# TABLE OF CONTENTS

Welcome Letter p. 2  
District 401 Vision and Mission Statement p. 3  
Board of Education p. 4  
Elmwood Park C.U.S.D. 401 Calendar p. 5  
Elmwood PBIS Expectations and Elmwood School Song p. 6  
Faculty Contact List p. 7  
Elmwood Faculty List p. 8  
Information for Students and Parents
  Attendance p. 9  
  Accident Care Procedures p. 10  
  Cell Phones and Other Electronic Devices p. 10  
  Chain of Command p. 10  
  Change of Residence p. 11  
  Communications p. 11  
  Directory Information p. 12  
  Discipline p. 12-14  
  Dress Code p. 14  
  Emergency Evacuation p. 14  
  Entry, Movement through the Corridors and Departure p. 14-15  
  Equal Educational Opportunities p. 15  
  Extra-Curricular and Co-Curricular Activities p. 15-16  
  Fees p. 16  
  Field Trips p. 17  
  Grading Scale p. 17  
  Grievance Procedure p. 17  
  Health and Safety p. 17-18  
  Homework and Tests p. 18  
  Internet User Rules p. 19  
  Library Fees p. 19  
  Lost and Found p. 19  
  Lost or Damaged Textbooks p. 19  
  Lunch and Breakfast Program p. 19-20  
  Medication Administration Guidelines p. 20  
  Parent/Teacher Conferences p. 20  
  Parties p. 20  
  Physical Activity p. 20  
  Policy of Non-Retaliation p. 21  
  Report Cards p. 21  
  Promotion Criteria Policy p. 21  
  Publication of Student Photos/Videotaping p. 22  
  School Holidays p. 22  
  Sexual Harassment - Student or Staff p. 22-23  
  Student Records - Rights and Privacy p. 23  
  Special Services p. 24-25  
  Visitors p. 25  
  Volunteers p. 25  
  Parent Right to Know Letter Title I p. 26  
  District Policies for Student Handbook/Parent Sign-Off Sheet p. 27-30

FOR DISTRICT POLICIES REFER TO: DISTRICT POLICIES FOR STUDENT HANDBOOKS
Dear Elmwood Elementary Panther Families,

2019-2020 school year is here and we are excited as a school of what is coming. We made a lot of progress this past year with implementing new math and reading curriculums, adding more technology for students and staff, as well as offering opportunities of acceleration and enrichment for our students.

Our school mission is “We will meet the needs of ALL students academically, socially, and emotionally” This year we will be implementing a school wide social-emotional curriculum called Second Step. The goal of this program is to promote the social-emotional development, safety, and well-being of all children. In order to meet the needs of all students academically we have organized our schedule to give each grade level additional time to meet with small groups of students who may be struggling with a concept, need additional teacher support or those that need to enriched because they already know the concept.

There are continued challenges that are upon us at school, but with challenge is the opportunity for greatness. We (teachers, parents, and community members) are going to push Elmwood Elementary to be the premier place for students to attend school.

How are we going to accomplish this vision?

★ **Model the Way** – We have clear beliefs, principles, and values that engage all stakeholders. We are going to do what we say we are going to.

★ **Inspire A Shared Vision** – We will envision the future while honoring the past. We will be better tomorrow than we are today!

★ **Challenge the Process** - We will search for opportunities of greatness by being innovative, taking risks, and improving from our mistakes.

★ **Enable Others to Act** – We will work to create a learning environment of teamwork, trust, and empowerment.

★ **Encourage the Heart** – We will recognize contributions and celebrate values and victories while setting high standards/expectations for the school. *(Five practices of Exemplary Leadership, Kouzes and Posner)*

We are excited about the journey and adventures that will occur this school year. We look forward to working with each student and family to ensure 2019-2020 is an amazing year.

Respectfully,

Matthew Lerner, Principal  
Stephanie Hagins, Assistant Principal
EPCUSD 401 VISION STATEMENT

The vision of Elmwood Park CUSD 401 is to inspire minds in the pursuit of excellence.

EPCUSD 401 MISSION STATEMENT

Elmwood Park CUSD 401, a unit district in a suburban community with a small town feel, strives to cultivate:

➢ 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.
It is the responsibility of the Elmwood Park Schools and Community to promote the highest level of development for every student to be productive and to foster a life-long process of learning by creating a safe, caring and challenging educational environment.
## Elmwood Park Community Unit District 401
### 2019-2020 School Calendar

<table>
<thead>
<tr>
<th>Month</th>
<th>Year</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 2019</td>
<td></td>
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<td>Aug. 12</td>
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<td>Aug. 13</td>
<td></td>
<td>Teacher Work Day</td>
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<tr>
<td>Aug. 14</td>
<td></td>
<td>First Day of School</td>
</tr>
<tr>
<td>Sept. 2</td>
<td></td>
<td>LABOR DAY - NO SCHOOL</td>
</tr>
<tr>
<td>Sept. 12</td>
<td></td>
<td>High School Parent Teacher Conferences</td>
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<tr>
<td>Oct. 3 &amp; 10</td>
<td></td>
<td>Elm Middle School Parent Teacher Conferences</td>
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<tr>
<td>Oct. 14</td>
<td></td>
<td>COLUMBUS DAY - NO SCHOOL</td>
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<tr>
<td>Oct. 16</td>
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<td>End of 1st Quarter 44 Days</td>
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<tr>
<td>Nov. 6 &amp; 7</td>
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<tr>
<td>Nov. 7</td>
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</tr>
<tr>
<td>Nov. 8</td>
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<td>Nov. 11</td>
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<td>VETERANS DAY - SCHOOL IN SESSION</td>
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<tr>
<td>Nov. 27-29</td>
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<td>Thanksgiving Break</td>
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<tr>
<td>Dec. 20</td>
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<tr>
<td>Dec. 21-Jan. 5</td>
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<td>WINTER BREAK</td>
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<tr>
<td>Aug. 13</td>
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<td>First and Last Day of School</td>
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<tr>
<td>Aug. 20</td>
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<td>Institute Day</td>
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<tr>
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<tr>
<td>Aug. 22</td>
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<td>Labor Day - NO SCHOOL</td>
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<tr>
<td>Sept. 12</td>
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<td>Elm Middle School Parent Teacher Conferences</td>
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<tr>
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<tr>
<td>Dec. 21-Jan. 5</td>
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<td>WINTER BREAK</td>
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<tr>
<td>Sept. 13</td>
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<td>First and Last Day of School DR MARTIN L KING DAY - NO SCHOOL</td>
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<td>Sept. 20</td>
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<tr>
<td>Dec. 21-Jan. 5</td>
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<td>Emergency Days</td>
</tr>
</tbody>
</table>

Our official school/calendar has five (5) emergency days built in at the end of the year on May 22, 26, 27, 28 and 29. There may be a need to dismiss school due to inclement weather and will require the use of the makeup days indicated in May. Please do not make any travel/vacation plans during those dates. Please keep in mind that only 5% of the staff may be absent before or after published holidays per the contract.
Panther Pride

Elmwood Elementary School

Be Responsible
Be Respectful
Be Ready

ELMWOOD SCHOOL SONG

(Sung to the tune of the Notre Dame Victory March)

We are the Panthers glowing with pride.
Parents and teachers stand by our side.
Helping us to do our best,
Knowing that we can reach success!
We are the Panthers let it be told.
Learning continues as we grow old.
Proudly wearing black and gold,
We'll be all that we can be!
ADMINISTRATION AND SPECIAL SERVICES OFFICE AND SUPPORT SERVICES

Mr. Matthew Lerner, Principal 583-6254
tlemrm@epcusd401.org

Mrs. Stephanie Hagins, Asst. 583-6253
haginss@epcusd401.org

Mrs. Carin, Social Worker 583-6259
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Ms. Walsh, P.T. Social Worker 583-6259
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Ms. Jerzyk, Nurse 583-6255
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belik@epcusd401.org

Mrs. Marzillo 583-6702
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Ms. Breitzman 583-6750
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Ms. Kelley-Windisch 583-6721
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Mr. Falk 583-6734
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Mrs. Bilotti 583-6726
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Mrs. Runge 583-6515
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Ms. Solis, Secretary 583-6250
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Mrs. Guillen, Clerk 583-6252
benakosc@epcusd401.org

Mrs. DiDavide 583-6702
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Mr. Uhler 583-6727
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BASEC 708-207-8847

Mrs. Manzano 583-6717
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Mrs. Parren 583-6744
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Mrs. Alexander 583-6740
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Mrs. Hoffmeister 583-6714
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Mrs. Caputo 583-6739
caputoc@epcusd401.org

Mrs. Dizonno 583-6749
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Mrs. Douglas 583-6735
douglassa@epcusd401.org

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Mrs. Maione 583-6531
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Ms. Lovinelli 583-6723
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Mrs. Loffredo 583-6742
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Mrs. Ferrusquia 583-6742
ferrusquiac@epcusd401.org

Ms. Ortman 583-6742
ortmanl@epcusd401.org

Mrs. Bozek 583-6538
bozeka@epcusd401.org

Ms. Wanzung 583-6736
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Mrs. Scimeca 583-6706
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Mrs. Ascencio 583-6736
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Ms. Olson 583-6736
olsonme@epcusd401.org

Mr. Hawk 583-6538
hawks@epcusd401.org

Mrs. Nikols 583-6538
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Ms. Grochola 583-6539
grocholak@epcusd401.org

Mrs. Glowacka 583-6539
glowackar@epcusd401.org

Mrs. Glancy 583-6539
glancyd@epcusd401.org
## Elmwood School Faculty List

### Principal
Matthew Lerner

### Assistant Principal
Stephanie Hagins

<table>
<thead>
<tr>
<th>ROOM</th>
<th>GRADE</th>
<th>STAFF</th>
<th>SPECIALTY</th>
<th>STAFF</th>
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<tbody>
<tr>
<td>102</td>
<td>1</td>
<td>Lisa Marzillo</td>
<td>PRIMARY</td>
<td>Office Secretary</td>
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<tr>
<td>104</td>
<td>1</td>
<td>Christie Giudice</td>
<td>Clerk</td>
<td>Erica Guillen</td>
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<td>101</td>
<td>1</td>
<td>Katherine Feldmann</td>
<td>Nurse</td>
<td>Barb Jerzyk</td>
</tr>
<tr>
<td>103</td>
<td>1</td>
<td>Ty Lester</td>
<td>ELL</td>
<td>Lisa Loffredo</td>
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<tr>
<td>C 103</td>
<td>2</td>
<td>Kathleen Mangiamele</td>
<td>Laurie Ortman</td>
<td>Agnieszka Bozek</td>
</tr>
<tr>
<td>C 104</td>
<td>2</td>
<td>Sandy Katsantones</td>
<td>Bilingual</td>
<td>Christina Ferrusquia</td>
</tr>
<tr>
<td>C 102</td>
<td>2</td>
<td>Stefanie Raimondi</td>
<td>Technology</td>
<td>Paul Uhler</td>
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<td>C 101</td>
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<td>Kelsey Horvath</td>
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<td>Fran Di Davide</td>
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<td>202</td>
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<td>Mary Vravosinos-Sanders</td>
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<tr>
<td>203</td>
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<td>Naomi DiSilvio</td>
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<td>Courtney Caputo</td>
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<td>204</td>
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<td>Diane Daniels</td>
<td>Special Ed</td>
<td>Jackie Dizonno</td>
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<td>201</td>
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<td>Rosemarie Romano</td>
<td>Special Ed</td>
<td>TBD</td>
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<td>SPECIALS</td>
<td>Domenica Maione</td>
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<td>Library</td>
<td>Julie Parren</td>
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<tr>
<td>213</td>
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<td>Cami Breitzman</td>
<td>Special Ed Aide</td>
<td>Katarzyna Grochola</td>
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<td>221</td>
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<td>Jeorganne Ricchio</td>
<td>Special Ed Aide</td>
<td>Efi Nikols</td>
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<td>Mary Therese Anichini</td>
<td>Special Ed Aide</td>
<td>Devra Glancy</td>
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<td>Renata Glowacka</td>
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<td>Lib.SmRoom</td>
<td>Meg Carin</td>
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<td>Speech</td>
<td>Anne Douglas</td>
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<td>206</td>
<td>6</td>
<td>Tony Bolin</td>
<td>Michelle Sohl</td>
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<td>6</td>
<td>Roger Falk</td>
<td>Library</td>
<td>Teresa Iovinelli</td>
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<td>Lisa Runge</td>
<td>Library Aide</td>
<td>Bob Giles</td>
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<tr>
<td>209</td>
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<td>Michelle Bilotti</td>
<td>Custodians</td>
<td>Rose Ergastolo</td>
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<td></td>
<td>Gym</td>
<td>Sylvia Luccheto</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Stage Band</td>
<td>Brian Martinez</td>
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### Notes:
The table above shows the faculty list for Elmwood School, including their roles and the classrooms they are based in. The primary roles are listed first, followed by intermediate and special roles. Each role includes the name of the staff member and their specialty or role. The list is organized by room number, grade level, and staff member. The faculty list includes professors, librarians, and support staff, providing a comprehensive overview of the school's teaching and support team.
GENERAL INFORMATION

1. ATTENDANCE

<table>
<thead>
<tr>
<th>Hours of Attendance</th>
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<tr>
<td>Grades 1-6</td>
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<tr>
<td>Entry</td>
</tr>
<tr>
<td>Class Starts</td>
</tr>
<tr>
<td>Dismissal</td>
</tr>
</tbody>
</table>

In the interest of safety, it is important that students not arrive at school before 8:20 a.m. There is no outside supervision until those times. Meetings for student activities and opportunities for individual help from teachers are scheduled for before, during or after school or during the lunch break. If students arrive before school for a scheduled purpose, they are to sign in at the office and then proceed to their teacher’s classroom.

All children must be picked up at 3:00 p.m. and 11:30 a.m. on early release days unless they are staying after school with parental permission. No siblings are allowed at after school activities and must be picked up at the regular time. Parents are expected to make other arrangements if unable to pick up their child on time.

In case of severe weather or other school emergency that would require the school to be closed, you will be contacted by phone by the district’s automated phone system. If you have “call blocker” you can enter the following phone number 708-452-7272 in order to receive these calls. If you need further information, please use any of the following suggested steps:

- You may call 708-452-7272 and press 8 to hear if any District 401 schools are closed.
- Refer to the Elmwood Park School District home page at www.epcusd401.org and click on “Emergency School Closing Information”.
- www.emergencyclosingcenter.com
- Listen to AM radio stations – 670, 720 or 780
- Watch TV channels 2, 5, 9, 32, or cable channel 37.

Office Hours 8:00 a.m. – 4:00 p.m.

Absences - Please call (708) 452-3558 or (708) 583-6260. This voicemail can be accessed at any time until 9:15 a.m.

It is very important to call the office before 8:30 a.m. on days when your child is absent. If we do not hear from you, it will be necessary for us to call home to confirm the reason for the absence. If no one is available to answer your call, please leave a message stating the day, your name, the name of the student, and the reason for absence. Our voice-mail is available throughout the night. Absenteeism which averages more than one day every two weeks is a serious problem that will be investigated by school officials. Parents should consult with the principal about chronic problems. If a student is absent 5 or more consecutive days due to illness, the student may be required to bring a note from the doctor to be allowed back to school. Further, at the request of the school administration, a student may be asked to produce a doctor’s explanation for an unusual attendance pattern.

After the 10th absence (excused or unexcused) a letter will be sent to the home. If absences continue, a telephone conference will be required.

After the 20th absence, a second letter will be sent home, warning of consequences if absences continue. A conference must be held.

After the 45th absence, a certified letter will be sent to the home, warning that the student may be retained.
**Tardiness**

Tardiness is very disruptive and every effort should be made to be on time. Students arriving after 8:40 a.m. in the morning, or 9:17 a.m. on Wednesdays, will be marked tardy by their classroom teacher and will need to obtain an admit slip from the office. **Six or more tardies per semester will result in an after school detention, and the student will be issued a detention for each tardy thereafter. A report may be made to the Cook County Truancy Officer after 12 tardies.**

**Dismissal**

If a child is to be dismissed during the school day, a note must be sent to the teacher, who will then forward it to the office. Parents must report to the school office when picking up their student.

All children must be picked up at 3:00 p.m. unless they are staying after school with parental permission. No siblings are allowed at after school activities and must be picked up at the regular time. Parents are responsible for making other arrangements if they are unable to pick up their student on time.

All parents who pick up their students after 3:12 must sign them out in the office. Any student who is not supervised by adult must promptly leave the school grounds unless they are attending an after school activity.

**Vacations**

Pre-arranged vacations and absences must be approved prior to the vacation. When a future absence is expected, a note should be sent to the homeroom teacher who will forward it to the office. The student is responsible for gathering assignments so a minimum of work will be missed. Work assigned must be turned in a week after returning to school or it will not be counted for grading purposes.

2. **ACCIDENT CARE PROCEDURES (During school hours)**

   **Simple Injuries:**
   
   Student will be assessed and first aid care will be provided by staff.

   **Moderate to Severe Injuries:**
   
   1. Student will be assessed and first aid care provided.
   2. Parents will be contacted immediately.
   3. Community emergency personnel will be contacted when necessary.

3. **CELL PHONES AND OTHER ELECTRONIC DEVICES, SUCH AS I-PODS, HAND HELD VIDEOS.**

   The School is not liable for loss and or theft.
   Phones may be brought to school, but are not to be turned on during the school day or during school-related activities. Furthermore, they are to remain in a safe location, stowed safely away and out of sight in a backpack or locker when within the school building. Students may turn on their phones to make or receive calls only after they have exited the building at the conclusion of the school day. If staying for school-related activities, calls may be made/received after the activity has concluded. All other electronic devices, including but not limited to iPods, and hand held video devices must also be stowed safely away and out of sight in a backpack or locker when in the school building. Possession of a cell phone and other electronic devices is a privilege, not a right. Strict adherence to the rules concerning these devices is required to keep this privilege. The school is not liable for loss or theft of these items.

4. **CHAIN OF COMMAND**

   When questions, concerns or interests regarding your child’s progress or school program arise, please address them promptly by contacting the classroom teacher. If questions or concerns remain, it is appropriate that you then contact the building principal or assistant principal. In the event that there are
remaining or unresolved questions or concerns, feel free to contact the Superintendent of Schools. Remember, always contact the teacher first!

5. CHANGE OF RESIDENCE

If you have a change of residence, you must notify the main office and bring in the following proofs of residence for the new location.

ALL DOCUMENTS MUST CONTAIN CURRENT ELMWOOD PARK ADDRESS ALONG WITH THE NAME OF PARENT/GUARDIAN

- I own/drive a car
- I do not own/drive a car

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

B. ALSO PROVIDE ONE OF THE FOLLOWING DOCUMENTS:
- Current water, electric, gas, internet, satellite provider or cable bill with Elmwood Park service address.
- Valid Illinois or Elmwood Park vehicle registration with Illinois driver’s license citing Elmwood Park address.
- Valid public aid card or document from DHS or DCFS with Elmwood Park address.
- Homeowner’s or renters’ insurance document with Elmwood Park address.
- Recent pay stub from your employer with Elmwood Park address.

C. ALSO PROVIDE ONE OF THE FOLLOWING DOCUMENTS (Proof of Personal ID):
- State issued photo ID (IL driver’s license if you own/drive a car with Elmwood Park address or IL state ID with Elmwood Park address)
- Federal issued photo ID (passport)
- Other photo ID with Elmwood Park address.

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

6. COMMUNICATIONS

Newsletters – Every other week the “Elmwood Express” will be distributed and posted on our website. This bi-weekly publication reports important information pertaining to our school, as well as articles from staff, students, and other school organizations. Many individual teachers send home a brief note or newsletter describing past activities and upcoming events within their class or grade levels.

Report Cards – Report cards are distributed four times a year. The final report cards will be given out on the last day of school.

Power School
Student demographic information, grades, attendance and conduct are accessible for viewing by parents through Power School. Authorized parents and guardians can receive user names and passwords from the office that will enable them to view their child’s information.

Parent conferences – Parent conferences are held twice a year. The first conference is in November after report cards are handed out. The second conference is in February and is for students whose teachers or parents feel a conference is necessary.
Email – Parents may provide their email address to the school office to receive information electronically. As email addresses tend to change frequently, please keep the office updated on your most current address.

Social Media – Facebook, Instagram and Twitter

7. 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 discloses appropriately designated “directory information” without written consent, unless you 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:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- 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 (LEA’s) 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 by Tuesday, September 3rd. The District has designated the following information as directory information:

- Student’s name
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Photograph
- Degrees, honors, and awards received
- Grade level

Reference District Policies for Student Handbooks Elmwood Park Community School District #401
These policies are available online at www.epcusd401.org.

8. DISCIPLINE

Behavior is expected throughout the school – in classrooms, hallways, cafeteria, outside property, assemblies, on buses and at extra curricular activities – that is respectful of teachers and classmates and is supportive of a positive climate for living and learning.

Reference District Policies for Student Handbooks Elmwood Park Community Unit School District #401
These policies are available online at www.epcusd401.org.

Bullying – Behaviors that will have a negative impact upon the learning environment or any act or conduct by a student that injures, degrades, belittles or disgraces another student will not be tolerated.
Disruptive Acts - Students are expected to behave so that classrooms, halls, and other school areas are not disrupted or endangered.

Discipline - Corporal Punishment

Corporal punishment (including slapping, paddling or prolonged maintenance of a student in physically painful positions and intentional infliction of bodily harm) may not be used. Teachers may use reasonable force as needed to keep students, school personnel and others, safe, or for self-defense or defense of property.

Teachers and other staff members also shall refrain from using disciplinary methods that may be psychologically damaging to children, such as ridicule, excessive display of temper, etc.

Physical restraint may be used when necessary to protect the student or other individuals and/or property from physical harm.

Lunchroom Behavior - Appropriate behavior is expected in the school cafeteria including: using proper etiquette; throwing away garbage; and refraining from throwing food or other objects. Food and drink may not be taken from the cafeteria. Disciplinary measures may be taken if these expectations are not met.

PBIS – Elmwood’s PBIS initiative is designed to teach, support, monitor and celebrate the expected behaviors of students in all environments of the school day. By following the 3 R’s of Be Responsible, Be Respectful, Be Ready, all students will be prepared to face any academic or social challenge they may encounter. Quarterly goals are established for each classroom in earning compliments from other students and teachers. Celebrations for reaching those goals are held at the close of each quarter.

<table>
<thead>
<tr>
<th>EXPECTATION</th>
<th>LUNCHROOM</th>
<th>HALLWAYS</th>
<th>BATHROOMS</th>
<th>AUDIENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>BE RESPONSIBLE</td>
<td>Walk at all times</td>
<td>Walk at all times</td>
<td>Wait your turn.</td>
<td>Follow directions</td>
</tr>
<tr>
<td></td>
<td>Keep your area clean</td>
<td>Stay in a straight line</td>
<td>Keep to yourself and give others privacy.</td>
<td>Look at speaker</td>
</tr>
<tr>
<td></td>
<td>Stay seated until given permission</td>
<td>Take the shortest route</td>
<td></td>
<td>Listen to speaker</td>
</tr>
<tr>
<td>BE RESPECTFUL</td>
<td>Keep hands, feet and food to yourself.</td>
<td></td>
<td>Flush the toilet</td>
<td>Applaud appropriately</td>
</tr>
<tr>
<td></td>
<td>Listen to all adults</td>
<td></td>
<td>Keep the bathroom clean</td>
<td>Ask questions at the right time</td>
</tr>
<tr>
<td></td>
<td>Use indoor voices.</td>
<td></td>
<td></td>
<td>Respond respectfully.</td>
</tr>
<tr>
<td></td>
<td>Speak respectfully</td>
<td></td>
<td></td>
<td>Participate respectfully.</td>
</tr>
<tr>
<td>BE READY</td>
<td>Have all lunchroom items upon arrival</td>
<td>Eyes and body facing forward</td>
<td>Wash hands with soap and water</td>
<td>Listening position</td>
</tr>
<tr>
<td></td>
<td>Be ready to order your lunch</td>
<td>Keep your arms at your side</td>
<td>Be quick and quiet</td>
<td>Remain seated for entire assembly</td>
</tr>
</tbody>
</table>
Search and Seizure - 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.

Reference District Policies for Student Handbooks Elmwood Park Community Unit School District #401
These policies are available online at www.epcusd401.org.

9. DRESS CODE

Students’ dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety and decency. 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, or disrespectful 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 over-sized 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.
- Flip flops (shoes) or shoes with wheels may not be worn at school.
- Purses, if brought to school, must be kept in the student’s locker at all times.

DRESS CODE INFRACTIONS – Student Appearance

1st Offense  Verbal warning + Correct the Infraction + Inform the Parent/Guardian
2nd Offense  Detention + Correct the Infraction + Inform the Parent/Guardian
3rd Offense  Detention + Correct the Infraction + In-Person Conference with Parent/Guardian

Reference District Policies for Student Handbooks Elmwood Park Community Unit School District #401
These policies are available online at www.epcusd401.org.

10. EMERGENCY EVACUATION

If it becomes necessary to have the students evacuate the building, the faculty and staff will escort the children to the Elmwood Park Public Works Building located at 7330 W Fullerton Ave.

11. ENTRY, MOVEMENT THROUGH THE CORRIDORS AND DEPARTURE

A. Students enter and exit school only through their assigned door. Tardy students arriving after their door is locked must enter through the main office door and report to the office to receive a tardy slip.

B. Students may not arrive before 8:20 a.m. unless prearranged or attending a school club meeting.
C. Students are to walk, not run, through the corridors.

D. Unless permitted or required to stay after school by a teacher, students must leave the school grounds promptly when dismissed from the same door they entered in the morning.

E. Bike riding, skateboarding, the riding of scooters, and roller skating/rollerblades are not permitted on school property between 8:00 a.m. and 4:00 p.m.

F. At dismissal time, students are to be met outside of school rather than picked up at their room. Teachers will make every attempt to promptly dismiss their students.

G. Primary Students (grades 1-3) drop-off and pick-up on 75th Ct (back of building). Intermediate students (grades 5 & 6) drop-off and pick-up on 76th Ave (front of building). Grade 4 drop-off on 76th Ave (front) and pick-up on 75th Ct (back).

H. Do not bring animals to school. In accordance with Village Ordinance Sec. 5-15, animals are prohibited on public school property. We, therefore, ask when dropping off or picking up your child, you adhere to this ordinance.

I. In accordance with state law, there is a No Smoking policy in effect on school property.

J. Students can be dropped off in the front or back of the school beginning at 8:20 a.m. Cars should enter the drop-off lanes for students to safely exit the cars. Students dropped off across the street from the school are expected to cross at the crosswalks. No student should be dropped off in the middle of the street, as this poses a safety hazard.

K. If there are “horses” or barricades present at any of the alleys adjacent to school property, they are not to be moved. The alleys are not to be used for dropping off or picking up of students.

L. Motorized scooters, motorized skateboards or motorized pedal boards of any kind are not permitted on school property.

12. EQUAL EDUCATIONAL OPPORTUNITIES

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 Section 504 Coordinator responsible for sex equity (Title IX) is Dr. Leah Gauthier, may be reached at (708) 583-5835. For handicapped (Section 504) is Mrs. Stephanie Hagins, may be reached at (708) 452-3558

Reference District Policies for Student Handbooks Elmwood Park Community Unit School District #401
These policies are available online at www.epcusd401.org.

13. EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES

Selection of members or participants is at the discretion of the teachers, sponsors, or coaches provided that the selection criteria conform to the District’s policies. Participation in co-curricular activities is dependent upon course selection and successful progress in those courses. In order to be eligible to participate in any school-sponsored or school-supported athletic or extra-curricular activity, the student must maintain a passing grade in all classes.

Reference School Policies for Student Handbooks Elmwood Park Community Unit School District #401
Be Responsible: Students must be up to date with their academic responsibilities. This means they must be passing all classes.

Be Respectful: Students must show respect for themselves, teachers, classmates, and school property.

Be Ready: Students must attend practices/meetings regularly and come to practices/meetings ready to work. This means that if you are in school, you need to attend the clubs. If you are in school and do not attend practice/meeting it may result in dismissal from the club.

These policies are available online at www.epcusd401.org.

<table>
<thead>
<tr>
<th>List of Clubs:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary HW Club</td>
</tr>
<tr>
<td>Intermediate HW Club</td>
</tr>
<tr>
<td>Panther Press</td>
</tr>
<tr>
<td>Choir</td>
</tr>
<tr>
<td>TAP</td>
</tr>
<tr>
<td>Yearbook</td>
</tr>
</tbody>
</table>

14. 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 September 3rd (or 30 days after registering a new student to the District).

School fee refunds will be calculated as follows:
Less than or equal to First week of school 75%
Less than or equal to 2nd week 50%
Less than or equal to 3rd week 25%
Less than or equal to 4th week 0

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

“School Fees” include, but are not limited to, the following:
All charges required for textbooks and instructional materials.
All charges and deposits collected by a school for use of school property.
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).
Charges or deposits for uniforms or equipment related to varsity and intramural sports, or to fine arts programs.
Charges to participate in an extra-curricular activity.
Graduation fees (e.g., caps, gowns),
School records fees.
Driver’s education fees assessed pursuant to Section 27-23 of The School Code.

“School fees” do not include:
Library fines and other charges made for the loss, misuse, or destruction of school property (e.g., musical instruments).
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).
Charges for admission to school dances, athletic events, or other social events.
Optional community service programs for which fees are charged (e.g., preschool, before and after school child care, recreation programs).

Waiver of Fees

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

15. FIELD TRIPS

All classes plan field trips that are relevant to their respective curriculums. Classroom teachers and selected parent volunteers supervise the field trips. Parents maintain the rules and regulations stipulated by the classroom teacher, which are in conjunction with school rules and regulations. If necessary, additional fees may be collected by the classroom teacher.

16. GRADING SCALE

All classes use the same grading scale, which is printed below:

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>97-100</td>
<td>A+</td>
</tr>
<tr>
<td>94-96</td>
<td>A</td>
</tr>
<tr>
<td>90-93</td>
<td>A-</td>
</tr>
<tr>
<td>87-89</td>
<td>B+</td>
</tr>
<tr>
<td>84-86</td>
<td>B</td>
</tr>
<tr>
<td>80-83</td>
<td>B-</td>
</tr>
<tr>
<td>77-79</td>
<td>C+</td>
</tr>
<tr>
<td>74-76</td>
<td>C</td>
</tr>
<tr>
<td>70-73</td>
<td>C-</td>
</tr>
<tr>
<td>67-69</td>
<td>D+</td>
</tr>
<tr>
<td>64-66</td>
<td>D</td>
</tr>
<tr>
<td>60-63</td>
<td>D-</td>
</tr>
<tr>
<td>0-59</td>
<td>F</td>
</tr>
</tbody>
</table>

17. GRIEVANCE PROCEDURE

District students, parents and/or guardians of District students, or employees of District 401, should notify Dr. Leah Gauthier the Director for Curriculum and Instruction if they believe that the School Board, its employees or agents have violated their rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy or have a complaint regarding:
1. Title II of the Americans with Disabilities Act;
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
5. The misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children; or
6. Curriculum, instructional materials, programs

Reference Student Policies For Student Handbooks Elmwood Park Community Unit School District #401
These policies are available online at www.epcusd401.org.

18. HEALTH AND SAFETY

Physical exams and immunizations are required by state statute and District #401 Board Policy to be current by the first day of school, or the student will be excluded from school. Incoming sixth grade student requirements include a new school year physical, current TB test and up-to-date immunizations. All second and sixth grade students will require a dental exam.

New student requirements include a new school year physical, up-to-date immunizations and current TB test. Transfer students in grades 2 and 6 will need a current dental exam by May 15, 2020. Consult your
physician or the school nurse should you have questions. Please try to return completed dental forms by registration.

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.

Each student must have an emergency card on file in the school office. Please notify the office immediately of changes during the school year. **Students must be accompanied by a parent or designated guardian if walking home in the case of illness or injury.**

Gym or physical activities excuses for an extended time must be accompanied by a doctor’s note. This note should include the doctor’s name, phone number, diagnosis, and dates designated for absences, P.E., or outdoor recess restrictions.

Should your child be absent from school due to a fever and illness, your child must be fever free for 24 hours before returning to school.

You are responsible for your child’s conduct and safety while traveling to or from school. The school’s responsibility for the safety and welfare of your child begins upon arrival on school property at authorized times.

19. HOMEWORK AND TESTS

Homework helps build basic skills and enriches the regular classroom program. It helps students develop study skills and the responsibility for self-improvement through disciplined study outside of the classroom. Homework assignments will be made by the classroom teachers, and will be purposeful, differentiated, and coordinated. Homework is part of your child’s progress in school and will be a portion of your child’s final quarter grades.

- When calling your child in sick, please request their homework (which will be ready for pickup at 3:00 P.M.) or find out who their “homework buddy” is and request it to be sent home with the buddy. The student has one day for every day absent to make up the work.
- If the child will be out of town, please notify the teacher and request any work that he/she will be missing ahead of time. Work assigned must be turned in a week after returning to school or it will not be counted for grading purposes.
- If your child forgets his/her homework, you may return to the school with your child up until 4:00 P.M. You must check in to the main office. Only students with passes are allowed to come in before school starts for homework help.

Appropriate standardized tests are used to diagnose student strengths and weaknesses, to measure growth in basic skills and to measure scholastic aptitude. As necessary; individual tests will be given for a more detailed assessment of the student.

**AIMSWEB Plus:** A powerful and proven tool that informs instruction and improves student performance. Use its standards-aligned reading and math measures to screen and monitor progress for grades K-8.

**CogAT (Cognitive Abilities Test):** Second grade students will be tested in the fall to determine strengths and weaknesses in their cognitive processes.

**IAR (The Illinois Assessment of Readiness):** State assessment and accountability measure for Illinois students enrolled in a public school district. IAR assesses the New Illinois Learning Standards Incorporating the Common Core and will be administered in English Language Arts
and Mathematics. IAR assessments in English Language Arts and Mathematics will be administered to all students in grades 3-8.

5th Grade Science Assessment: In compliance with federal testing requirements, Illinois will administer a science assessment to students enrolled in a public school district in grades 5, 8 and once at the high school level. The assessment will be administered in an online format and is aligned to the Illinois Learning Standards for Science incorporating the Next Generation Science Standards (NGSS), which were adopted in 2014.

20. INTERNET USER RULES

The Acceptable Use and Internet Safety Policies are available online on the district website at www.epcusd401.org.

21. LIBRARY FEES

School library books that are lost will be replaced by the parents of the student responsible. The charges will be as follows:

<table>
<thead>
<tr>
<th>Type</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Juvenile paperback</td>
<td>$10.00</td>
</tr>
<tr>
<td>Juvenile hardcover</td>
<td>$20.00</td>
</tr>
<tr>
<td>Young Adult paperback fiction</td>
<td>$10.00</td>
</tr>
<tr>
<td>Young Adult paperback non-fiction</td>
<td>$20.00</td>
</tr>
<tr>
<td>Young Adult hardcover fiction</td>
<td>$20.00</td>
</tr>
<tr>
<td>Young Adult hardcover non-fiction</td>
<td>$30.00</td>
</tr>
<tr>
<td>Magazine</td>
<td>$3.00</td>
</tr>
<tr>
<td>Reference</td>
<td>Actual Replacement Cost</td>
</tr>
</tbody>
</table>

22. LOST AND FOUND

Lost and found items are kept in a bin in the first floor hallway. Students should inquire immediately about a lost item. All clothing brought to school should be labeled with the name of the child. Children should not bring expensive clothing or personal belongings to school. We cannot be responsible for lost or stolen items. At the end of each quarter, unclaimed clothing will be donated to a charitable organization.

23. LOST OR DAMAGED TEXTBOOKS

Students will be charged the current purchase price to replace damaged or lost books.

24. LUNCH AND BREAKFAST PROGRAM

Breakfast and lunch will be served daily. Please refer to the Elmwood Express and the district website for more information. Behavior in the cafeteria is expected to be appropriate. When students misbehave in the cafeteria they may be issued a detention.

**LUNCH SCHEDULE**

<table>
<thead>
<tr>
<th>GRADE</th>
<th>LUNCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 and 2</td>
<td>11:10 – 11:40</td>
</tr>
<tr>
<td>5</td>
<td>11:50 – 12:20</td>
</tr>
<tr>
<td>4</td>
<td>12:00 – 12:30</td>
</tr>
<tr>
<td>3 and 6</td>
<td>12:30 – 1:00</td>
</tr>
</tbody>
</table>

District 401 Lunch Guidelines
Students need to maintain a positive account balance. Cash or checks made payable to Aramark are accepted. Please note a $30.00 fee will be assessed for all returned checks. Notifications of student account balances are sent home with the students when their accounts are at $5.00 or less. Students will be charged for a meal each time. Students with an excessive balance may be refused a meal. If you need to drop off a student’s lunch, please make sure to let them know ahead of time to ensure they receive their lunch before their lunch time.

Elmwood Park CUSD#401 is excited to offer MySchoolBucks. This online payment service provides a quick and easy way to add money to your student’s meal account using a credit/debit or electronic check. Go to www.MySchoolBucks.com and register for a free account.

If you have any questions or concerns, please call Elmwood School’s Food Service Office at 708-583-6257.

25. MEDICATION ADMINISTRATION GUIDELINES (During School Hours)

Medication required by a student shall not be administered at school, during regular school hours or during school-related activities, unless absolutely necessary to maintain the continued attendance of the student. This policy shall apply to both prescription and non-prescription medication. Medication shall be administered to a student only by:

A nurse (the “Nurse”);
The Superintendent or designee who shall be an administrator;
A non-administrative certified staff member who voluntarily agrees to such administration; or
By the student himself, pursuant to the parent’s/guardian’s or physician’s written authorization.

Medication shall be administered by such individuals only when such medication is required during school hours.

Reference District Policies For Student Handbooks Elmwood Park Community Unit School District #401
These policies are available online at www.epcusd401.org.

26. PARENT/TEACHER CONFERENCES

Parent conferences are held twice a year. The first conference is in November after report cards are issued, and all parents will be asked to schedule a conference. The second conference scheduled as stated below is for those students whose teachers or parents feel one is necessary. If you are unable to keep a scheduled appointment, please notify the school office.

Parent Conference Days:

November 6 & 7, 2019 3:30 p.m. – 7:00 p.m.
February 12 & 13, 2020 3:30 p.m. – 7:00 p.m.

27. PARTIES

Individual classrooms will celebrate holiday parties during the year, planned by the classroom teacher.

Edible treats for birthday celebrations are prohibited, due to the rise in food allergies and our commitment to healthier eating habits. Parents may send their child with non-edible items such as stickers, pencils, erasers, etc., to celebrate their birthday at school. Teachers will be happy to pass these out and acknowledge your child’s special day.

28. PHYSICAL ACTIVITY

Students will attend physical education classes a minimum of once a week with a certified physical education instructor. In addition, homeroom teachers will conduct physical activities. If you do not want your child to participate in physical activities on a given day, you must send a note to the child’s teacher.
If it is necessary for your child to miss physical activities for an extended period of time, a physician's note must be sent to the school office.

29. POLICY OF NON-RETAIATION

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.

LEGAL REF.: Title VII, Sex Discrimination under the Civil Rights Act of 1994.
Title IX, Non-discrimination on the Basis of Sex in Education Programs and Activities Receiving or Benefiting from Federal Financial Assistance of the Educational Amendments of 1972.

30. REPORT CARDS

Parents may access their child's grades on a daily basis in PowerSchool. We encourage you to use this online program so that you can check your child's progress throughout the year. Information regarding setting up an account or logging into an existing account will be provided at the start of the school year.

Grading Period Ends
October 16, 2019
December 20, 2019
March 10, 2020
May 21, 2020

Report cards will be sent home with the students approximately 10 days after the end of the grading period. That date will be indicated on our monthly calendar.

31. PROMOTION CRITERIA POLICY

The promotion of students will be the focus rather than retention. Parents must be informed about the promotion criteria at the start of each school year. Clear communication must be established and maintained with parents, students and staff. Parents must be an integral part of the action Plan and interventions. Multiple sources of information will be included in each grade level’s Promotion Criteria procedures. Consideration must be given to developmental needs in the early years and to special needs children such as English Language Learners, special education, slow learner and gifted. Consistency must be inherent in following designated promotion criteria procedures but latitude should be given when making final promotion decisions.

As part of this new policy, student performance will be examined in numerous ways depending upon the student's grade level.

- Report card grades
- State Testing (IAR)
- AIMSWEB Plus (3 times/year)
- Standardized Testing
- Pre-School Screening (KRT)
- State Screening (ISEL)
- Cognitive Ability Testing (CogAT)
- Light’s Retention Scale
- Other considerations may be reviewed before retention is recommended to the principal.
32. PUBLICATION OF STUDENT PHOTOS/VIDEOTAPING

We occasionally like to photograph or videotape students. Printed below is the wording from a form that parents will be asked to sign. This form will be included in the “Handbook Sign-Off Sheet.”

“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 in 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.”

PLEASE COMPLETE AND SIGN THE DISTRICT POLICIES FOR STUDENT HANDBOOKS FORM TO AUTHORIZE DISTRICT 401 TO PUBLISH PHOTOGRAPHS OR OTHER IMAGES OF YOUR CHILD, WITH IDENTIFYING INFORMATION, IN SCHOOL PUBLICATIONS AND ON THE DISTRICT 401 WEBSITE*

*Please note that District 401 has no control over photographs or images published by non-school entities.

33. SCHOOL HOLIDAYS

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>First Day of School</td>
<td>August 14, 2019</td>
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<tr>
<td>Labor Day</td>
<td>September 2, 2019</td>
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<tr>
<td>Columbus Day</td>
<td>October 14, 2019</td>
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<tr>
<td>Student Non-Attendance</td>
<td>November 8, 2019</td>
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<tr>
<td>Thanksgiving Break</td>
<td>November 27-29, 2019</td>
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<tr>
<td>Winter Break</td>
<td>December 23, 2019-January 3, 2020</td>
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<tr>
<td>Martin Luther King Day</td>
<td>January 20, 2020</td>
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<tr>
<td>Student Non-Attendance</td>
<td>February 14, 2020</td>
</tr>
<tr>
<td>President’s Day</td>
<td>February 17, 2020</td>
</tr>
<tr>
<td>Spring Break</td>
<td>March 23-27, 2020</td>
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<tr>
<td>Alternative Pulaski Day Observed</td>
<td>April 10, 2020</td>
</tr>
<tr>
<td>Last Day of School</td>
<td>May 21, 2020</td>
</tr>
</tbody>
</table>

Emergency Days May 26-29

34. SEXUAL HARASSMENT – STUDENT OR STAFF

Definitions
The determination of what constitutes sexual harassment will vary with the circumstances. It may include physical assault; physical contact; threats; direct sexual propositions; subtle pressure for sexual activity; a pattern of sexually explicit statements, questions, jokes, or anecdotes; offensive personal remarks of a sexual nature; or other unwelcome sexual advances or conduct of a sexual nature, when such conduct has the purpose or effect of unreasonably interfering with a student’s learning or education, or creating a hostile learning or educational environment.
Violations
It shall be a violation of this policy for any student to abuse another student or staff member through any sexually harassing conduct or communications whether such behavior occurs on school grounds, at school events, or on the school bus. Also, a student who takes any form of reprisal against any student or staff member who has rejected or reported sexual harassment shall have violated this policy.

Complaints
Students or staff members who feel they have been sexually harassed may report problems or complaints to any teacher, counselor, or administrator who shall immediately report the matter to the complaint manager. Complaint Manager is Dr. Leah Gauthier, Director of Curriculum and Instruction, may be reached at 708-583-5835.
Any school personnel who believe a violation of this policy may have occurred shall immediately report the matter to the Complaint Manager 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.

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.

Administrative Action
Upon receiving a complaint or report of a possible violation of this policy, the Complaint Manager shall promptly review the incident. The Complaint Manager may decide to refer the parties for counseling or mediation to resolve problems of alleged sexual harassment. If the Complaint Manager 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 Complaint Manager shall take steps to maintain the confidentiality of the investigation.

Penalties
If, after considering all the evidence, the Complaint Manager determines that there has been a violation of this policy, appropriate consequences will be issued.

Reference District Policies For Student Handbooks Elmwood Park Community Unit School District #401
These policies are available online at www.epcusd401.org.

35. STUDENT RECORDS – RIGHTS AND PRIVACY

The Elmwood Park District 401 Board of Education has established a policy insuring the privacy of student educational records as required by federal law. The District 401 policy follows the law which states parents have the right to:

Examine and copy all information.
Inspect or challenge the content of the records.
Request copies of the temporary records.

Each building principal in the district has a copy of the student records policy and is in charge of the student records for his or her school. Information on procedures may be obtained in each school office.

Reference District Policies For Student Handbooks Elmwood Park Community Unit School District #401
These policies are available online at www.epcusd401.org.
36. SPECIAL SERVICES

_Before and After School Extended Care (BASEC)_ - The District offers a before and after school care program. Children are supervised by trained adults and are given snacks. The children may arrive as early as 7:00 a.m. before school and stay until 6:00 p.m. after school. There is a minimal charge per student per session. For more information contact Sarah Manzano, BASEC coordinator, at 708-207-8847 or via email at manzanos@epeusd401.org.

_ELL/Bilingual Program_ – English as a Second Language and bilingual classes are support programs provided by the District and supported by state and federal grant monies. This program services students speaking a primary language at home other than English and requiring assistance in English language mastery. ELL and bilingual teachers also work with students in their classrooms. Programs are also planned for parents of English Language Learners.

_Enrichment Program_ – 1st and 2nd grade students will have an opportunity to receive enrichment on a weekly basis. With qualifying assessment scores, 3rd - 6th grade students will have enrichment opportunities in the core subjects of math and reading.

_Reading Programs_ - 1st-6th grade- Students use scientifically research based programs to address specific reading deficiencies in phonemic awareness, phonics, vocabulary, comprehension, and fluency. Instruction may be delivered in a small group or general education classroom with a Reading Specialist.

_Special Education Services_

Special education shall be provided for students who are physically, mentally, emotionally, or perceptually handicapped to a degree which makes it impractical or impossible for them to benefit from or to participate in the normal classroom programs, consistent with the provisions of P. L. 94-142.

Whenever possible, resource services shall be provided to the student so that he/she will be able to participate in as much of the regular school program as possible. If such an arrangement does not sufficiently meet the student’s needs, he/she may be placed in a special education class on a full-time basis.

Elmwood Park District is a member of the Leyden Area Cooperative for Special Education in Cook County, a cooperative association of school districts which offers special class placement and other services for various types of handicaps. Operating under the provisions of the Illinois School Code (Section 14) and the regulations of the Illinois Office of Education, program costs are shared by the local districts and the state. The programs, including transportation, are provided without charge to the parent(s)/guardian(s) and parental consent is a requirement for placement.

_McKinney-Vento (Students who are homeless; Board Policy 6:140)_

Children who are homeless are provided equal access to the district’s educational programs in accordance with the McKinney-Vento Act and State law. District procedures are intended to remove barriers to enrollment by homeless children. In addition, the district has designated a liaison for children who are homeless. The liaison coordinates services to facilitate the enrollment of children who are homeless and the provision of opportunities for academic success.

The District’s Homeless Liaison is:
Dr. Kari Smith, Director for Student Services
Elmwood Park CUSD 401
8201 W. Fullerton Ave.
Elmwood Park, IL 60707
708-583-5836

_Accommodating Individuals with Disabilities (Board Policy 8:70)_
Elmwood Park CUSD 401 accommodates individuals with disabilities with the opportunity to participate in all school-sponsored services, programs, and activities on an equal basis as those without disabilities. Individuals with disabilities should notify the building principal or Superintendent if they have a disability that requires special assistance or services, and what services are required. The notification should take place as far as possible before the school-sponsored function, program or meeting.

Section 504/Education of Children with Disabilities (Board Policy 6:120)
The School District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals with Disabilities Education Act (IDEA) and implementing provisions of the School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. The term "children with disabilities," as used in this policy, means children between ages 3 and 21 (inclusive) for whom it is determined, through definitions and procedures described in the Illinois State Board of Education (ISBE) Special Education rules, that special education services are needed.

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the ISBE Special Education rules. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), representation by counsel, and a review procedure.

The District may maintain membership in one or more cooperative associations of school districts that shall assist the District in fulfilling its obligations to the District's disabled students. If necessary, students may also be placed in nonpublic special education programs or education facilities.

Reference District Policies for Student Handbooks Elmwood Park Community Unit School District#401
These policies are available online at www.epcusd401.org.

37. VISITORS
All visitors to Elmwood School during hours when students are present must sign in and out at the office and obtain a visitor’s badge. Socialization skills are also an integral part of a child’s growth during the school year. Lunch times are an important part of our schedule where these skills can be practiced with their peers; Elmwood requests that parents do not disrupt the natural socialization processes that occur during lunch times.

38. VOLUNTEERS
Parents and family members are encouraged to be a school volunteer. Volunteering at Elmwood School is strongly encouraged and appreciated. All volunteers must sign the “Volunteer Agreement,” available in the school office and submit to background check prior to volunteering.
Dear Parent:

In accordance with the ESEA Section 1111(h)(6) PARENTS RIGHT-TO-KNOW, the Elmwood Park CUSD #401 is notifying every parent of a student in a Title I school that you have the right and may request information regarding the professional qualifications of your child’s classroom teacher or paraprofessional. This information regarding professional qualifications includes the following:

1. The teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. The teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. The child is provided services by paraprofessionals that possess the proper credentials.

As per the beginning of this school year, all teachers working in our District meet the State and ESSA qualifications.

If at any time your child has been taught for four or more consecutive weeks by a teacher/paraprofessional not meeting the above standards, the school will notify you.

If you have questions, please feel free to contact me at (708) 583-5831.

Sincerely,

Nicolas D. Wade, Ed.D.
Superintendent of Schools
UNDERSTANDING AND ACCEPTANCE OF STUDENT HANDBOOK POLICIES AND PROCEDURES

Every student receives a Student Handbook during the opening week of the school year. Teachers and the school administration have discussed the contents with all students. **Read the handbook and policies carefully so that you are aware of the procedures and rules. We will refer to its contents with students, throughout the year.** This Handbook outlines our rules and expectations for your child. In a sense, it then becomes a contract between parent, student and school. We, therefore, request both a parent and student signature indicating the awareness of the contents of this Handbook and District Policies. Each school may have a directive that is specific and pertinent to their grade levels. Be sure to review your child’s school handbook. These are designated policies required for the student handbook. All Board Policies are available to the public at the District Office and online on the District’s website. **Please return this sign-off sheet no later than the five (5) school days after your first day of classes.**

PART 1: DISTRICT POLICIES FOR STUDENT HANDBOOKS

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

PART 2: CELLULAR PHONE ACCEPTABLE USE POLICY AND PARENTAL PERMISSION

Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules is prohibited. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; or (b) use of the device is provided in a student’s individualized education program (IEP).

Each school has different guidelines/restrictions regarding cell phone use (especially Elm Middle School and the High School). Please be sure you review these guidelines with your child(ren).

PART 3: PUBLICATION OF STUDENT PHOTOS

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

PART 4: ELECTRONIC COMMUNICATION

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

STUDENT

I have read and I understand the School District’s Acceptable Use and Internet Safety Policy. I agree to follow the District’s rules and regulations set forth in the Policy. I understand that failure to follow the District’s Acceptable Use and Internet Safety Policy will result in appropriate disciplinary action that may include loss of computer access privileges, out-of-school suspension and/or expulsion.
Please sign both sides of the next page and return to Teacher.

Thank you
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; and
- 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 and postsecondary educational institutions, 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

BY SIGNING BELOW, WE ARE INDICATING TO THE ADMINISTRATION THAT WE HAVE READ, DISCUSSED, UNDERSTAND AND WILL ABIDE BY THE TERMS OF PART 1, 2, 3, 4 AND 5 OF THIS FORM, AND THE GENERAL RULES OF ALL THE DISTRICT STUDENT HANDBOOK POLICIES AND PROCEDURES.

Name of Student (please print) ____________________ Grade _______ Homeroom/Academic Lab/Teacher ____________________

Student Signature ____________________ Date: _________

(not necessary for Early Childhood Center students)

Name of Parent/Guardian ____________________ Date: _________
The provisions of the “Elmwood School Parent and Student Handbook” are not to be considered as irrevocable contractual commitments between the school and the student. Rather, the provisions reflect the current status of the rules, practices, and procedures as currently practiced and are subject to change. Please read through the entire handbook, specifically noting and checking off the sections indicated below.

- I have read and reviewed the section “Attendance” with my child. Students that are not picked up at dismissal may be sent to the BASEC after school program at a cost to the parent. Tardiness is very disruptive and every effort should be made to be on time. Six or more tardies per semester will result in an after school detention, and the student will be issued a detention for each tardy thereafter. A report may be made to the Cook County Truancy Officer after 12 tardies.

- I have read and reviewed the section “Discipline” with my child.

- I have read and reviewed the rules of the “Breakfast/Lunchroom Program” with my child.

- I have read and reviewed the section “Cell Phones” with my child.

- I have read and reviewed the section “Parties” section of the handbook and acknowledge that edible treats are not allowed for birthday celebrations.

- I have read and reviewed the section “Extra-Curricular and Co-Curricular Activities” with my child. I understand that certain requirements must be met to participate in clubs and must follow the 3 R’s – Be Responsible, Be Respectful, and Be Ready.

- I have read and reviewed the section “Fees” and understand that if my child’s fees are not paid in full by September 3, 2019, (or 30 days after registering new student) my child will not be allowed to participate in the extracurricular activities, sports or other optional programs until the balance is paid in full.

Please note this sign-off sheet along with the “District Policies for Student Handbooks” sign-off sheet must be handed in together five (5) school days after your first day of classes.

Student’s Name ____________________________  Teacher ____________________________
Parent’s Signature ____________________________  Date ____________________________