JOHN MILLS SCHOOL

Parent-Student Handbook

2019-2020

– Mills Pride –

Be Responsible
Be Respectful
Be Ready
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August, 2019

Dear John Mills Families & Students,

Welcome back! This year will be a great opportunity for your child to learn, grow, make new friends and have fun. At John Mills we are committed to creating a safe and nurturing environment for our students. Our goal is for all students to learn and grow, not only academically but also socially and emotionally.

This handbook is an important part of school and family communication. In the handbook you’ll find our procedures and policies that are in place to ensure that all students and families have a solid understanding of how we work together to benefit students. Please take a moment to read through the handbook with your student. After you’ve read the handbook, we request that families sign-off on the policies and procedures and return it no later than 5 days after the start of school.

We encourage open communication with our families, and encourage families to get involved in the John Mills School community! Together we are better; we believe that by communicating we are able to better meet the needs of all students. Don’t hesitate to contact your child’s teacher to see how you can become more involved in classroom activities. Additionally, we are fortunate to have an active and supportive PTA at John Mills. Please join us at our monthly meetings so that your voice can be heard.

The Mills Moments will be sent home bi-weekly on Fridays via robo emails. For up to date information on events, calendars, menus and more check our website at http://www.epcusd401.org/mills.

I’m looking forward to working together to create a wonderful learning experience for all of our students!

Sincerely,

Principal
Elmwood Park Community School District #401  
(708) 452-7292  www.epcusd401.org

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

**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.

**School Board Meetings**  
Unless otherwise noted, regular monthly meetings of the District 401 Board of Education start at 7 p.m. and are held in the LGI Room at Elmwood Park High School, usually on the third Wednesday of each month from August to June.

**School Board Members**  
President: Frank J. Parisi  
Vice President: Michael V. Scheidt  
Secretary: Sue Capraro  
Mary Bruscato  
Timothy Loughnane  
Jonathan M. Rivera  
Michael V. Scheidt  
Peter A. Volpe

If you would like to contact the school board, please email schoolboard@epcusd401.org

**District Administrators Voicemail Numbers**

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Nicolas Wade, Superintendent</td>
<td>583-5831</td>
</tr>
<tr>
<td>Mr. James P. Jennings, Assistant Superintendent for Finance and Operations/CSBO</td>
<td>583-5840</td>
</tr>
<tr>
<td>Dr. Leah Gauthier, Director of Curriculum &amp; Instruction</td>
<td>583-5835</td>
</tr>
<tr>
<td>Dr. Kari Smith, Director for Student Services</td>
<td>583-5836</td>
</tr>
</tbody>
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**District Policies for Student Handbooks** refer to www.epcusd401.org

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.

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.
Our mission at John Mills School in partnership with the home and community is to promote self-esteem, academic success, social responsibility, and lifelong learning by providing for all students and staff a caring and challenging educational environment.

**School Loyalty Pledge**
I pledge my loyalty to the John Mills flag and to the school for which it stands; A school united for fair play, justice and equal educational opportunities for all.

**School Song**
We’ll always think of you Maroon and Gold.
We’ll always love and honor you;

No matter if you’re young or if you’re old
You’ll be the grandest school we knew.

There’ll never be a school that’s quite like you,
John Mills, you’ll always be the first and best;

Your colors stand for Truth and Loyalty,
You stand before the rest.

**Administration and Special Services**

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Mr. F. Kuzniewski</td>
<td>583-6277</td>
</tr>
<tr>
<td>Ms. A. Oreluk</td>
<td>583-6284</td>
</tr>
<tr>
<td>Ms. B Edwards, Social Worker</td>
<td>583-5866</td>
</tr>
<tr>
<td>Ms. P. Faldani, Social Worker</td>
<td>583-6279</td>
</tr>
<tr>
<td>Ms. M. Walsh, Social Worker</td>
<td>583-5712</td>
</tr>
<tr>
<td>Mrs. V. Gillespie, Nurse</td>
<td>583-6278</td>
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**Office and Support Services**

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<thead>
<tr>
<th>Name</th>
<th>Phone</th>
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<tr>
<td>Mrs. D. Wurtz</td>
<td>583-6287</td>
</tr>
<tr>
<td>Ms. L. Laureano</td>
<td>583-6275</td>
</tr>
<tr>
<td>Aramark Lunch Program</td>
<td>583-6282</td>
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<tr>
<td>Before &amp; After School Care</td>
<td>583-6286</td>
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<tr>
<td>Mr. S. Vitkauskas Custodian</td>
<td>583-6543</td>
</tr>
</tbody>
</table>
Staff voicemail and email information
Check our website for up to date info!

Mrs. K. Anderson 708-583-6563 andersonk@epcusd401.org
Ms. S. Andrews 708-583-6554 andrewss@epcusd401.org
Mrs. J. Arias 708-583-6545 arias@epcusd401.org
Mrs. P. Baron 708-583-6516 baronp@epcusd401.org
Mrs. L. Berkery 708-583-6525 berkeryl@epcusd401.org
Ms. S. Blair 708-583-6520 blairs@epcusd401.org
Mrs. G. Bork N/A borkg@epcusd401.org
Ms. D. Byrnes 708-583-6532 byrnesd@epcusd401.org
Ms. B. Campbell 708-583-6557 campbellb@epcusd401.org
Mrs. C. Catalano 708-583-6281 catalanoc@epcusd401.org
Mrs. M. Catrambone catrambonem@epcusd401.org
Mrs. C. Charleton 708-583-6517 charletonc@epcusd401.org
Ms. C. Davenport 708-583-6560 davenportc@epcusd401.org
Mrs. T. Dean 708-583-6551 dean@epcusd401.org
Mrs. K. Demas 708-583-6528 demaska@epcusd401.org
Ms. L. Dennison 708-583-6504 dennisonl@epcusd401.org
Ms. H. Devitt N/A devith@epcusd401.org
Mrs. M. DiFrisco 708-583-6746 diffrisco@epcusd401.org
Mrs. S. Drozd 708-583-6505 drozd@epcusd401.org
Ms. B. Edwards 708-583-5866 edwardsb@epcusd401.org
Mrs. P. Feldani 708-583-6279 feldanip@epcusd401.org
Ms. J. Farrell 708-583-6509 Farrellj@epcusd401.org
Ms. L. Feiereisel 708-583-6512 feiereisel@epcusd401.org
Mrs. T. Flaherty 708-583-6523 flaherty@epcusd401.org
Mr. M. Fryer 708-583-6705 fryerm@epcusd401.org
Mrs. V. Gillespie 708-583-6278 gillespiev@epcusd401.org
Mrs. E. Goltz 708-583-6730 goltze@epcusd401.org
Mrs. A. Guliford 708-583-6506 gulifordal@epcusd401.org
Mrs. K. Hagstrom 708-583-6541 hagstromk@epcusd401.org
Mr. S. Hawk 708-583-6538 hawks@epcusd401.org
Mrs. V. Hernandez 708-583-6562 hernandez-vanessa4@aramark.com
Ms. M. Herrera 708-583-6559 herreraem@epcusd401.org
Mrs. M. Johnson 708-583-6521 johnsonm@epcusd401.org
Mrs. R. Knauer 708-583-6513 knauerr@epcusd401.org
Ms. L. Kruizenga 708-583-6518 kruizenga@epcusd401.org
Mr. F. Kuzmick 708-583-6277 kuzmickf@epcusd401.org
Mrs. M. Lagattuta 708-583-6540 lagattutam@epcusd401.org
Mrs. T. Laskowski 708-583-6503 laskowski@epcusd401.org
Ms. L. Laureano 708-583-6275 laureanoll@epcusd401.org
Mrs. B. Lewis 708-583-6527 lewisb@epcusd401.org
Mrs. R. Lucento 708-583-6289 lucenteri@epcusd401.org
Ms. A. Makropoulos 708-583-6552 makropoulosa@epcusd401.org
Mrs. C. Malizio 708-583-6738 malizio@epcusd401.org
Mrs. A. Mech 708-583-6718 mecha@epcusd401.org
Mrs. K. Morrison 708-583-6570 morrisonk@epcusd401.org
Mrs. E. Murray 708-583-6571 murraye@epcusd401.org
Mrs. D. Nicolalde N/A Nicolalde@epcusd401.org
Ms. A. Oreolu 708-583-6284 oreolu@epcusd401.org
Mrs. A. Owen 708-583-6544 owenai@epcusd401.org
Ms. N. Pconka 708-583-6514 pconka@epcusd401.org
Mrs. D. Penczek 708-583-6510 penczekd@epcusd401.org
Mrs. P. Pfeifer 708-583-6550 pfeiferp@epcusd401.org
Mrs. R. Rickenbrode 708-583-6501 rickenbroder@epcusd401.org
Mrs. K. Riley 708-583-6511 rileyk@epcusd401.org
Ms. S. Rippe 708-583-6553 rippe@epcusd401.org
Ms. G. Roberts N/A robertsg@epcusd401.org
Mrs. J. Schulte 708-583-6526 schultej@epcusd401.org
Mrs. A. Sage 708-583-6522 sagea@epcusd401.org
Ms. K. Shanahan N/A shanahankk@epcusd401.org
Mr. T. Siegel 708-583-6524 siegelr@epcusd401.org
Mr. C. Sylvano 708-583-6555 Sylvano@epcusd401.org
Mr. A. Tsagalis 708-583-6416 tsagalis@epcusd401.org
Ms. A. Verdi 708-583-6533 verdi@epcusd401.org
Mr. S. Vitkauskas 708-583-6543 vitkauskas@epcusd401.org
Ms. M. Walsh 708-583-5712 walshme@epcusd401.org
Ms. N. Warren 708-583-6534 warrenn@epcusd401.org
Mrs. A. Wanzung 708-583-6723 wanzunga@epcusd401.org
Mr. N. Whittaker 708-583-6530 whittakerl@epcusd401.org
Ms. V. Woot 708-583-6536 wootv@epcusd401.org
Mrs. D. Wurtz 708-583-6287 wurtzd@epcusd401.org
General Information

Attendance

Hours of Attendance

<table>
<thead>
<tr>
<th>Entry</th>
<th>Class Starts</th>
<th>Dismissal</th>
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<tbody>
<tr>
<td>Grades 1-6</td>
<td>8:40 A.M.</td>
<td>3:00 P.M.</td>
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In the interest of safety, it is important that students do not arrive at school before 8:20 a.m. There is no supervision until those times. If students arrive before school for a scheduled purpose, they are to present a signed and dated pass by the teacher.

All students must be picked up at 3:00 P.M. No siblings are allowed at after school activities and must be picked up at regular time. Parents are expected to make other arrangements if unable to pick up their child on time.

The District employs an automated calling system which may be used for various events or in an emergency. If you have “call blocker” you can enter the following phone number 708-452-7272 in order to receive these calls. In case of inclement weather, you may also use any of the following suggested steps to obtain information on school closings:

- Contact Elmwood Park High School at (708) 452-7272, press 8;
- Refer to the Elmwood Park School District home page at www.epcusd401.org
- Check the Emergency Closing Center website at http://www.emergencyclosingcenter.com

Absences

When absent, it is the parent’s responsibility to contact the school before 8:30 a.m., the morning of each day’s absence. Parents can leave a message on the voicemail (708-583-6288) or call the office at 708-452-3560 during office hours of 7:30 A.M. to 4:00 P.M. If notification concerning a student’s absence is not received within 24 hours, the student will be considered TRUANT. When a parent is going on vacation, out of town, etc., and a student will be under the care of someone else, the parent must notify the office of the name and phone numbers of that caretaker. If a student is absent 5 or more consecutive days due to illness, the student will be required to bring a note from the doctor to be allowed back to school.

After the 10th absence (excused or unexcused), a letter will be sent to the home, notifying the parent of the 10th absence; a telephone conference is required.

After the 20th absence, a second letter will be sent home, a conference is required with administrator, parent/guardian and teacher.

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

Students 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.
**Tardiness**
Tardiness is very disruptive to student learning and every effort should be made to be on time. Students arriving after 8:40 A.M. 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 a lunch detention, and the student will be issued a lunch detention for each tardy thereafter.**

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

All children must be picked up at 3:00 P.M. **No siblings are allowed at after school activities** and must be picked up at regular time. If you are unable to pick up your student, please make arrangements for someone else to do so.

**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 office who will forward it to the teacher. 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.

**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:**
- a. Student will be assessed and first aid care provided.
- b. Parents will be contacted immediately.
- c. Community emergency personnel will be contacted when necessary.

**Behavior**
Positive behavior is expected throughout the school day and at any extracurricular activities. This behavior should include being Respectful, Responsible and Ready.

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.

Appropriate behavior is expected in the school cafeteria including: using proper etiquette; throwing away garbage; recycling 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.

**Breakfast/Lunch Program**
Breakfast and lunch will be served daily. Behavior in the lunchroom is expected to be appropriate.

**Breakfast Schedule**
8:20 – 8:35 A.M.
Lunch Schedule

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

If your child goes home for lunch you will need to come in and sign the child out and then bring the child back to school and sign him/her back in.

District 401 Breakfast/Lunch Guidelines - Please see Board Policy

Elmwood Park CUSD#401 is excited to offer MySchoolBucks.com. This is an online payment service which provides a quick and easy way to add money to your student’s meal account using a credit/debit card or electronic check. Go to www.MySchoolBucks.com to register for a free account. A fee may be applied for use of this program.

Cell Phone
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. They are to remain in backpacks and/or lockers. 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. Possession of a cell phone is a privilege, not a right. Strict adherence to the rules concerning phones is required to keep this privilege.

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!

Change of Residence or Phone Number
If you have a change of residence or phone number(s), you must notify the main office of the change.

Communication
Parent conferences – Parent conferences are held twice a year. The first conferences are November 6 and November 7 after report cards are handed out. The second conferences are February 12 and February 13 and are for students whose teachers or parents feel a conference is necessary. If you feel a conference is necessary, please contact your child’s teacher.

Periodicals – The Mills Moments will be distributed bi-monthly electronically. This 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.
PowerSchool – Student information, grades and attendance are accessible for viewing by parents through PowerSchool. Authorized parents and guardians can receive usernames and passwords from the office that will enable them to view their child’s information.

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

Social Media - Twitter

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 noted below. 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 oversized pants and shorts are prohibited. This includes pajama type tops, bottoms, as well as slippers.
- Clothes 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

Emergency Evacuation
If it becomes necessary to have the students evacuate the building, the faculty and staff will escort all students to the Elmwood Park Parks and Recreation building at 11 Conti Parkway.

Entry, Movement Through the Corridors and Departure

- Students enter and exit school only through their assigned door. Tardy students arriving after the doors are locked must enter through the main office door.
● Students will be permitted to enter school at 8:20 A.M. Grades 1 and 2 will line up in the hall by their classroom. Grades 3 through 6 will go to the gym.

● Students are to walk, not run, through the corridors.

● Unless permitted or required to stay after school by a teacher, students must leave the school grounds promptly when dismissed from their designated door.

● Bike riding, skateboarding, the riding of scooters, and roller skating/blading are not permitted on school property between 8:00 a.m. and 3:30 p.m.

● Classroom treats and other food items are only permitted at places designated by the teacher. **No edible birthday treats.**

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

● **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.

● State law **prohibits smoking** on school property.

● If there are “horses” or barricades present at any of the alleys on school property, they are not to be moved. The alleys are not to be used as a parking lot. **The parking lots are for staff parking only.**

● If you are driving your child to school, drop the child off so he/she may cross at the crosswalk. When driving your child(ren) to school do not stop in the middle of the street to allow your child to exit or enter your car, but at the crosswalks. Remember, children learn from adults, so please follow the directions of the crossing guards and teacher supervisors.

**Extracurricular and Co-Curricular Activities**

Students may sign up for clubs, intramurals or other supervised before and after school activities. In order to be eligible to participate in any school-sponsored or school-supported athletic or extracurricular activity, the student must maintain a passing grade in four classes. **Please note when you sign up your child for intramurals or other before or after school activities, no siblings are allowed and must be dropped off or picked up at regular times.**

**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 3, 2019** (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 extracurricular 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. 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.

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.

Grading Scale
The following is District 401’s grading scale:

A+ = 97 – 100
A  = 94 – 96
A- = 90 – 93
B+  =  87 – 89
B   =  84 – 86
B-  =  80 – 83
C+  =  77 – 79
C   =  74 – 76
C-  =  70 – 73
D+  =  67 – 69
D   =  64 – 66
D-  =  60 – 63
F   =  0 – 59

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 second and sixth grade students will need a dental exam by the second Monday of May.

New student requirements include a new school year physical, up-to-date immunizations, a TB assessment and a vision exam. New students in grades 2 and 6 will need a new dental exam by the second Monday of May.

Consult your physician or the school nurse should you have questions.

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.

For any medical condition which requires a prescribed medication be available and taken by your child during school hours, please include an ACTION PLAN (Emergency, Allergy, Asthma, Diabetes or Seizures) signed by a medical provider, which includes signs and symptoms of episode, what medication is to be given during school hours, including medication frequency and any emergency procedures to be taken. You can request an Action Plan from the school nurse or your medical provider or download one from the district website.

Each student must have emergency information 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 physician’s note. This note should include the physician’s name, phone number, diagnosis, and dates designated for absences, P.E., or outdoor recess restrictions.

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.

If a student is sent home due to illness with fever they are not permitted to return to school until they have been “fever-free” without medication for 24 hours.
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 pick-up 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 she/he will be missing. 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.
- All of our textbooks and workbooks are available for your child’s use at the Elmwood Park library in case they forget to bring their books home.

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 are given for a more detailed assessment of the student.

AIMSWEB: Using this scientifically based formative assessment, students in grades 1 through 6 will be screened in the fall, winter and spring and progress monitored as individually appropriate during the school year. Results will be discussed with parents.

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

IAR: (Illinois Assessment of Readiness): This test is given to all public school students in third through sixth grade. Students will be tested in English language arts and mathematics.

Honor Roll – (Sixth Grade Students Only)
Students with only A’s and or B’s will be on the Honor Roll.

Internet Use and Rules
When students use the internet, they must 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 after they have returned the Student and Parent/Guardian Digital Citizenship AUP Contract sign-off sheet signed by the student and his/her parent or guardian.
**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.
- Ask teacher permission to email homework assignment to home.
- 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.
- 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, Snapchat 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.

**Lost and Found**
Lost and found items are kept in a bin in the hallway near door 3 by the playground. 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. **Smaller items or eye glasses will be kept in the Main Office.**

**Lost Library Materials**
Students will be charged a fixed replacement fee based on the following categories:
- Juvenile paperback: $10.00
- Juvenile hardcover: $20.00
- Young Adult paperback fiction: $10.00
- Young Adult paperback nonfiction: $20.00
- Young Adult hardcover fiction: $20.00
- Young Adult hardcover nonfiction: $30.00
- Magazine: $ 3.00

Reference: Actual replacement cost of items

**Lost or Damaged Textbooks**
Students will be charged the current purchase price to replace the damaged or lost book.

**Medication**
There are specific guidelines for dispensation of maintenance dosages of medication which must be taken during school hours. Students are never allowed to keep medication, either prescription or over-the-counter, in their possession or in their lockers. There are, however, exceptions to this rule. Students who may keep in their possession an inhaler or EpiPen must have the Action Plan (see Health and Safety section above) form filled out by their doctor and parent. Students need to demonstrate they are able to use the medicine independently. Questions about this policy should be directed to Mrs. Gillespie, our nurse.
Parent Conferences
Parent conferences are held twice a year. The first conferences are November 6-7 after report cards are handed out. The second conferences are February 12-13 and are for students whose teachers or parents feel a conference is necessary, please contact your child’s teacher.

Parties
Individual classrooms will celebrate holiday parties throughout the year. A small fee will be collected to help defray the cost of parties during the school year.

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 one non-edible item 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.

Physical Activities
Students will attend physical education classes twice a week with a certified physical education instructor. In addition, homeroom teachers will conduct physical activities the days the students do not have PE classes. 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.

Report Cards
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.

Grading Period Ends
1st - October 16, 2019
2nd - December 20, 2019
3rd - March 10, 2020
4th - May 21, 2020

School Holidays/Student Non Attendance Days

<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>
</tr>
<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 21, 2019-January 5, 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>
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<tr>
<td>President’s Day</td>
<td>February 17, 2020</td>
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<tr>
<td>Institute Day</td>
<td>March 17, 2020</td>
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<tr>
<td>Spring Break</td>
<td>March 23-27, 2020</td>
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<tr>
<td>Student Non-Attendance</td>
<td>April 10, 2020</td>
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<tr>
<td>Last Day of School</td>
<td>May 21, 2020</td>
</tr>
<tr>
<td>*Emergency Days</td>
<td>May 22, 26, 27, 28 &amp; 29, 2020</td>
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</tbody>
</table>

*There may be a need to dismiss school due to inclement weather and will require the use of emergency days in May.
Special Services

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.
**Enrichment Program** – District 401 has an enrichment program designed for those students who demonstrate exceptional promise in intellectual and academic areas. Identification is based upon achievement and ability as demonstrated by standardized test scores and referral system based upon class performance and teacher and parent input.

**ESL/Bilingual Program** – English as a Second Language (ESL) 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 other than English and requiring assistance in English language mastery. ESL and bilingual teachers also work with students in their classrooms. Programs are also planned for parents of English Language Learners.

**Reading Programs** -
1st-3rd grade- Students use the Leveled Literacy Intervention system, Lexia and other scientifically research based programs to address specific reading deficiencies in phonemic awareness, phonics, vocabulary, comprehension, and fluency. Instruction is generally delivered in a small group with a Reading Specialist.

4th-6th grade- Students use the Leveled Literacy Intervention and Lexia as the central curriculum and other scientifically research based programs to address specific reading deficiencies in phonemic awareness, phonics, vocabulary, comprehension, and fluency. Instruction is delivered in a smaller classroom group with a Reading Specialist.

**Visitors**
All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.
EPCUSD 401 uses the Raptor Visitor Management System for screening all visitors. The screening requires one of the following forms of identification to be presented:

- US Government issued Driver’s License
- State Identification Cards
- Green Cards
- US Passport (card form)
- All International Identification

In the absence of acceptable identification, access to the building may be denied.

Visitors must present one of the above-mentioned items in exchange for a visitor’s pass, which must be worn around one’s neck while visiting classrooms or other areas of the building. Upon signing out of the school, the id will be returned to the individual in exchange for the visitor’s pass.
Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct him or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.
Appendix A – John Mills School Rules

John Mills Discipline Plan

John Mills Pride Code of Conduct
Elementary School Discipline Plan
Bus Riding Guidelines

TITLE I PARENT LETTER
Elementary School Discipline Plan

The staff of District 401 is committed to providing optimal learning for all students. In order to maintain a positive school environment, students are expected to behave in a manner that is respectful of other persons and property. Additionally, students are expected to adhere to all classroom rules as set forth by teachers and administration. Teachers may remove a student from the classroom for disruptive behavior.

**Behavior Rules**

In creating a positive atmosphere, we expect our students to be good citizens. A good citizen will not engage in the following behaviors:

1. Fighting or harassment of any kind
2. Cheating
3. Snowball throwing
4. Swearing or obscenity in any form
5. Disrespectfulness to any adult
6. Vandalism of school property
7. Unauthorized absence or tardiness
8. Stealing
9. Possession or use of alcohol, tobacco, drugs or fireworks
10. Unauthorized absence or tardiness
11. Improper use of cell phone
12. Misuse of fire alarms
13. Wearing of clothing which is unsafe or disruptive to the educational process
14. Gross disobedience or repeated disruptive behavior of any kind
15. Bullying or teasing of any student or adult.

**Discipline Actions**

As part of our discipline policy, we stress positive reinforcement. We stress the positive to help ensure an excellent learning climate for your child and all students in the building. By working together, we can provide a positive rewarding experience. Communication should always begin with the classroom teacher.

There shall be no corporal punishment of pupils in district schools. Corporal punishment is defined as inflicting physical pain or restraint upon a child in order to punish him/her for
misconduct. Physical restraint may be used when necessary to protect the student or other individuals and/or property from harm.

In the event a student chooses to misbehave, disciplinary actions will follow. Disciplinary actions may include:

1. Time out periods
2. Written penalty assignments
3. Removal from classroom by classroom teacher
4. Pick-up duties around school
5. Parent conferences
6. Loss of lunchroom privileges
7. In-school or out-of-school suspension (one to ten days)
8. Social probation, i.e. prohibition from participation/attendance at after school activities
9. Loss of end-of-year privileges
10. Expulsion from school for the balance of the school year
11. Referral to Elmwood Park Police Department.

**Due Process**

If parents wish to appeal a disciplinary penalty, a hearing shall be held before a hearing officer appointed by the School Board. The only persons allowed at the hearing shall be the student and parents, their representatives, witnesses and school officials. The hearing officer will provide the Board with a written report and recommendation. The Board will take whatever action it deems appropriate in public session. Nothing in this procedure prevents the immediate removal from school of students who pose a continuing danger to people or property or to the academic process of the school.
Bus Riding Guidelines

1. Drivers are in charge of the buses and their directions must be followed. The drivers are not disciplinarians. They have one task, to drive the bus safely. Students must conduct themselves in a manner that will insure safe transportation for themselves, other passengers, and the drivers. Bus riding privileges will be revoked if a student does not abide by the riding guidelines. Parents will always be informed when a student’s bus riding privileges have been revoked. Parents always have the right to request a meeting with the building principal to review the circumstances that necessitated the removal of bus riding privileges.

2. Behavior on the bus is critical. All students must maintain appropriate conduct and avoid the following:
   a. Throwing items in or out of the bus;
   b. Leaning out of the window or tampering with windows;
   c. Yelling, excessive noise, rowdy or “horseplay” behavior;
   d. Inciting other students to misbehave;
   e. Getting out of seats while bus is moving;
   f. Littering or defacing the bus;
   g. Fighting; and,
   h. Use of profanity.

3. Each bus driver has been instructed to report instances of misbehavior to the bus supervisor or principal. In extreme cases, the bus driver will return a student or the entire busload of students for corrective action by the principal.

4. Students must not attempt to enter a bus or leave their seats until the bus comes to a full and complete stop.

5. Students must always be seated when the bus is in motion.

These guidelines apply to all students. Please make sure and indicate in the appropriate place on the check-off sheet that you and your child have read these guidelines.
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
District Policies for Student Handbooks
Elmwood Park C.U.S.D. #401
Parent/Student Sign-off Sheet

Please fill out one sign-off sheet per student and return to the school no later than five (5) school days after your first day of classes.

UNDERSTANDING AND ACCEPTANCE OF STUDENT HANDBOOK POLICIES AND PROCEDURES

Every student receives a Student Handbook during the opening week of the school year. Teachers and the school administration have discussed the contents with all students. Read the handbook and policies carefully so that you are aware of the procedures and rules. We will refer to its contents with students, throughout the year. This Handbook outlines our rules and expectations for your child. In a sense, it then becomes a contract between parent, student and school. We, therefore, request both a parent and student signature indicating the awareness of the contents of this Handbook and District Policies. Each school may have a directive that is specific and pertinent to their grade levels. Be sure to review your child’s school handbook. These are designated policies required for the student handbook. All Board Policies are available to the public at the District Office and online on the District’s website. Please return this sign-off sheet 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 cnpusd401.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
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 ___________ Home/Academic/Teacher __________________________

Student Signature ____________________________________________ Date: __________________________

(not necessary for Early Childhood Center students)

Name of Parent/Guardian ___________________________ __________________________

Parent Signature ___________________________ Date: __________________________

Approved 5/1/16
2019-2020 HANDBOOK CHECK-OFF SHEET

The provisions of the “John Mills Parent-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 the sections indicated below.

- I have read and reviewed the section “Behavior” with my child.
- I have read and reviewed the section “Cell Phones” with my child.
- I have read and reviewed the section “Dismissal” and understand that if my 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.
- I have read and reviewed the section “Dress Code” with my child.
- I have read and reviewed the section “Fees” and understand that my child’s fees are to be paid in full by September 3, 2019 (or 30 days after registering a new student to the District).
- I have read and reviewed the section “Parties” and understand that 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.
- I have read and reviewed the section “Tardies” and understand that six or more tardies per semester will result in a lunch detention, and the student will be issued a detention for each tardy thereafter.

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 ____________________________