

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
2018-2019 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

Or

708.452.7272

ext 7134 absence

ext 7132 tardy

ext 7133 early dismissal

VISITORS - All visitors to Elmwood Park High School must enter through Door 1, present a valid I.D. at the security desk and obtain a visitor's badge. All visitors will be escorted to their designated location.

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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
Mr. Frank Parisi, Vice President
Mrs. Susan Capraro, Secretary
Mr. Michael Scheidt
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, Assistant Superintendent of Finance ext. 5840

**Dr. Leah Gauthier, Director of Curriculum and Instruction ext. 5835
District Title IX Coordinator**

Dr. 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
708-452-7272

ELMWOOD PARK HIGH SCHOOL ADMINISTRATION

Mr. Douglas J. Wildes, Principal	ext 6211
Ms. Kyleen Coia, Assistant Principal	ext 6212
Mr. Brandon Pedersen, Dean	ext 6216
Ms. Katie Plum, Dean	ext 6217
Mr. Douglas F. Noyes, Athletic Director	ext 5468

ELMWOOD PARK HIGH SCHOOL STUDENT SERVICES TEAM

Mrs. Paige Kozyra, Counselor (A-G)	ext 6203
Mrs. Alison Till, Counselor (H-Pere)	ext 6207
Mr. Joseph Kraft, Counselor (Perf-Z)	ext 6201
Mrs. Nina Limbeck, Social Worker	ext 6205
Ms. Agnes Stankiewicz , Social Worker	ext 6410
Ms. Barbara Meilinger, Nurse	ext 6206
Ms. Megan Davies, Speech Pathologist	ext 6218

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
lastnameinitial@EPCUSD401.org**

Ms. K. Ahlmann	583-6465	Ms. M. Kula	583-6411
Ms. A. Andrews	583-6456	Mr. M. Lazzarotto	583-6468
Ms. D. Anichini	583-6410	Ms. J. Leonette	583-6427
Mr. C. Ankrom	583-6431	Ms. N. Limbeck	583-6205
Mr. B. Baldridge	583-6469	Ms. T. Lotz	583-6457
Ms. E. Bantel	583-6474	Mr. D. Mack	583-6436
Ms. J. Barnes	583-6422	Ms. E. Mazanek	583-6432
Ms. K. Battista	583-6451	Ms. B. Meilinger	583-6206
Ms. K. Bear	583-6438	Mr. J. Munyan	583-6437
Ms. O. Bell	583-6452	Ms. S. Menton	583-6421
Ms. M. Bernas	583-6412	Mr. D. Miller	583-6444
Mr. M. Blake	583-6466	Mr. T. Murmann	583-6433
Mr. Y. Brahmbhatt	583-6477	Mr. J. Nakatsuka	583-6470
Ms. K. Carroll	583-6448	Mr. G. Ostrander	583-6478
Ms. H. Coia	583 6450	Mr. D. Parolin	583-6426
Mr. C. Curtin	583-6418	Mr. M. Popplewell	583-6417
Ms. K. Demas	583-5706	Mr. N. Posmer	583-6460
Mr. Z. DiGrino	583-6413	Ms. K. Prechel	583-6440
Ms. S. Dutton	583-6472	Mr. K. Rhoades	583-6443
Mr. M. Fiorito	583-6414	Mr. C. Rosenzweig	583-6420
Ms. B. Flood	583-6446	Ms. M. Rubino	583-6428
Ms. N. Franklin	583-6463	Mr. E. Saindon	583-6461
Mr. P. Fredericks	583-6473	Mr. P. Sheridan	583-6424
Ms. S. Heflin	583-6462	Ms. B. Sierant	583-6442
Ms. C. Heinen	583-6429	Ms. F. Soni	583-6438
Mr. J. Heinen	583-6435	Mr. L. Stone	583-6445
Mr. B. Hoffmeister	583-6241	Ms. A. Stankiewicz	583-6210
Mr. D. Keizer	583-6459	Mr. A. Sylvester	583-6419
Ms. B. Kiska	583 6467	Ms. A. Till	583-6207
Ms. P. Kozyra	583-6203	Ms. J. Wendt	583-6439
Mr. J. Kraft	583-6201	Mr. M. Whelan	583-6464
Mr. T. Krowka	583-6433	Ms. S. Yarbrough	583-6413

ACTIVITY/ORGANIZATION SPONSORS 2018-2019

ACTIVITY/ORGANIZATION	SPONSOR
Art Club	Ms. Heflin/Ms. Bell
Band Director	Mr. Rhoades
Baseball	Mr. DiGrino
Basketball-Boys	Mr. Sylvester
Basketball-Girls	Ms. Arenga
Cheerleading	Ms. Tobey
Class Sponsor-Freshmen	Ms. Bernas/Ms. Franklin
Class Sponsor-Sophomore	Ms. Demas/Mr. Curtin
Class Sponsor-Junior	Ms. Carroll/Ms. Heinen
Class Sponsor-Seniors	Ms. Menton/Ms. H. Coia
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/Ms. Lotz
National Honor Society	Ms. Bear
Polish Club	Ms. Sierant
Science Club	Ms. Andrews
Snowball	Ms. Arenga
Soccer- Boys/Girls	Mr. Blake
Social Studies Club	Mr. Ankrom
Snowball	Ms. Arenga
Softball	Mr. Mack
Spectrum Club	Ms. Limbeck/Ms. Yarbrough
Student Council	Mr. Ankrom/Ms. Leonette
Tennis-Girls	Mr. Merkouris
Thespian Club	Mr. Popplewell
Track-Boys	Mr. Sheridan
Track-Girls	Mr. Ahlmann
Varsity Club	Ms. Ahlmann/Mr. Nakatsuka
Vocal Music	Mr. Popplewell
Volleyball-Girls	Ms. Merkouris
WOKE Club	Mr. Saindon/Ms. Munoz
Wrestling	Mr. Posmer
Yearbook	Ms. Carroll

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 extracurricular 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:
 - 01. Humanities (art, music, literature)
 - 02. Social Science (history, geography, economics)
 - 03. Mathematics, Science
 - 04. Communication (listening, speaking, reading, and writing)
 - 05. Employment and Life Skills (business, technology, physical education, health, personal and interpersonal skills, and ethical standards)
 - 06. 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.

1. A minimum of 26 credits must be earned. These credits must include:

English	4.0 credits
Mathematics*	3.0 credits
Science	3.0 credits
Social Studies*	3.0 credits
Writing	1.0 credit
Health Education	0.5 credits
Physical Education*	4.0 credits
Art/Music	1.0 credit
Business/Foreign Lang./ Computer Tech.	2.0 credits

*Must include a minimum of 0.5 credits in Consumer Education.

2. Every student must successfully pass an examination on The Declaration of Independence, The Flag of the United States, The Constitution of the United States, and The Constitution of The State of Illinois.

3. Every student must complete a state approved assessment of college and career readiness.*

*Mathematics: State requirement is minimum of 1.0 credits of Algebra 1 and one course which must include geometry content

*Social Studies: State requirement is a minimum of 1.0 credits on the history of the United States or a combination of the history of the United States and American government, and at least 0.5 credits of Civics coursework will be required

*Physical Education: Exemptions may be granted in accordance with district and state approved guidelines

*The principal, in conjunction with the district superintendent, shall have discretion regarding decisions as to what constitutes an assessment of college and career readiness.

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.

REQUIRED COURSE LOAD

Underclassmen are required to enroll in four (4) courses each quarter they attend Elmwood Park High School. Senior students have the option, depending on their current graduation progress, to be enrolled for three (3) courses each quarter.

PROMOTION

Advancement in grade is based upon academic credits earned, not solely on attendance. All students need to meet the following requirements to be promoted to the next grade level:

Freshman: All students with less than seven credits.

Sophomore: All students who have earned at least seven credits, but less than thirteen 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: Students who complete their junior year credit requirements and the state testing requirement are promoted to senior status.

Reclassification of students takes place at the end of the first semester's marking period and after the completion of the summer school session. (January and August).

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 registrar office at 708-452-7272.

GRADING SYSTEM

The following grades and percentage ranges are used to indicate scholastic progress:

A	90-100%	Excellent	WP	Withdrawn-Pass
B	80-89.9%	Good	WF	Withdrawn - Fail
C	70-79.9%	Average	P	Pass
D	60-69.9%	Poor	T	Audit
F	0-59.9%	Failure	I	Incomplete

GRADE WEIGHTS

<p>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 calculated at the end of each grading period. It is used to determine the honor roll each grading period and the class rank.</p>		
<p>Advanced Placement A = 6 points B = 5 points C = 4 points D = 1 points F = 0 points</p>	<p>Honors A = 5 points B = 4 points C = 3 points D = 1 points F = 0 points</p>	<p>Regular A = 4 points B = 3 points C = 2 points D = 1 points F = 0 points</p>
<ul style="list-style-type: none"> ● AP Calculus AB ● AP Chemistry ● AP Computer Science Principles ● AP English Literature & Composition ● AP English Language & Composition ● AP Human Geography ● AP Physics 1 ● AP Physics 2 ● AP Spanish ● AP Statistics ● AP Studio Art - Drawing ● AP Studio Art - 2D ● AP Studio Art - 3D ● AP United States Government ● AP United States History ● AP World History 	<ul style="list-style-type: none"> ● Accounting* ● Anatomy and Physiology Honors ● Biology Honors ● Chemistry Honors ● CP Math I Honors ● CP Math II Honors ● CP Math III Honors ● CP Math IV Honors ● English 9 Honors ● English 10 Honors ● English 11 Honors ● English 12 Honors ● Italian IV Honors ● Marketing I* ● Marketing II* ● Spanish IV Honors ● Virtual Enterprise International* ● Any Dual Credit Triton Classes held on Triton Campus <p style="text-align: center;">*Courses qualify as dual credit with Triton College</p>	<ul style="list-style-type: none"> ● All courses other than those specifically listed under Advanced Placement or Honors.

INCOMPLETE GRADES

In the event a student is unable to complete course work due to special circumstances, a teacher or administrator may choose to issue a grade of "I", an incomplete for a class. In the event an incomplete is needed, the teacher will prepare the appropriate Incomplete Grade Contract, which will be signed by the student and teacher. This contract will include a specific plan to finish the course work and a timeline upon which this will be completed. The parent will be notified of the arrangement as well. A copy of the signed contract will be kept by the student, teacher, and counselor. It is the responsibility of the student to complete the expected work according to the agreed upon timeline. If the contract is not completed, the grade of "I" may be converted to a grade of "F". In the absence of special circumstances, no grade of incomplete will be allowed to remain past the end of the following grading period.

ACADEMIC HONORS

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

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/TARDINESS

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.

TARDY 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.

FINAL EXAMS

Students will take final exams during the last week of attendance each semester. Any student who is absent for the final exam will be required to make arrangements with the teacher to make up the exam outside of normal class time. A student may be allowed to take a final exam early, during the week of the scheduled exams, if his/her absence is pre-planned. However, final exams will not be administered prior to the week of scheduled exams. If a student will be unavailable during that window, he/she will be issued an incomplete for the course grade, and a plan to remedy the incomplete will be determined.

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.

EPHS STUDENT CONDUCT

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. We believe that 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: Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, vapes and other oil based vaping devices.

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, vapes and other oil based vaping devices.
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.
3. Using, possessing, distributing, purchasing, selling or offering for sale:

- a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish). It is illegal to purchase vaping materials or devices under the age of 18.
- b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
- c. 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.
- d. 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.
- e. 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.
- f. "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.
- g. 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.

- h. 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 & 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 dropout 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 alike” 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 PROHIBITION

“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.

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 & 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.

https://boardpolicyonline.com/?b=elmwood_park_401&s=87274

SUICIDE & 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 & 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.

- All prom guests must meet EPHS guidelines to attend.
- 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 19 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. Cell phone use in the classroom is only allowed per the teacher's discretion. All other times, cell phones should not be in use. 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 and lock are 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 officers may search lockers at any time. Students are responsible for **all** items in their assigned locker and may not share lockers.

LOITERING & 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 & 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 for that course. 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 extracurricular 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 must attend ISS from 7:50 am – 3:00 pm. If the student is tardy on the day of their assigned ISS, they will stay until 4pm. In addition:

1. Students must be seated in the ISS room by 7:50 a.m. They will be released at 3 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 extracurricular 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 extracurricular 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 extracurricular 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 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.

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. Elmwood Park CUSD#401 is offering MySchoolBucks, an online payment service, which 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.MySchoolBucks.com and register for a free account.

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 use 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

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

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

- Address
- 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)

DEFINITION

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.

VIOLATION

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.

DEFINITION OF TERMS

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.

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 & 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 COMMUNICATIONS

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 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 & 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.

1. Individuals shall abide by all federal, State, and local laws.
2. 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.
3. 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.: *Children's Internet Protection Act*, 47 U.S.C. 254(h)
 and (1)
 No Child Left Behind Act, 20 U.S.C. 6777
 Enhancing Education Through Technology, 20 U.S.C. 6751 *et*
 seq. 720 ILCS 135/.01
 Communications Act of 1934, 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

Elmwood Park CUSD 401
Chromebook Policy, Procedures, and Information
2018-2019

The focus of the District Technology Initiative at Elmwood Park CUSD 401 is to provide tools and resources for the 21st century learner. Excellence in education requires that technology is seamlessly integrated throughout the educational curricula. Increasing access to technology is essential to build upon college and career readiness skills. The individual use of Chromebooks is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

The policies, procedures, and information within this document apply to all Chromebooks and other technological devices used at Elmwood Park CUSD 401 considered by the Administration to come under this policy. Students and their parents/guardians are reminded that use of technology is a privilege and not a right and that everything done on any device, network, or electronic communication device may be monitored by the school authorities. Inappropriate use of the

technology can result in limited or banned computer use, disciplinary consequences, removal from courses, loss of credit, receiving a failing grade, and/or legal action. Students and their parents/guardians are responsible for reviewing the Chromebook Agreement.

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GENERAL INFORMATION

RECEIVING YOUR CHROMEBOOK

Chromebooks will be distributed prior to the start of the school year and once registration is complete. Students who transfer into District 401 will receive their device within their first week in attendance after registration is complete. Each student will receive a Chromebook, Chromebook charger, and Chromebook case, all of which will be asset tagged to the student.

CHROMEBOOK CHECK-IN

- Chromebooks will be returned prior to the end of the school year, on a date to be provided, so they can be checked for serviceability and to be stored for the summer. If a student transfers out of Elmwood Park CUSD 401 during the school year, the Chromebook, Chromebook charger, Chromebook case, and any other peripheral devices/tools provided will be returned at that time.
- Students who graduate early, withdraw, are expelled, or terminate enrollment at Elmwood Park CUSD 401 for any other reason must return their individual school Chromebook, Chromebook charger, Chromebook case, and any other peripheral devices/tools provided on the date of termination.
- If a student fails to return the Chromebook, Chromebook charger, Chromebook case, and any other peripheral devices/tools provided at the end of the school year or upon termination of enrollment at Elmwood Park CUSD 401, that student will be subject to criminal prosecution or civil liability and district records may be withheld. The student will also pay the replacement cost of the Chromebook, Chromebook charger, Chromebook case, and any other peripheral devices/tools provided. Failure to return the Chromebook, Chromebook charger, Chromebook case, and any other peripheral devices/tools provided will result in a theft report being filed with the police department.

CHECK-IN FINES

Chromebooks, Chromebook chargers, and Chromebook cases not returned to the District, when requested, and in satisfactory condition will be charged a reasonable fee for needed repairs, which will not exceed the replacement cost of the Chromebook, Chromebook

charger, and Chromebook case. Failure to return the Chromebook will result in a theft report filed with the police department.

EXPECTATION OF PRIVACY

Students have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic network or school-issued device. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks (including reviewing files and other materials) at any time for any reason related to the operation of the District and/or for any purpose that furthers the interests of the District. By using a Chromebook, students agree to such access, monitoring, and/or recording of their use.

OWNERSHIP OF THE CHROMEBOOK

Elmwood Park CUSD 401 retains the sole right of possession of the Chromebook. The Chromebooks are loaned to the student for educational purposes for the academic year. Moreover, Elmwood Park CUSD 401 administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add, delete installed software or hardware.

TAKING CARE OF YOUR CHROMEBOOK

Students are responsible for the general care of the Chromebook that they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the library for an evaluation of the equipment. District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance.

GENERAL PRECAUTIONS

The Chromebook is school property and all users will follow this policy and the Elmwood Park CUSD 401 Acceptable Use Policy.

- Snack time and screen time are NOT the same time: keep food and drinks away from the device.
- Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- Do not stack any books, heavy materials, etc. on top of the Chromebook as it could cause the device to break.
- Chromebooks must never be left in an unlocked locker, unlocked car, or any unsupervised area.

- Students are responsible for keeping their Chromebook's battery charged for school each day.
- Chromebooks are very sensitive to extreme heat and extreme cold therefore leaving devices in cars, direct sunlight, etc. that may expose them to these conditions is potentially harmful to the device and should be avoided.
- Chromebooks have a unique identification number and at no time should the numbers or labels be modified, damaged, or removed.
- The District can and will locate, access, and modify Chromebooks remotely, even when in a student's possession. Modifying, disabling, or attempting to disable the locator or any District software used for tracking or accessing a Chromebook is a violation of the Acceptable Use Policy and grounds for disciplinary action.
- Jailbreaking or otherwise attempting to change the operating system or access District settings of or to the device will be subject to disciplinary action.
- It is the responsibility of the student who is issued the Chromebook to protect that Chromebook. A student who damages, loses, or misplaces the Chromebook will be responsible for its cost, whether or not the damage or loss was the student's fault. Students should not lend any Chromebook to another person.
- Do not contact Acer, Google, or any other service for repair questions. The District makes any and all repairs to Chromebooks.

CARRYING CHROMEBOOKS

The protective shell of the Chromebook will only provide basic protection from everyday use. The cases provided with Chromebooks have sufficient padding to protect the Chromebook from normal wear and tear and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- Chromebooks should always be within the protective case when carried. Failure to do so may result in disciplinary action.
- Chromebooks must remain in a protective case when not in use to prevent unintended damage.

- Chromebooks should never be lifted by the screen or carried with their screens open.

SCREEN CARE

The Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the Chromebook when it is closed.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth. Liquid type cleaners such as Windex should be avoided at all times.
- Do not “bump” the Chromebook against lockers, walls, car doors, floors, etc as it will eventually break the screen.

PERSONALIZATION

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Elmwood Park CUSD 401. Spot checks for compliance will be done by administration or staff at any time.

STORING YOUR CHROMEBOOK

When students are not using their Chromebooks, they should be stored in their lockers with the lock securely fastened.

- To prevent damage, nothing should be placed on top of the Chromebook.
- Chromebooks should *never* be stored in a vehicle.
- Students are encouraged to take their Chromebooks home everyday after school, regardless of whether or not they are needed.

USING YOUR CHROMEBOOK AT SCHOOL

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students must be responsible to bring their Chromebook to all classes, unless specifically instructed not to do so by their teacher.

CHROMEBOOK LEFT AT HOME

- If students leave their Chromebook at home, they are responsible for getting the course work completed as if they had their Chromebook present. He/she may ask if a loaner is available for check out. There are a limited number of devices available for loan, and a device may or may not be available to check out.
 - If a loaner is available, the student maintains responsibility of the device as if it were their own for the school day. They are responsible for any damage or loss of the issued device.
 - The student must return the device at the end of the school day.
- If a student repeatedly (three or more times as determined by any staff member) leaves their Chromebook at home, they may be required to “check out” their Chromebook. “Checking out” identifies that the student will only be able to utilize the Chromebook during school hours. The Chromebook will be checked out in the morning from a central location and returned at the end of the school day to the same central location.
- If a student leaves their Chromebook at home for three consecutive days, they will be required to bring in the device and have a mandatory inspection of said device.

CHROMEBOOKS UNDERGOING REPAIR

- Replacement Chromebooks may be issued to students when they leave their Chromebooks for repair in the Library. Please note that there may be a delay in getting a Chromebook should the school not have enough to distribute. Replacement Chromebooks cannot be taken home.
- The student will be contacted when their devices are repaired and available to be picked up.

CHARGING YOUR CHROMEBOOKS BATTERY

- Chromebooks must be brought to school each day in a fully charged conditions. Students need to charge their Chromebooks each evening.
- Do not leave a Chromebook plugged in for more than 24 hours as this will degrade the battery’s lifespan.

- In cases where use of the Chromebook has caused batteries to become discharged, students may be able to connect their Chromebooks to a power outlet in class.

PHOTOS, SCREENSAVERS, BACKGROUND PHOTOS

- Inappropriate media should not be on the device and may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions and may also result in a loss of Chromebook privileges.
- Photos/videos require a large amount of storage space on the device. Only photos that are for an educational purpose should be saved to the device. All other photos/videos should not be taken or stored.
- The Chromebook comes equipped with both camera and video capacities. It is a violation of Illinois law and a crime to record or photograph another individual without their knowledge. A student who takes a photo, video, or otherwise records another student or teacher without the permission of that individual may be subject to the District's disciplinary procedure, as well as criminal and civil penalties.

SOUND, MUSIC, GAMES OR PROGRAMS

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Students are encouraged to provide their own headsets/earbuds. Headsets with microphones are encouraged to allow students to record presentations on the Chromebook without interference from background noise.
- Personal music is not allowed on the Chromebook. Any music on the device should only be added at the request and discretion of a teacher.
- Internet Games are not allowed on the Chromebooks. If game apps are installed, it will be by the direction of Elmwood Park CUSD 401 staff only.
- Data Storage on the Chromebook is limited and should be managed by the students so that the full educational potential of the Chromebook is available.

PRINTING AT SCHOOL

Printing functionality will not be available at school. Teaching strategies will facilitate digital copies of homework.

USING YOUR CHROMEBOOK OUTSIDE OF SCHOOL

Students are encouraged to use their Chromebooks at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Chromebook use, however there are some applications that can be used while offline and not connected to the Internet. Students will be bound by the Elmwood Park CUSD 401 Acceptable Use Policy and Board Policy 6:235, administrative procedures, acceptable use agreement, and all other guidelines in this document wherever they use their Chromebooks.

HOME INTERNET ACCESS

Students are allowed to connect to wireless networks when their Chromebooks are at home, or in other venues where connectivity is offered. Note that Elmwood Park CUSD 401 cannot provide any assistance, troubleshooting, or advice on such off site connectivity.

- When connecting from home, students and parents should be aware that a District account is still being used, so website monitoring is still being done.
- The District will install internet filtering on the District network that meets the federally regulated Children’s Internet Protection Act. Although the District makes every effort to block inappropriate, offensive, immoral, and illicit material on school systems, it is important for parents/guardians to monitor activity on their child’s electronic devices and understand that nothing is foolproof. Parents and guardians are advised to take an active role in viewing and monitoring content accessed and posted by students on Chromebooks. Parents and guardians of student-issued Chromebooks may be subject to liability for a student’s internet postings and other usage of a Chromebook. A student who removes filtering software and/or bypasses filtering (proxy redirectors, etc.) will be disciplined in accordance with the Student Handbook and Acceptable Use Policy, and student and/or student’s parent or guardian may be subject to criminal and civil liability. Students who bring inappropriate, offensive, or illegal

material to school or download such material to a District-provided Chromebook will be subject to discipline and may be subject to criminal and civil liability.

- Students are allowed to set up access to home wireless networks on their Chromebooks. This will assist students with the ability to complete, retrieve, access, etc. educational content used in classes with the Chromebook successfully.
- If parents/guardians are interested in providing content filtering at home, it is suggested that parents/guardians contact their Internet provider for details and support.

PRINTING AT HOME

The Chromebook will not support a physical printer connection. Instead, users may print to their home printers using the Google Cloud Print service. This will require a wireless printer and proper settings on the Chromebook using Google Cloud Print. Information about Google Cloud Print can be attained here: www.google.com/cloudprint/learn.

MANAGING YOUR FILES

Students may save documents to their Google Drive, or they may save to an external memory device such as a miniSD card or USB flash drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups.

SAVING TO THE CHROMEBOOK

- Students may save work to their Google accounts (or other cloud based storage medium) via the Chromebook.
- Storage space will be available on the Chromebook, but since the device has storage limitations it is vital that the storage space be privileged for the student's educational use only. It is also important to note that Chromebooks will NOT be backed up by the district in cases of resetting or re-imaging.
- It is the student's responsibility to ensure that their work is backed up and therefore not lost due to mechanical failure or accidental deletion.
- Chromebook malfunctions are not an acceptable excuse for

not submitting work.

NETWORK CONNECTIVITY

Elmwood Park CUSD 401 makes no guarantee that their network will be up and running 100% of the time.

- In the rare case that the network is down, the District will not be responsible for lost or missing data.
- Students will not be penalized if the network is down and a completed assignment cannot be accessed for class projects, presentations, etc. as this type of network outage will affect all students and staff in the school building.

APPS AND EXTENSIONS ON CHROMEBOOKS

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will install updates when the computer is shutdown and restarted. This process will be automatic with virtually no impact on students.

ORIGINALLY INSTALLED SOFTWARE

- The Extensions/Apps originally installed by Elmwood Park CUSD 401 must remain on the Chromebook in usable condition and be easily accessible at all times.
- From time to time, the school may add software applications for use in a particular course. Periodic checks of Chromebooks will be made to ensure that students have not removed required apps/extensions. Applications that are no longer needed will automatically be removed by the school as well.

ADDITIONAL SOFTWARE

- Students are allowed to load extra extensions/Apps on their Chromebooks. Elmwood Park CUSD 401 will provide any required extensions/apps on the Chromebook. These apps/extensions will be available upon logging into the device using the official school approved email address.
- Any software that breaks the Acceptable Use Policy or that is deemed inappropriate for use in school is not to be downloaded or installed on the Chromebooks. This includes, but is not limited to, music, games, videos, images, e-Books,

and apps. Immediate removal of material (or device reset), contact with parents, and disciplinary action will take place.

INSPECTION

- Students may be selected at random to provide their Chromebook for inspection.
- Reasons for Chromebook inspection may include but are not limited to the following: functionality, maintenance, serviceability, and various violations of student acceptable responsibilities when using the Chromebook.

PROCEDURE FOR RELOADING SOFTWARE

- If technical difficulties occur or illegal software are discovered, the Chromebook may be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a need to reformat and/or re-image any device. Restoring the Chrome OS will restore the device to the state in which the user originally received it. All student created files stored on an external miniSD card, USB flash drive, or Google Drive will be intact after the operating system is restored. All files saved on the Chromebook that have been synced to Google Drive will be intact. However, all other data (music, photos, documents) stored on internal memory that has NOT been synced will not be restored.
- Students are highly encouraged to create a backup of all Chromebook documents and work as identified in section 5 above.
- Students are highly encouraged to manage their backup data to ensure that enough space is available for school created content.

SOFTWARE UPGRADES

- Upgrade versions of licensed software/apps may become available from time to time. Students may be required to check in their Chromebooks for periodic updates.
- Students are encouraged to periodically upgrade the apps on the Chromebook if prompted. Chromebooks run Chrome OS (Operating Software) Web browser. OS updates are conducted automatically on the OS.

RESPONSIBILITIES AND EXPECTATIONS

PARENT/GUARDIAN RESPONSIBILITIES

- Parents/Guardians will talk to their children about values and the standards that children should follow on the use of the internet just as is done with the use of all media information sources such as television, telephones, movies, and radio.
- Parents/Guardians will become increasingly active participants by asking their child/children to show them what sites they are navigating to and/or what apps are being used and how they work. The following resources will assist in promoting positive conversation(s) between parents/guardians and children regarding digital citizenship as it relates to internet safety, conduct, and etiquette.
 - NetSmartz: <http://www.netsmartz.org/Parents>
 - CommonSense Media: <http://www.commonsensemedia.org/blog/digital-citizenship>
- Parents/Guardians will ensure that siblings and other family members are not using the device for personal use.

DISTRICT RESPONSIBILITIES

- Elmwood Park CUSD 401 will provide Internet and online course materials access to its students.
- Elmwood Park CUSD 401 will provide internet filtering and blocking of inappropriate materials as able.
- Chromebooks will be treated similar to the policy surrounding school lockers. Elmwood Park CUSD 401 reserves the right to review, monitor, and restrict information stored on or transmitted via Elmwood Park CUSD 401 owned equipment and to investigate inappropriate use of resources.
- Elmwood Park CUSD 401 will provide staff guidance to aid students in doing research and help ensure student compliance of the Acceptable Use Policy.

STUDENT RESPONSIBILITIES AND ACTIVITIES STRICTLY PROHIBITED

Students must comply with the District's Acceptable Use Policy and corresponding Board Policy 6:235. (Elmwood Park CUSD 401 reserves

the right to modify this list at any time).

- Chromebooks are not permitted in the cafeteria during student lunch periods unless otherwise stated by building administration.
- Students are not to loan Chromebooks or other equipment to other students under any circumstances. They also are not to borrow a Chromebook from another student or share a password, access, or username with others under any circumstance.
- Students are prohibited from illegal installation or transmission of copyrighted materials.
- Students are prohibited from sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials. This includes spamming or sending mass or inappropriate emails.
- Students are prohibited from use of chat rooms, sites selling term papers, book reports and other forms of student work.
- Students are not to changing the Chromebook settings (exceptions include personal settings such as font size, brightness, etc).
- Students are not to use the internet to access personal (non-school related) accounts - i.e. non-school provided email accounts (Yahoo, Hotmail, personal Gmail), Facebook, other social media sites, etc.
- Students are not allowed to gaining access to other student's accounts, files, and/or data or participate in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients is strictly prohibited.
- Students are responsible for returning their Chromebook at the end of each school year. Students who graduate early,

withdrawal, are suspended or expelled, or terminate enrollment at any of the schools in Elmwood Park CUSD 401 for any other reason must return their individual school Chromebook and other peripherals on the date of termination.

LEGAL PROPRIETY

- Comply with all applicable laws, including but not limited to trademark and copyright laws and license agreements. Ignorance of the law is not immunity. Students shall ask staff members if unsure of copyright rules. Students shall not post to the internet any trademarked, copyrighted, or otherwise protected material without expressed, written permission of the original owner of the material. Students shall indemnify and hold the District harmless from any and all harm resulting from the student's illegal posting of protected material.
- Plagiarism is illegal. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District. Students shall indemnify and hold the District harmless from any and all harm resulting from a student's illegal, immoral, or otherwise intrusive use of the Chromebook.

STUDENT DISCIPLINE

If a student violates any part of the policies, procedures, expectations outlined in this document, the student handbook or District policies, he/she will be disciplined in accordance with our discipline policy (outlined in the student handbook).

PROTECTING AND STORING YOUR CHROMEBOOK

CHROMEBOOK IDENTIFICATION

Student Chromebooks, chargers, and cases will be labeled in the manner specified by the school. Students will be assigned the same Chromebook for the duration of their time at Elmwood Park CUSD 401. Chromebooks can be identified in the following ways:

- Record of Serial Number
- Barcode tag

Under no circumstances are students to modify, remove, or destroy identification labels.

CHROMEBOOKS LEFT IN UNSUPERVISED AREAS

- Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, locker rooms, library, unlocked classrooms, dressing rooms and hallways.
- Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it will be taken to the library or the main office and may result in disciplinary action.

REPAIRING OR REPLACING YOUR CHROMEBOOK

Students shall not at any time or for any reason attempt to repair a Chromebook themselves or by third-party vendor, service agent, or repair person. Failure to strictly adhere to this policy may subject a student to damages including, but not limited to, the cost of the device, its accessories, and civil liability for any damage done to the District as a function of such misuse.

SCHOOL DISTRICT PROTECTION, WARRANTY, AND INSURANCE (INCLUDES REPLACEMENT COSTS)

- The Chromebook warranty covers device malfunctions at no expense to the user.
 - It warrants the Chromebook from defects in materials and workmanship.
 - The limited warranty covers normal use, mechanical breakdown, and faulty construction.
 - The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents.
- The District will not make cosmetic repairs to devices.
- The fee for a lost Chromebook will be the replacement cost of the device. The same applies for the charger and case.

PERSONAL HOME OR HOMEOWNERS COVERAGE

- Students or parents may wish to carry their own personal insurance to protect the Chromebook in cases of theft, loss or

damage. Please consult with your insurance agent for details about your personal coverage of the Chromebook.

- Most insurances will require a rider for electronics and only provide so much coverage and a higher deductible.

CLAIMS

All insurance claims must be reported to the school. Students or parents must provide a police report in instances of theft, vandalism, or fire related damage. A copy of this report must be submitted to school administration before a Chromebook can be repaired or replaced with School District Protection.

STUDENT AND PARENT/GUARDIAN DIGITAL CITIZENSHIP AUP CONTRACT

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 epcud401.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 EPCUSD 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.

(The 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 78/79 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.

PART 1: DISTRICT POLICIES FOR STUDENT HANDBOOKS

All District student handbook policies are posted on our website epcsd401.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 5/10/16

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 # _____

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Student Signature

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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

Athletic and Extracurricular Code of Conduct

All students participating in Athletics and/or Extra-Curricular Activities are expected to adhere to the Tiger Athletic and Extracurricular Code of Conduct found on the district's website. All student participants are representatives of our school and therefore have greater responsibilities than the average student. Participating in sports and extra-curricular activities is a privilege that provide our students with an opportunity to gain recognition and other benefits that results from participation. All students, participating in athletics and/or extracurriculars, and their parent/guardian, will be required to review and sign off on the Tiger Athletic and Extracurricular Code of Conduct. Students will not be allowed to participate until the signature form has been submitted. Tiger Athletic & Extracurricular Code of Conduct is available on the districts website.

<http://www.epcusd401.org/ephs/athletics>

The Tiger Athletic and Extracurricular Code of Conduct is in effect twenty-four (24) hours a day, every day of the calendar year. The commitment that the signature forms represent by the student and his/her parent or guardian will remain in effect for one calendar year from the date of the last participation by the athlete.