke this consent. This consent is in Elmwood Park High School's Student Handbook.

4. **CONCUSSION INFORMATION SHEET**
5. **IHSA PERFORMANCE-ENHANCING SUBSTANCE TESTING FORM**
6. **EQUIPMENT/USER FEE**

Equipment/User fees will be paid online after registration is complete. Athletic Equipment/User fees are \$65.00 per sport. Participation in one sport is \$65, participation in a second sport is \$65 and participation for a third sport is no cost.

The above forms are online and must have electronic signatures by both the parent and athlete to participate.

VIII. Attendance at Practices

Team members of all teams are expected to be at all practices and games at the time specified by their coach.

In the event you must miss a team function due to illness or family emergency, notify your coach as soon as possible. Unexcused absences will result in being dropped from the team.

On the third unexcused absence from practice, an athlete will be dropped from the team. The athlete may be dropped from the team with two (2) unexcused absences if the coach has indicated this policy to the team. If an athlete has an unexcused absence from a contest, he or she may be dropped immediately.

The following reasons for absences are examples of reasons that will be considered unexcused: (1) work (2) doctor or dentist appointment (unless previously cleared by the coach) (3) vacation (unless with parent(s)/guardian and cleared by the coach).

IX. Transportation

Whenever possible, all trips will be made by bus. For liability purposes, athletes are expected to travel to and from contests with

the team. Parents must contact the athletic office prior to contests for permission to take an athlete home. If parents take home athletes from games, emergency transportation forms must be signed.

X. Care and Use of Equipment

All equipment issued to you must be returned to your coach at the time you leave the team or at the end of the season. You are responsible to see that all equipment used by you is properly cared for. Lockers will be issued to you and all equipment and personal belongings should be locked at all times.

Lost or damaged equipment must be paid for or future equipment will not be issued. Athletes will be charged replacement value, which is usually a 100% markup for a one-item order. If financial obligations are not met, students will not be permitted to participate in Elmwood Park CUSD #401 extra-curricular functions.

Uniforms laundered at home should be done according to label instructions or coach's instructions. Please do NOT put any items into the dryer.

XI. Changing Sports in Mid-Season & Dual Participation

Once a student becomes a member of any team or squad, he or she may not change to another sport during that season.

Dual participation during a season is strongly discouraged.

Exceptions will be considered on an individual basis by the Athletic Director.

XII. Quitting A Team (Off Season Conditioning)

ANY ATHLETE WHO QUILTS A SPORT MAY NOT TAKE PART IN THE OFF-SEASON PROGRAMS. THE EXCEPTION TO THIS IS:

- 1. The athlete leaves the team in good standing within two weeks of the start of the season and;*

- a. *The student must see the coach within three days of quitting the team.*
 - b. *The athlete must return all equipment issued within the three days.*
2. *Refunds for athletic participation will not be provided after the three days.*

XIII. ImPACT Testing

The Best Approach to Concussion Management

Elmwood Park High School is utilizing an innovative program for our student-athletes. The program is called ImPACT (Immediate Post Concussion Assessment and Cognitive Testing), a computerized exam that the athlete takes prior to the season and if the athlete is believed to have suffered a head injury they re-take the exam to help determine the extent of the injury, the location of the injury and/or when and if the injury has healed. This system is utilized throughout professional sports, has been mandated in the NHL, and is the “Gold Standard” in recognizing and better managing concussion type injuries. The University of Pittsburgh Medical Center’s Sports Concussion Program is the founding group of this software.

The exam takes about 15-20 minutes and is non-invasive. The program is basically set-up as a “video-game” type format. What it is doing is giving the brain a pre-season physical of its cognitive abilities. Using a variety of scientifically-validated computerized neurocognitive tests of memory, reaction time, and processing speed, ImPACT provides specific information regarding the severity of injury and a standard for evaluating recovery from injury. It is simple and actually most people that have taken it have enjoyed the challenge of the test. If a concussion is suspected, the test is re-taken and the information can be used to better determine recovery from concussion. This program gives us the best available information in preventing brain damage that can occur with multiple concussions. The ImPACT concussion management program allows Elmwood Park administration, coaches, and athletic training staffs to keep your child’s health and safety at the forefront of the high school athletic experience.

XIV. INSURANCE

All athletes are required to carry insurance to participate in Elmwood Park CUSD #401 athletic programs.

XV. SPORTS MEDICINE POLICY

Permission is granted to the team physician and athletic trainer to provide the necessary emergency treatment at athletic events, to include games and practices, prior to the student's admission to medical facilities. Permission is also granted to the team physician and athletic trainer to administer daily evaluations and medical, rehabilitative treatments, to include therapeutic exercise and available modalities, of acute/chronic injuries. All medical information will be shared with the team physician, athletic trainer, school nurse, Athletic Director, and coaching staff. Parents have the right to restrict access of any and/or all medical information to any or all of the parties named above. In order to restrict the access of medical information, a written request stating specifically what information is to be restricted and to whom it is to be restricted from, must be sent directly to the Athletic Director prior to the start of the season.

XVI. Warning of Risk

You are to be aware that participation in athletics has inherent dangers and risks. Even though your participation and practice is within the rules of sport and following the instruction of your coach, you may suffer from catastrophic injury. These injuries may include but are not limited to death, serious head, neck or spinal injuries that may result in complete or partial paralysis or brain damage. Serious injury to any of the internal organs bones, ligaments, muscles, tendons, or other aspects of the musculo-skeletal system are possible. The injuries that may occur affect your future ability to participate in athletic and recreational activities, earn a living or engage in other business and social activities. To minimize the possibility of injury, you should follow your coach's instructions regarding techniques, training and team or club rules at all times and participate within the rules and regulations of your sport.

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