

# 2020 - 2021 Student Handbook



8201 West Fullerton Ave, Elmwood Park, IL 60707  
Office Phone: 708-452-7272    Twitter: @ephs401\_tigers

**Mr. Douglas Wildes, Principal**  
**Mr. Bernhard Walke, Assistant Principal**  
**Mr. David Parolin, Dean of Students**  
**Ms. Leanne Hightower, Dean of Students**  
**Mr. Doug Noyes, Athletic Director**

**ELMWOOD PARK COMMUNITY UNIT SCHOOL DISTRICT 401**  
**(708) 452-7292**  
[www.epcusd401.org](http://www.epcusd401.org)

*For all items with an \* next to them, please refer to our [Fall Learning Plan Handbook](#) for updates connected to Remote Learning 2.0.*

# Elmwood Park Community Unit District 401

## 2020-2021 School Calendar

July 2020							August 2020							September 2020							
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	
			1	2	3	4							1				1	2	3	4	5
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12	
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19	
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26	
26	27	28	29	30	31		23	24	25	26	27	28	29	27	28	29	30				
							30	31													

  

October 2020							November 2020							December 2020						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		

  

January 2021							February 2021							March 2021							
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	
					1	2		1	2	3	4	5	6			1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13	
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20	
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27	
24	25	26	27	28	29	30	28							28	29	30	31				
31																					

  

April 2021							May 2021							June 2021						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
				1	2	3							1			1	2	3	4	5
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30			
							30	31												

  Early Release Days    
   First & Last Day of School    
   Parent Teacher Conferences    
   Remote Planning Days    
 Revised: 9-3-20

Aug. 27	Institute Day	Jan. 15	End of 2nd Quarter 40 Days
Aug. 28	Teacher Work Day	Jan. 18	MARTIN L KING, JR. DAY - NO SCHOOL
Aug. 31	First Day of School	Feb. 12	NO SCHOOL (Lincoln's B-Day & conference exchange)
Sept. 7	LABOR DAY - NO SCHOOL	Feb. 15	PRESIDENTS DAY - NO SCHOOL
Oct. 1	High School Parent Teacher Conferences	Feb. 18	Elm Middle School Parent Teacher Conferences
Oct. 7 & 8	Elementary Schools Parent Teacher Conferences	Feb. 25	Elm Middle & High School Parent Teacher Conferences
Oct. 12	COLUMBUS DAY - NO SCHOOL	Mar. 1	PULASKI DAY - SCHOOL IN SESSION
Oct. 22 & 29	Elm Middle School Parent Teacher Conferences	Mar. 8	Trimester 2 (grades K-8) - 58 Days
Oct. 30	End of 1st Quarter 43 Days/Early Release Day	Mar. 17 & 18	Elementary Parent Teacher Conferences
Nov. 3	ELECTION DAY HOLIDAY - NO SCHOOL*	Mar. 26	End of 3rd Quarter - 47 Days/Early Release Day
Nov. 6	NO SCHOOL (conference exchange)	Mar. 29-Apr. 5	SPRING BREAK
Nov. 11	VETERANS DAY - SCHOOL IN SESSION	Apr. 29	High School Parent Teacher Conferences
Nov. 19	High School Parent Teacher Conferences	May 31	MEMORIAL DAY - NO SCHOOL
Nov. 24	Trimester 1 (grades K-8) - 58 Days	June 09	End of 4th Quarter 46 Days/Trimester 3 (K-8) - 60 Days
Nov. 25-27	THANKSGIVING BREAK	June 10	Institute Day
Dec. 21-Jan. 1	WINTER BREAK	June 11-17	Emergency Days

Our official calendar has five emergency days at the end of the year on June 11-17. There may be a need to dismiss school due to inclement weather and will require the use of the make-up days indicated in June. **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. \*All schools must be closed on Election Day Holiday & only applies to the November 3, 2020 Election.

**\* EPHS Bell Schedule  
2020-2021**

<b>Advisory</b>	<b>7:50 - 8:00 am</b>
<b>Period 1</b>	<b>8:05 - 8:55 am</b>
<b>Period 2</b>	<b>9:00 - 9:50 am</b>
<b>Period 3</b>	<b>9:55 - 10:45 am</b>
<b>Period 4A</b>	<b>10:50 - 11:15 am</b>
<b>Period 4B</b>	<b>11:20 - 11:45 am</b>
<b>Period 4C</b>	<b>11:50 - 12:15 pm</b>
<b>Period 5</b>	<b>12:20 - 1:10 pm</b>
<b>Period 6</b>	<b>1:25 - 2:05 pm</b>
<b>Period 7</b>	<b>2:10 - 3:00 pm</b>

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## **BOARD OF EDUCATION**

### **Board of Education Vision Statement**

To inspire minds in the pursuit of excellence.

### **Board of Education Mission Statement**

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

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

## **CURRENT BOARD MEMBERS**

Mr. Frank J. Parisi, President

Mr. Michael V. Scheidt, Vice President

Mrs. Sue Capraro, Secretary

Mrs. Mary Bruscato

Mr. Timothy P. Loughnane

Mr. Jonathan M. Rivera

Mr. Peter A. Volpe

## DISTRICT ADMINISTRATORS

Dr. Leah Gauthier, Superintendent of Schools	(708) 583-5831
Mr. Jim Jennings, Assistant Superintendent/CSBO	(708) 583-5840
Dr. Kimberly Ontiveros, Director for Curriculum & Instruction	(708) 583-5835
Dr. Kari Smith, Assistant Superintendent for Student Services	(708) 583-5836

Elmwood Park CUSD 401 prohibits unlawful discrimination in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board of Education Policy 8:20, *Community Use of School Facilities*. Any student or parent/guardian may file a discrimination grievance by using Board Policy 2:260, *Uniform Grievance Procedure*.

Inquiries regarding the School District's nondiscrimination policies can be directed to the Nondiscrimination Coordinator or a Complaint Manager.

Nondiscrimination Coordinator:

Dr. Leah Gauthier, Superintendent  
Elmwood Park Community Unit School District 401  
8201 W. Fullerton Ave., Elmwood Park, IL 60707  
708-583-5831

Title IX Coordinator:

Dr. Kari Smith, Assistant Superintendent for Student Services  
Elmwood Park Community Unit School District 401  
8201 W. Fullerton Ave., Elmwood Park, IL 60707  
smithk@epcusd401.org  
708-583-5836

Complaint Managers:

Dr. Kimberly Ontiveros, Director for Curriculum and Instruction  
Elmwood Park Community Unit School District 401  
8201 W. Fullerton Ave., Elmwood Park, IL 60707  
708-583-5835

Mr. Doug Noyes, Athletic Director  
Elmwood Park Community Unit School District 401  
8201 W. Fullerton Ave., Elmwood Park, IL 60707  
708-583-5468

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

# ELMWOOD PARK HIGH SCHOOL

(708) 452-7272

## ELMWOOD PARK HIGH SCHOOL MISSION AND VISION STATEMENT

Our **MISSION** is to help develop students to become critical thinkers, life-long learners, and productive members of society.

Our **VISION** is to become a school where ALL students will graduate prepared for their post-secondary pursuits.

### ELMWOOD PARK HIGH SCHOOL ADMINISTRATION

Mr. Douglas J. Wildes, Principal	ext 6211
Mr. Bernhard Walke, Assistant Principal	ext 6212
Ms. Leanne Hightower, Dean (Freshman-Sophomore)	ext 6216
Mr. David Parolin, Dean (Junior-Senior)	ext 6217
Mr. Douglas F. Noyes, Athletic Director	ext 5468

### ELMWOOD PARK HIGH SCHOOL STUDENT SERVICES TEAM

Mrs. Paige Kozyra, Counselor (A-G)	ext 6203
Mrs. Alison Till, Counselor (H-Perez)	ext 6207
Mr. Marissa Garay, Counselor (Perf-Z)	ext 6201
Mrs. Nina Limbeck, Social Worker	ext 6205
Ms. Agnes Stankiewicz, Social Worker	ext 6210
Ms. Theresa Nitti, Nurse	ext 6206
Ms. Megan Bremer, Speech Pathologist	ext 6218

### EPCUSD 401 SCHOOL RESOURCE OFFICER

Mr. Chuck Lombardi, SRO	ext 6209
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### STUDENT DIRECTORY INFORMATION

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

## TEACHER CONTACT INFORMATION

All staff may be reached

- via email at [lastnameinitial@epcusd401.org](mailto:lastnameinitial@epcusd401.org) (eg: [ahlmann@epcusd401.org](mailto:ahlmann@epcusd401.org))

- via phone: (708) - 583 - XXXX

Ms. K. Ahlmann	x6465	Ms. P. Kozyra	x6203
Ms. A. Andrews	x6456	Mr. T. Krowka	x6433
Ms. D. Anichini	x6410	Mr. M. Lazzarotto	x6468
Mr. C. Ankrom	x6431	Ms. J. Leonette	x6427
Mr. B. Baldrige	x6469	Ms. N. Limbeck	x6205
Ms. E. Bantel	x6474	Mr. D. Mack	x6436
Ms. J. Barnes	x6422	Mr. I. Martinek	x****
Ms. K. Baumbach	x6462	Ms. D. Matej	x6423
Ms. K. Bear	x5478	Ms. E. Mazanek	x6432
Ms. M. Bernas	x6412	Ms. A. McCann	x****
Mr. M. Blake	x6466	Mr. G. McEachern	x****
Ms. E. Boehm	x****	Mr. J. Melich-Munyan	x6437
Mr. Y. Brahmhatt	x6477	Ms. K. Merkouris	x6440
Ms. M. Bremer	x6218	Mr. D. Miller	x6444
Mr. T. Cech	x****	Mr. T. Murmann	x6433
Ms. H. Coia	x6450	Mr. J. Nakatsuka	x6470
Ms. E. Cordero	x****	Ms. N. O'Mahoney	x****
Mr. R. Contreras	x6451	Ms. R. Palczynski	x6452
Ms. K. Demas	x5706	Ms. D. Pape	x****
Mr. Z. DiGrino	x6413	Ms. S. Peache	x6421
Ms. S. Dutton	x6472	Mr. N. Posmer	x6460
Mr. M. Fiorito	x6414	Mr. K. Rhoades	x6443
Ms. B. Flood	x6446	Mr. C. Rosenzweig	x6420
Ms. N. Franklin	x6463	Ms. E. Shoenbeck	x6451
Mr. P. Fredericks	x6473	Ms. K. Schneider	x****
Mr. J. Friesl	x****	Ms. A. Shafer	x6425
Ms. M. Garay	x6201	Mr. P. Sheridan	x6424
Ms. L. Grabowski	x****	Mr. C. Shintaku	x****
Ms. A. Hawkins	x6434	Ms. A. Stankiewicz	x6210
Ms. C. Heinen	x6429	Mr. L. Stone	x6444
Mr. J. Heinen	x6435	Mr. S. Swanson	x6438
Mr. B. Hoffmeister	x6241	Mr. A. Sylvester	x6419
Ms. M. Karageorgis	x****	Ms. A. Till	x6207
Mr. D. Keizer	x6459	Ms. J. Wendt	x6439
Ms. B. Kiska	x6467	Mr. M. Whelan	x5464
Ms. M. Knight	x6478	Ms. S. Yarbrough	x6476

## EPHS ACADEMIC INFORMATION/COLLEGE AND CAREER PATHWAYS

## **\* EPHS ATTENDANCE INFORMATION**

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

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

### **ATTENDANCE PROCEDURES**

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

**(708) 583-6400**

1. Student name and year in school.
2. Student ID number.
3. Date of absence.
4. Reason for absence, and the name and daytime phone number of the parent calling.

### **EXCUSED ABSENCES OR EXCUSED TARDIES**

Absences shall be excused only for the following reasons:

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

Days not counted toward chronic absences:

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

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

**After accumulating 10 absences or more, a doctor's note will be required to excuse any future absences. A doctor's note will only be accepted within 48 hours of the student's absence.**

### **UNEXCUSED ABSENCE/TARDINESS**

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

1. Car problems
2. Oversleeping
3. Vacations without advanced notice
4. No call from parent/guardian
5. Calls from parent/guardian after 9:00 am
6. Other reasons as determined by the Deans' office

### **\*CONSEQUENCES OF AN UNEXCUSED TARDY**

Students arriving to school and their subsequent classes are expected to arrive on time. Students will be issued a consequence in accordance to the school discipline code. It is the student's responsibility to monitor, serve detention, and contact a parent or guardian regarding having to serve a detention.

Excused/Unexcused/Suspended students will be granted the opportunity to make-up any and all missed work, quizzes, or tests. Students will be given the number of days excused/unexcused/suspended to make up the work, quizzes or tests. It is the students responsibility to contact teachers to get work missed.



**\*Attendance:**

Attendance Clerk - point person on attendance.

- Note: All procedures are different for students in Success Resource. Success Resource student attendance concerns follow the Success Resource attendance protocol.
- If a student calls in pretending to be a parent
  - Notify Dean
  - Dean will contact the parent and assign discipline as needed.
    - Log into PowerSchool.
- Daily unexcused absences
  - Deans' Secretary calls home
  - Deans assign discipline as needed
    - Log into PowerSchool.

**\*Absences:**

- **5 consecutive absences (excused and/or unexcused) - INTERVENTION**
  - The Counselors will:
    - contact families and expresses concern about academics and reminds parents that five (5) or more in a row needs a doctor's note,
    - works with the student/ family/teachers to figure out a plan so the student does not fall too far behind academically,
    - collects work for extended excused absences,
    - log parental contact and discussion in PowerSchool, and
    - notify Social Worker, Nurse, and/or Case Manager when appropriate.
  - Administration/Clerk will:
    - sends out 5 days excused or unexcused letter,
    - update the attendance letter spreadsheet, and
    - logs the letter was sent in PowerSchool.
- **10 or more absences in a school year (excused and/or unexcused)**
  - The Counselors will:
    - set up a parent meeting and invite Dean, Social Worker, Nurse, and/or Case Manager (if appropriate)
    - facilitate a student/parent meeting with the following goals:
      - Develop an attendance plan to improve attendance and sign an attendance contract if appropriate,
    - Make a log entry of the meeting into PowerSchool.
  - Administration will (at the parent meeting):
    - Inform about social privileges related to attendance (extracurricular activities, prom, etc.)
    - Inform the parent that all future absences in this term need a doctor's note to excuse the absence.
    - Inform the parent that future absences may result in a Truancy Ticket issued by the School Resource Officer..
  - Administration/Clerk will:
    - send out an Inconsistent Attendance Letter,
    - update the spreadsheet, and
    - make a log entry into PowerSchool.
- **12-13 absences in a school year (excused and/or unexcused)**
  - Administration/School Resource Officer will:
    - complete a Home Visit with Dean, Counselor, Social Worker, Nurse, and/or Case Manager (if appropriate)
    - remind the student and family that continued absence will result in a Truancy Ticket, loss of school privileges, and discuss available supportive resources at the school.
  - Administration will:

- log the Home Visit into PowerSchool
- **15 or more absences in a school year (excused and/or unexcused)**
  - Administration will:
    - set up a meeting with a parent, student, Counselor, School Resource Officer, Social Worker, Nurse, and/or Case Manager (if appropriate)
    - inform student and family about the loss of school privileges, and
    - log the meeting into PowerSchool
  - The Counselor will:
    - refer student and family to the available resources (ie. Social Work, Outside Counseling, Success Resource)
  - The School Resource Officer will:
    - issue Truancy Ticket at the meeting.
  - Administration/Clerk will:
    - send out Excessive Absences Letter,
    - update spreadsheet, and
    - make a log entry into PowerSchool.
- **20 absences in a school year (excused and/or unexcused)**
  - The School Resource Officer will:
    - complete a Home Visit with Dean, Counselor, Social Worker, Nurse, and/or Case Manager (if appropriate)
  - Administration will:
    - remind the student and family that continued absence will result in an additional Truancy Ticket, loss of additional school privileges, and reiterate available supportive resources at the school.
  - Administration/Clerk will:
    - log the Home Visit into PowerSchool

### **SPECIAL ABSENCE FORMS**

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

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

### **\*FINAL EXAMS**

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

### **DOCTOR’S NOTES**

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

### **PHYSICAL EDUCATION MEDICAL**

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

## **\* EPHS CONDUCT OF STUDENTS**

### **CONDUCT OF STUDENTS: PHILOSOPHICAL FOUNDATION**

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

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

The discipline code is grounded in individual student ownership, accountability, and responsibility. The notion that all individuals must be held accountable for their actions is one students will face in society. Discipline is structured so that the inherent dignity and worth of each person is recognized and honored. The behavior code, subsequent policies, and rules and regulations governing EPHS stem from the premise that respect must exist between people and toward the institution and its policies, rules and regulations if we are all to work together to achieve goals successfully. It is from this premise that we have developed this list of personal rights and responsibilities that apply to all persons within the EPHS community.

### **CONDUCT OF STUDENTS: PERSONAL RIGHTS**

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

### **CONDUCT OF STUDENTS: PROHIBITED**

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

1. Using, possessing, distributing, purchasing, selling, or offering for sale, tobacco or nicotine materials, including electronic cigarettes, vapes and other oil based vaping devices.
2. Using, possessing, distributing, purchasing, selling, or offering for sale alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school, or school functions, and are treated as though they are in possession of alcohol.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish.)
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's, most current banned substance list unless administered in accordance with a physician or licensed practitioner prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician or licensed practitioner's instructions. Parents or guardians have the ability to administer a “cannabis-infused product” to their child on school property or on a school bus if both parent and child have been cleared to use the product by the state's medical marijuana law.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section

does not apply to a student's use of asthma or other legally prescribed inhalant medications.

- f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one:  
(a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
- g. Drug paraphernalia, including devices that are used to, or can be used to: (a) ingest, inhale, or inject cannabis or other controlled substances into the body; and (b) grow, process, store, or conceal cannabis or other controlled substances.

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

4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), Bluetooth enabled speakers or other Bluetooth enabled device, or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." The use of cellular phones, smartphones, and other electronic devices need to be silenced and put away during the regular school day. They may be used in the classroom if: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's Individualized Education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals
6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, directive to report to an office, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
9. Engaging in or encouraging other students to engage in hazing, bullying of any kind, or any type of aggressive behavior that does physical or psychological harm to a staff member or another student. Prohibited conduct specifically includes, without limitation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, cyberbullying, or other comparable conduct.
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), sexual communication of any kind, sharing of sexual images, and sexual assault.
11. Engaging in teen dating violence.
12. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
15. Being involved with any public school fraternity, sorority, or secret organization.
16. Being involved in a gang or engaging in gang-like activities, including gang symbols or paraphernalia.
17. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, vandalism, and hazing.
18. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening

to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

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

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

#### **When and Where Rules Apply:**

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

1. Any activity or event that bears a reasonable relationship to, on, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

### **\* EPHS CONDUCT OF STUDENTS: RULES AND REGULATIONS**

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

#### **ACADEMIC DISHONESTY AND PLAGIARISM**

Academic dishonesty and/or plagiarism will not be tolerated. The first offense will result in a failing grade for that assignment and a parent-teacher-student conference. An additional incident of cheating and/or plagiarism during a student's four years at Elmwood Park High School may result in loss of credit with a grade of F for that course. All incidents of these infractions will be reported to the dean of students with possible disciplinary actions.

#### **ATHLETIC AND EXTRACURRICULAR CODE OF CONDUCT**

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

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

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

#### **BEHAVIORAL EXPECTATIONS**

As a general policy, students are expected to:

1. Maintain regular daily attendance
2. Be on time to all of their classes
3. Conduct themselves in a manner which reflects courtesy, decency, and a sensitivity to the rights of others
4. Respond courteously and promptly to the requests of faculty and staff
5. Help keep the school clean and safe
6. Refrain from loud noises or conversations that are disruptive to the school's environment
7. Use electronics and technology appropriately and at the teacher's discretion

## **BULLYING/HARASSMENT**

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive. Each school district and non-public, non-sectarian elementary or secondary school shall create and maintain a policy on bullying, which policy must be filed with the State Board of Education.

[https://Boardpolicyonline.com/?b=elmwood\\_park\\_401&s=87274](https://Boardpolicyonline.com/?b=elmwood_park_401&s=87274)

## **\*BUS TRANSPORTATION**

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

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by a building administrator.

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

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

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

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to Board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods<sup>®</sup>, iPads<sup>®</sup>, smartphones, speakers, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.

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

**\*For questions regarding school transportation issues, contact the Deans' Office at (708) 583-6215.**

### **CAFETERIA BEHAVIOR**

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

### **CLOSED CAMPUS POLICY**

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

### **\*DANCES AND PROM REGULATIONS**

1. A student attending a dance must hold a valid student ID.
2. Students will be admitted at a reasonable time and may leave whenever they desire. When students leave, however, it is understood they will not return.
3. Students with guests should make them aware of the regulations established for EPHS students. Guests will be expected to comply with all rules and regulations set for EPHS students.
4. All prom guests must meet EPHS guidelines to attend.
5. Prom tickets may only be purchased by a student with a junior or senior class status. All school fees and debts must be paid prior to purchasing tickets.
6. Students' guest attending prom or any school dance, must be no older than 19 years of age to attend.
7. Students and their guests attending a dance are expected to wear acceptable dress.

### **DEPRESSION AND SUICIDE AWARENESS AND PREVENTION**

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

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

### **DISRUPTIVE ACTS**

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

### **\*DRESS CODE FOR STUDENTS**

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

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

1. Clothing designed for outerwear or not suitable for school, such as coats, jackets, gloves, sunglasses, and blankets must be kept in lockers during the school day.
2. Non-religious head coverings (hoodies with the hood up, hats, scarves, caps, do-rags/shower caps, etc.) are not permitted.
3. Shorts and skirts must extend down the leg at least far enough that the student's fingertips touch the bottom of the garment.
4. Clothing and accessories displaying inappropriate words or illustrations, including weapons, references to gangs, drugs, alcohol or tobacco products, or displaying any subject matter that may be considered distasteful, are not appropriate.
5. 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.
6. Clothing and accessories that are judged to be unsafe or extremely disruptive, such as chains and fishhook

- earrings, are not appropriate.
7. Shirts must cover the abdomen and back at all times. Tops, such as basketball jerseys, must be worn over a shirt with sleeves.
  8. Pants, shorts, and skirts must be worn around the waist.
  9. Any object that is disruptive or affects the safety of others is prohibited.

#### **\*ELECTRONIC DEVICES**

Cell phones are only allowed to be used during passing periods and in the cafeteria before and after school and during the student's lunch periods. Cell phone use in the classroom is only allowed per the teacher's discretion. All other times, cell phones should not be in use. The administration reserves the right to amend this policy during the year.

#### **FALSE ALARMS**

No student will sound any alarm except in case of an actual emergency. The specific penalty for this offense may result in a recommendation for expulsion from school and referral to the River Grove Police Department.

#### **GANGS AND GANG ACTIVITY PROHIBITION**

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

#### **GUESTS**

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

1. Required to check in at the security desk.
2. Must present and submit a valid picture ID.
3. Will receive a guest lanyard that must be worn at all times when in the building.
4. Be escorted to and from their destination.
5. Upon leaving, visitors must check out at the security desk and will return the guest lanyard to retrieve their picture ID that was submitted.

#### **HAZING**

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

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

#### **\*I.D./LANYARDS**

Each student will be issued a new school I.D. and lanyard at the beginning of each school year. Students are expected to wear their lanyard around their necks displaying their current school I.D. at all times while in the school building. Students requiring a replacement lanyard and/or I.D. will be issued by the library. Any school personnel may require a student to produce his or her I.D. Some specific situations, which require the student to use their I.D., are:

1. Needed for students to enter the school building.
2. When leaving any classroom while school is in session, except during passing time.
3. When borrowing materials from the library.
4. When purchasing student admission tickets for school events or student activities.
5. A valid student I.D. is required to board school buses.



6. To purchase lunch in the cafeteria.

If students do not have their permanent I.D., a replacement can be ordered from the library. Replacement fees are as follows:

1. Lanyard Rental + Temporary ID: \$1/day
2. Lanyard Purchase: \$2.00
3. Permanent ID Purchase: \$5.00
4. Lanyard Purchase + New Permanent ID: \$7.00

#### **INSUBORDINATION TOWARD SCHOOL PERSONNEL**

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

#### **LOCKERS**

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

#### **LOITERING AND PRESENCE IN UNAUTHORIZED AREAS**

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

#### **MOTOR VEHICLE REGULATIONS**

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

#### **SEARCH AND SEIZURE (7:140)**

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

#### **SEARCH AND SEIZURE: PERSONAL EFFECTS OF STUDENTS**

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

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

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

#### **SEARCH AND SEIZURE: SCHOOL PROPERTY**

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

#### **SEARCH AND SEIZURE: SEIZURE OF PROPERTY**

If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules,

such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

### **WEAPONS PROHIBITION**

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

1. A firearm, meaning any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the Board on a case-by-case basis.
2. A knife, brass knuckles, pepper spray, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above. The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the Board on a case-by-case basis.

## **\* EPHS DISCIPLINARY MEASURES**

### **STUDENT CONDUCT GUIDELINES**

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

### **OFFENSES AND DISCIPLINARY ACTION**

The following list is comprised of offenses which might occur in high school and for which the school Board and administration structured a discipline policy. As per school Board policy 7:190, those grounds for disciplinary action apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

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

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

In all instances, the administration may determine that parent and/or teacher conference, behavior contract, counseling services (school or outside agency), peer mediation, or a rehabilitation program is necessary. Other recommendations may be made as deemed suitable for the situation. Students who are absent on days when they are assigned to detention must serve their assignment on the first day back to school, or an alternative day deemed appropriate by school personnel.

### **DISCIPLINARY MEASURES**

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

1. Student Conference
2. Notifying parents/guardians
3. Use of restorative practices
4. Disciplinary conference
5. Withholding of privileges
6. Temporary removal from the classroom
7. Return of property or restitution for lost, stolen or damaged property.

8. In-school Supervision
9. Before school, lunch, and after-school detentions provided the student's parent/guardian has been notified
10. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
11. Suspension of bus riding privileges
12. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds
13. Expulsion from school and all school activities for a definite time period not to exceed two (2) calendar years. An expelled student is prohibited from being on school grounds
14. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State Law
15. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substance), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

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

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

#### **DESCRIPTION OF DISCIPLINARY ACTIONS**

##### **LOSS OF PRIVILEGE**

Attendance of extracurricular events (ie: Homecoming, Prom, athletic events, etc.) is a privilege. Attendance to all such events are at the discretion of the Deans' Office. Criteria may include, but is not limited to: attendance, behavior, credits, debt, and grades. Other loss of privileges during the school day may include, but are not limited to unescorted classroom breaks and passing periods, lunch in the cafeteria, bus transportation, Chromebook use, and extracurricular activities.

##### **DETENTIONS**

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

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

##### **ADMINISTRATIVE DETENTION PROCEDURE**

Detentions are intended to provide a method of disciplining Elmwood Park High School students for violations of the School Behavior and Discipline Code. Administrator-assigned detentions and teacher-assigned attendance-related detentions will be served at the designated time before or after school and during student lunch periods. Detentions are to be served either the day of the assignment, or the next school day in the assigned detention room. Consequences for failing to serve detention(s) are outlined under Class I Infractions. Students may serve detention from 7:00 - 7:45 am, during their lunch period, or 3:05 - 4:00 pm.

The following rules and regulations apply to detentions:

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

## **DETENTION OR IN-SCHOOL SUPERVISION**

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

**\* Friday Afternoon Detention-Dean assigned three-hour detention is scheduled from 3:00 PM - 6:00 PM.**

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

## **IN-SCHOOL SUPERVISION (ISS)**

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

A student who fails to report for an ISS on the date assigned due to an excused absence will be automatically assigned an ISS for the next regularly scheduled ISS day or an alternative day deemed appropriate by school personnel.

A student who fails to successfully complete an ISS on the date assigned will be suspended out-of-school for the remainder of that school day. A re-entry conference involving the parent/guardian, student, and student's dean must be held before the student is permitted to return to school.

Academic assignments must be completed during ISS and all school rules and procedures are in effect during the ISS; including the following. Student must attend ISS from 7:50 am - 3:00 pm. If the student is tardy on the day of their assigned ISS, they will stay until 4pm. In addition:

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

## **OUT OF SCHOOL SUSPENSION**

A single suspension will not exceed ten (10) consecutive school days. The out-of-school suspension is to begin at the time suspended and end following the re-entry conference. It is the obligation of the student to contact each of his/her instructors regarding work missed on the day he/she returns to school. A student is allowed a minimum of one day for each day suspended to make up missed work.

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

There are offenses of such a nature that will result in immediate suspension and recommendation for possible expulsion. Students are not to be on school property during the time of their suspension. This will be constituted trespassing and

the River Grove Police Department or Elmwood Park Police Department may be contacted.

Students are not allowed to participate in co-curricular or extra-curricular activities. (This includes athletic events, musical production, and all other school-affiliated activities either home or away.) Attendance at co-curricular and extra-curricular activities is a privilege, not a right. If the suspendable offense occurs at either one of these types of activities, the administration may use their discretion to further prohibit attendance at co-curricular or extracurricular activities for the remainder of the season, semester, or school year.

Students whose behavior demonstrates their willingness to follow school rules and policies may petition the assistant principal, in writing, for permission to attend extra-curricular/co-curricular activities

### **SOCIAL SUSPENSION**

A socially suspended student may not attend or participate in any school functions while serving the social suspension. Any student who has been out of school suspended is automatically placed on social suspension for the length of the suspension. Students can also be socially suspended for inappropriate behavior which is displayed while attending extra-curricular activities and events. Depending upon the nature of the offense, the suspension may include the semester in which the offense was committed as well as the following semester. Students whose behavior demonstrated their willingness to follow school rules and policies may petition (in writing) to building administration for permission to attend special extra-curricular activities such as homecoming, prom, senior luncheon, graduation, etc.

### **EXCESSIVE OUT OF SCHOOL SUSPENSIONS**

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

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

### **EXPULSION**

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

### **CORPORAL PUNISHMENT**

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

## **\* EPHS GENERAL INFORMATION**

### **ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS & WEBSITES**

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

Elmwood Park CUSD 401 prohibits unlawful discrimination in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board of Education Policy 8:20, *Community Use of School Facilities*. Any student or parent/guardian may file a discrimination grievance by using Board Policy 2:260, *Uniform Grievance Procedure*.

Inquiries regarding the School District's nondiscrimination policies can be directed to the Nondiscrimination Coordinator or a Complaint Manager.

Nondiscrimination Coordinator:

Dr. Leah Gauthier, Superintendent  
Elmwood Park Community Unit School District 401  
8201 W. Fullerton Ave., Elmwood Park, IL 60707  
708-583-5831

Title IX Coordinator:

Dr. Kari Smith, Assistant Superintendent for Student Services  
Elmwood Park Community Unit School District 401  
8201 W. Fullerton Ave., Elmwood Park, IL 60707  
smithk@epcusd401.org  
708-583-5836

Complaint Managers:

Dr. Kimberly Ontiveros, Director for Curriculum and Instruction  
Elmwood Park Community Unit School District 401  
8201 W. Fullerton Ave., Elmwood Park, IL 60707  
708-583-5835

Mr. Doug Noyes, Athletic Director  
Elmwood Park Community Unit School District 401  
8201 W. Fullerton Ave., Elmwood Park, IL 60707  
708-583-5468

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

#### **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 NSD checks. The registration fees along with other monies due to the school (lost books, book fines, miscellaneous fines, etc.) must be paid in full by **October 1** (or 30 days after registering a new student to the District).

**FEES: School fee refunds** will be calculated as follows:

Less than or equal to 1st week of school 75%  
Less than or equal to 2nd week of school 50%  
Less than or equal to 3rd week of school 25%  
Less than or equal to 4th week of school 0

For the purpose 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.

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

1. All charges required for textbooks and instructional materials.
2. All charges and deposits collected by a school for use of school property.
3. 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).
4. Charges or deposits for uniforms or equipment related to a physical education class, varsity and intramural sports, or to fine arts programs.
5. Charges to participate in an extracurricular activity.

6. Graduation fees (e.g., caps, gowns).
7. School records fees.
8. Driver's education fees assessed pursuant to Section 27-23 of The School Code.

**FEES: "School fees" do not include:**

1. Library fines and other charges made for the loss, misuse, or destruction of school property (e.g., musical instruments, signage, lanyards, etc.)
2. 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).
3. Charges for admission to school dances, athletic events, or other social events.
4. Optional community service programs for which fees are charged (e.g., preschool, before and after school child care, recreation programs).

**FEES: WAIVER OF FEES**

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

**GRIEVANCE PROCEDURE**

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

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

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

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

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

**\*HEALTH & MEDICATIONS**

***Accident Care***

Students who have injuries, or are not feeling well will be sent to the school nurse. The school nurse, principal, or principal designee will treat minor injuries and send students back to class. Moderately sick or injured the student will be provided care and parents will be called. In the case of a severe injury, emergency personnel will be contacted.

***Communicable Disease***

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases. Parents are required to notify the school nurse if they suspect their child has a communicable disease. In certain cases,

students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

#### ***Dental Examination***

All students entering kindergarten, second, sixth and ninth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

#### ***Designated Caregiver Administration of Medical Cannabis***

The Compassionate Use of Medical Cannabis Pilot Program Act allows a parent/guardian of a student who is a minor to register with the Ill. Dept. of Public Health (IDPH) as a designated caregiver to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a medical cannabis infused product to a child who is a student on the premises of his or her school or on his or her school bus if:

Both the student and the designated caregiver possess valid registry identification cards issued by IDPH:

Copies of the registry identification cards are provided to the District; and

That student's parent/guardian completed, signed, and submitted a School Medication Authorization Form – Medical Cannabis,

Medical cannabis infused product (Product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

After administering the product to the student, the designated caregiver shall immediately remove it from school premises or the school bus. The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

#### ***Diabetes Care***

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the building principal. Parents/guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

#### ***Emergency Aid to Students***

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

#### ***Eye Examination***

All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

#### ***Food Allergies***

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the school nurse, Ms. Amy Cleff-Holic at 708-452-3550. Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed support so that your student can access his or her education as effectively as students without disabilities. Not all students with life-threatening allergies and life-threatening chronic illnesses may be



eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

### ***Head Lice***

Parents are required to notify the school nurse if they suspect their child has head lice. Per the Illinois State Board of Education, head lice is not a basis to exclude students from school.

### ***Health and Immunizations***

All students are required to present appropriate proof of a health examination and immunizations against, and screenings for, preventable communicable diseases within one year prior to:

Entering kindergarten or first grade;

Entering the sixth and ninth grades; and

Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the ages of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by October 15 of the current school year may result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

### ***Self-Administration of Medication***

A student may possess an epinephrine injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector and/or asthma inhaler, or the storage of any medication by school personnel.

Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Students who are diabetic must also have a Diabetes Care Plan on file with the school.

### ***Student Medication***

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure. All medication shall be stored in an appropriate locked cabinet. In all cases, the school retains the discretion to reject a request for administering medicine.

### ***Undesignated Medications***

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation,

parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

### **Vision Screenings**

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

### **LIBRARY**

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

Paperback fiction:	\$10.00	Hardcover fiction:	\$20.00
Paperback nonfiction:	\$20.00	Hardcover nonfiction:	\$30.00
Reference:	Actual replacement cost		

### **LUNCH GUIDELINES**

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

### **RESIDENCY**

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

#### **RESIDENCY: CATEGORY A. PROVIDE ONE OF THE FOLLOWING DOCUMENTS:**

1. Real estate tax bill from current calendar year.
2. Current mortgage statement/closing statement or letter from the county assessor.
3. 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.**
4. 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.**

#### **RESIDENCY: CATEGORY B. ALSO PROVIDE ONE OF THE FOLLOWING DOCUMENTS:**

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

#### **RESIDENCY: CATEGORY C. ALSO PROVIDE ONE OF THE FOLLOWING DOCUMENTS**

##### **(Proof of Personal ID)**

1. 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)
2. Federal issued photo ID (passport)
3. 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.

### **SEXUAL HARASSMENT - STUDENT OR STAFF (7:20)**

**SEXUAL HARASSMENT: DEFINITION**

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

**SEXUAL HARASSMENT: VIOLATION**

It shall be a violation of this policy for any student to abuse another student or staff member through any sexually harassing conduct or communications whether such behavior occurs on school grounds, at school events, on the school bus, and/or electronically. 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.

**SEXUAL HARASSMENT: COMPLAINTS**

Students or staff members who feel they have been sexually harassed may report problems or complaints to any teacher, counselor, or administrator who shall immediately report the matter to the principal. Any school personnel who believe a violation of this policy may have occurred shall immediately report the matter to the principal for review and investigation.

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

**SEXUAL HARASSMENT: 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.

**SEXUAL HARASSMENT: ADMINISTRATIVE ACTION**

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

**SEXUAL HARASSMENT: PENALTIES**

If, after considering all the evidence, the principal determines that there has been a violation of this policy, the following penalties will be instituted.

**1. FIRST OFFENSE**

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

**2. SUBSEQUENT OFFENSE**

A second violation may constitute gross misconduct.

**3. GROSS MISCONDUCT**

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

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

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

**SEXUAL HARASSMENT: POLICY OF NON-RETALIATION**

A student 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, record, or the staff member's employment status. However, a student, staff member, or witness found to have been intentionally dishonest or

malicious is 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.

### **STUDENT 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, Assistant Superintendent for Student Services  
Elmwood Park CUSD 401  
8201 W. Fullerton Ave.  
Elmwood Park, IL 60707  
708-583-5836

#### ***Home & Hospital Instruction (Board Policy 6:150)***

A student who is absent from school, or whose physician, physician assistant, or advanced practice registered nurse anticipates that the student will be absent from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by State law and the Illinois State Board of Education rules governing (1) the continuum of placement options for students who have been identified for special education services or (2) the home and hospital instruction provisions for students who have not been identified for special education services. Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from: (1) a physician licensed to practice medicine in all of its branches, (2) a licensed physician assistant, or (3) a licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to coordinate course work and facilitate a student's return to school.

Documentation from the medical professional is required. For information on home or hospital instruction, contact the School Principal.

#### ***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.

If it is determined that a child has a disability (as defined under IDEA) and needs special education and related services by reason of the disability, an Individualized Education Program (IEP) will be developed for the child. This applies to children between ages 3 and 21 (inclusive). 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.

In addition, 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 (Section 504) are identified, evaluated, and provided with appropriate educational services.

Students may be disabled within the meaning of Section 504 even though they do not require services pursuant to the IDEA. A student who does not qualify for an IEP under IDEA may qualify for services under Section 504 if the student has a physical or mental impairment that substantially limits one or more major life activities, or has a record of a physical or mental impairment, or is regarded as having a physical or mental impairment.

The District has established a system of procedural safeguards for those students who, because of disability as defined by Section 504, need or are believed to need special instruction or related services. The procedural safeguards cover students' identification, evaluation, and educational placement. The system includes 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.

Copies of publications explaining the procedural safeguards under IDEA and Section 504 may be obtained from the District Office.

Inquiries regarding the identification, assessment, and placement of children with disabilities should be directed to:  
Department for Student Services  
Elmwood Park CUSD 401  
8201 W. Fullerton Ave.  
Elmwood Park, IL 60707  
708-583-5854

#### **Students with Disabilities/Individualized Education Plans**

Per Illinois legislation, the following serves as a notice for the parents/guardians of students with disabilities who may receive related services as part of their individualized education programs (IEPs). District 401 will maintain related service logs that record the type and number of minutes of the related service(s) administered to such students. Copies of any related service logs will be available to parents/guardians at their child's annual review IEP meeting. Parents/guardians of students with disabilities may also request copies of their child's related service logs at any time. If you have any questions, please contact your student's related services provider or the special education coordinator for your building:

Ms. Antigone Campobasso  
Special Education Coordinator  
Elm Middle School & Elmwood Park High School  
708-583-5851  
[campobasso@epcUSD401.org](mailto:campobasso@epcUSD401.org)

Ms. Pamela Stutzman  
Special Education Coordinator  
Elmwood Elementary & John Mills Elementary Schools  
708-583-5852  
[stutzmanp@epcUSD401.org](mailto:stutzmanp@epcUSD401.org)

Dr. Kari Smith  
Assistant Superintendent for Student Services  
708-583-5836  
[smithk@epcUSD401.org](mailto:smithk@epcUSD401.org)

#### **Misconduct by Students with Disabilities (Board Policy 7:230)**

The School District complies with all applicable legal requirements governing discipline of students with disabilities, including the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's *Special Education* rules. A student with a disability will not be expelled from school if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

The School District has developed and implemented policies and procedures on the use of behavioral interventions for students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. A copy of the District's policies and procedures on the use of behavioral interventions for students with disabilities may be obtained from the School District office.

## **\* EPHS TECHNOLOGY POLICY- DISTRICT**

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

These policies below are available online at [www.epcusd401.org](http://www.epcusd401.org) or in the Principal's Office.

#### **ACCEPTABLE USE & INTERNET SAFETY POLICY**

##### **PURPOSE**

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

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

##### **APPLICATION OF POLICY**

This Policy applies to all individuals (hereinafter "individuals" or "users") who use the District technology resources provided and managed by the District. Individuals covered by this Policy (sometimes referred to in this Policy as "District community members") include, but are not limited to, students, staff, faculty, administration, and visiting guests and parents who have access to the Internet as well as a host of "District technology resources." "District technology resources" includes all District hardware, software, communications systems, networks, electronic equipment, data, and other technologies, including any means or method to access the Internet using such resources.

##### **SCOPE**

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

##### **ACCEPTABLE USE POLICY**

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

##### **UNACCEPTABLE USE**

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

to:

1. Individuals may not modify, install, upload or download programs or software without administrative and technology staff authorization.
2. Individuals may not engage in acts of vandalism, which is defined as any malicious attempt to harm or destroy data of another user or any network. This includes, but is not limited to uploading or creation of computer viruses and hardware damage.
3. Individuals may not partake in wasteful use of District resources or file space (examples include: printing excessive amounts of paper, sending spam or chain letters, looping programs).
4. Individuals shall not access, submit, post, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material.
5. No District work product may be loaded onto the network or posted on the Internet for public access without prior approval from the Superintendent or his/her designee. Examples of materials constituting District work product include, but are not limited to the following: curriculum or test materials used in District programs, Division or Department Guidelines and/or Procedures, Parent/Student Handbooks, and District publications.
6. Individuals may not use the District's computer network or District internet access for commercial gain.
7. Individuals shall not use the network while access privileges are suspended or revoked.

### **INTERNET SAFETY**

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

1. Use of the District computers and the District network may be supervised and monitored by District staff to ensure appropriate use. To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter access to inappropriate information on the Internet and electronic communication. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. All Internet-enabled computers used by students, patrons, and staff, will employ filters. If individuals detect that technology services or Internet filters are not functioning properly, they shall immediately notify the system administrator. Individuals shall not modify or disable, or attempt to modify or disable, any filtering or blocking software installed in District computers or the District's computer system.
2. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes. Procedures to disable or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent or his/her designee.
3. Individuals may not access information which is illegal, indecent, obscene, constitutes child pornography, harmful to minors, inappropriate for minors, defamatory, likely to result in harassment of another student or staff member, likely to cause material disruption in the schools, or is otherwise inconsistent with the District's educational mission, or to enter or transmit such information. Any individual who attempts to access, enter, upload, install, download or transmit prohibited information shall be subject to discipline that may include suspension or loss of all access privileges.

### **ELECTRONIC COMMUNICATIONS**

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

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

name is registered and the author is identified as part of District. Individuals should be mindful of how messages might reflect on the name and reputation of District and be respectful in all electronic dealings with those outside the District.

**FACULTY AND STAFF (ADDITIONAL PROVISIONS):**

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

**PRIVACY**

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

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

**FACULTY AND STAFF (ADDITIONAL PROVISIONS):**

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

**ADHERENCE WITH FEDERAL, STATE, AND LOCAL LAWS**

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

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

**CONSEQUENCES OF IMPROPER OR PROHIBITED USE OF DISTRICT TECHNOLOGY RESOURCES**

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

**MISCELLANEOUS**

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

LEG. REF.: Children’s Internet Protection Act, 47 U.S.C 254(h)





and (1)  
 No Child Left Behind Act, 20 U.S.C. 6777  
 Enhancing Education Through Technology, 20 U.S.C.  
 6751 et seq. 720 ILCS 135/.01  
 Communications Act of 1934, 47 U.S.C. Sec. 254  
 6:235AP (Staff Agreement Form)  
 7:350AP (Student Agreement Form)

CROSS REFERENCE:  
 ADOPTED: August 19, 1998  
 First Reading of Revision: January 16, 2008  
 Second Reading of Revision: February 20, 2008  
 ADOPTED: February 20, 2008

**TECHNOLOGY DO'S AND DON'TS**

**DO:**

1. Leave all icons and settings as you found them. Leave all icons and settings as you found them. The Chromebook is the property of D401 and any change in settings should be done by the Chromestop.
2. Tell a teacher and visit the Chromestop if you find a problem with a piece of equipment.
3. Keep personal phones, iPods, and other electronic communication devices turned off and secured in a locker or backpack during school hours.

**DON'T:**

1. Use websites or play games online without direction from a teacher.
2. Use external proxy server to bypass school internet filter.
3. Run a game server while at school.
4. Download music, programs, pictures, or any files not part of the curriculum.
5. Chat online without permission (prohibited services include, but are not limited to, Facebook Messenger, GChat, Windows Messenger)
6. Participate in social networking site not in curriculum (prohibited websites include, but are not limited to, Twitter, and Facebook)
7. Use school technology to buy goods or services or to make money.

Revised 3/30/12

**ELMWOOD PARK CUSD 401  
 CHROMEBOOK POLICY, PROCEDURES, AND INFORMATION  
 2019-2020**

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

The policies, procedures, and information within this document apply to all Chromebooks and other technological devices used at Elmwood Park CUSD 401 considered by the Administration to come under this policy. Students and their parents/guardians are reminded that use of technology is a privilege and not a right and that everything done on any device, network, or electronic communication device may be monitored by the school authorities. Inappropriate use of technology can result in limited or banned computer use, disciplinary consequences, removal from course, loss of credit, receiving a failing grade, and/or legal action. Students and their parents/guardians are responsible for reviewing the Chromebook Agreement.

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### GENERAL INFORMATION

#### RECEIVING YOUR CHROMEBOOK

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

#### CHROMEBOOK CHECK-IN

1. Chromebooks will be returned prior to the end of the school year, on a date to be provided, so they can be checked for serviceability and to be stored for the summer. If a student transfers out of Elmwood Park CUSD 401 during the school year, the Chromebook, Chromebook charger, Chromebook case, and any other peripheral devices/tools provided will be returned at that time.
2. Students who graduate early, withdraw, are expelled, or terminate enrollment at Elmwood Park CUSD 401 for

- any other reason must return their individual school Chromebook, Chromebook charger, Chromebook case, and any other peripheral devices/tools provided on the date of termination.
3. If a student fails to return the Chromebook, Chromebook charger, Chromebook case, and any other peripheral devices/tools provided at the end of the school year or upon termination of enrollment at Elmwood Park CUSD 401, that student will be subject to criminal prosecution or civil liability and district records may be withheld. The student will also pay the replacement cost of the Chromebook, Chromebook charger, Chromebook case, and any other peripheral device/tools provided. Failure to return the Chromebook, Chromebook charger, Chromebook case, and any other peripheral devices/tools provided will result in a theft report being filed with the police department.

#### **CHECK-IN FINES**

Chromebooks, Chromebook styluses, Chromebook chargers, and Chromebook cases not returned to the District, when requested, and in satisfactory condition will be charged a reasonable fee for needed repairs, which will not exceed the replacement cost of the Chromebook, charger, and/or case. Failure to return the Chromebook will result in a theft report filed with the police department.

#### **EXPECTATION OF PRIVACY**

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

#### **OWNERSHIP OF THE CHROMEBOOK**

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

#### **TAKING CARE OF YOUR CHROMEBOOK**

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

#### **GENERAL PRECAUTIONS**

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

1. Snack time and screen time are NOT the same time: keep food and drinks away from the device.
2. Cords, cables, and styluses must be inserted carefully into the Chromebook to prevent damage.
3. Do not stack any books, heavy materials, etc. on top of the Chromebook as it could cause the device to break.
4. Chromebooks must never be left in an unlocked locker, unlocked car, or any unsupervised area.
5. Students are responsible for keeping their Chromebook's battery charged for school each day.
6. Chromebooks are very sensitive to extreme heat and extreme cold. Therefore, leaving devices in cars, direct sunlight, etc. that may expose them to these conditions is potentially harmful to the device and should be avoided.
7. Chromebooks have a unique identification number and at no time should the numbers or labels be modified, damaged, or removed.
8. The District can and will locate, access, and modify Chromebooks remotely, even when in a student's possession. Modifying, disabling, or attempting to disable the locator or any District software used for tracking or accessing a Chromebook is a violation of the Acceptable Use Policy and grounds for disciplinary action.
9. Jailbreaking or otherwise attempting to change the operating system or access District settings of or to the device will be subject to disciplinary action.
10. It is the responsibility of the student who is issued the Chromebook to protect that Chromebook. A student who damages, loses, or misplaces the Chromebook will be responsible for its cost, whether or not the damage or loss was the student's fault. Students should not lend any Chromebook to another person.
11. Do not contact Acer, Google, or any other service for repair questions. The District makes any and all repairs to

Chromebooks.

### **CARRYING CHROMEBOOKS**

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

1. Chromebooks should always be within the protective case when carried. Failure to do so may result in disciplinary action.
2. Chromebooks must remain in a protective case when not in use to prevent unintended damage.
3. Chromebooks should never be lifted by the screen or carried with their screens open.

### **SCREEN CARE**

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

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

### **PERSONALIZATION**

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

### **STORING YOUR CHROMEBOOK**

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

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

### **USING YOUR CHROMEBOOK AT SCHOOL**

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

### **CHROMEBOOK LEFT AT HOME**

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

### **CHROMEBOOKS UNDERGOING REPAIR**

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

### **CHARGING YOUR CHROMEBOOKS BATTERY**

1. Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebooks each evening.
2. Do not leave a Chromebook plugged in for more than 24 hours as this will degrade the battery's lifespan.
3. In cases where the use of the Chromebook has caused batteries to become discharged, students may be able to connect their Chromebooks to a power outlet in class.

### **PHOTOS, SCREENSAVERS, BACKGROUND PHOTOS**

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

### **SOUND, MUSIC, GAME OR PROGRAMS**

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

Data Storage on the Chromebook is limited and should be managed by the students so that the full educational potential of the Chromebook is available.

### **PRINTING AT SCHOOL**

Printing functionality will not be available at school. Teachers will provide printed versions of materials as needed.

### **USING YOUR CHROMEBOOK OUTSIDE OF SCHOOL**

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

### **HOME INTERNET ACCESS**

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

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

- Chromebook successfully.
4. If parents/guardians are interested in providing content filtering at home, it is suggested that parents/guardians contact their Internet provider for details and support.

### **PRINTING AT HOME**

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

### **MANAGING YOUR FILES**

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

### **SAVING TO THE CHROMEBOOK**

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

### **NETWORK CONNECTIVITY**

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

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

### **APPS AND EXTENSIONS ON CHROMEBOOKS**

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

### **ORIGINALLY INSTALLED SOFTWARE**

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

### **ADDITIONAL SOFTWARE**

1. Students are not allowed to load extra extensions/apps on their Chromebooks. Elmwood Park CUSD 401 will provide any required extensions/apps on the Chromebook. These apps/extensions will be available upon logging into the device using the official school approved email address.
2. Any software that breaks the Acceptable Use Policy or that is deemed inappropriate for use in school is not to be downloaded or installed on the Chromebooks. This includes, but is not limited to: music, games, videos, images, e-Books, and apps. Immediate removal of material (or full reset of the device), contact with parents, and disciplinary action will take place.

### **INSPECTION**

1. Students may be selected at random to provide their Chromebook for inspection.

2. Reasons for Chromebook inspection may include but are not limited to the following: functionality, maintenance, serviceability, and various violations of student acceptable responsibilities when using the Chromebook.

#### **PROCEDURE FOR RELOADING SOFTWARE**

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

#### **SOFTWARE UPGRADES**

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

#### **RESPONSIBILITIES AND EXPECTATIONS**

##### **PARENT/GUARDIAN RESPONSIBILITIES**

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

##### **DISTRICT RESPONSIBILITIES**

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

##### **STUDENT RESPONSIBILITIES AND ACTIVITIES STRICTLY PROHIBITED**

Students must comply with the District's Acceptable Use Policy and corresponding Board Policy 6:235. (Elmwood Park CUSD 401 reserves the right to modify this list at any time.)

1. Chromebooks are not permitted in the cafeteria during student lunch periods unless otherwise stated by building administration.
2. Students are not to loan Chromebooks or other equipment to other students under any circumstances. They also are not to borrow a Chromebook from another student or share a password, access, or username with others under any circumstances.
3. Students are prohibited from illegal installation or transmission of copyrighted materials.
4. Students are prohibited from sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials. This includes spamming or sending mass or

- inappropriate emails.
5. Students are prohibited from use of chat rooms, sites selling term papers, book reports and other forms of student work.
  6. Students are not to change the Chromebook settings (exceptions include personal settings such as font size, brightness, ect.)
  7. Students are not to use the Internet to access personal (non-school related) accounts - i.e. non-school provided email accounts (Yahoo, Hotmail, personal Gmail), Facebook, other social media sites, etc.
  8. Students are not allowed to gain access to other student's accounts, files, and/or data or participate in credit card fraud, electronic forgery or other forms of illegal behavior.
  9. Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
  10. Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients is strictly prohibited.
  11. Students are responsible for returning their Chromebook at the end of each school year. Students who graduate early, withdrawal, are suspended or expelled, or terminate enrollment at any of the schools in Elmwood Park CUSD 401 for any other reason must return their individual school Chromebook and other peripherals on the date of termination.

#### **LEGAL PROPRIETY**

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

#### **STUDENT DISCIPLINE**

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

#### **CHROMEBOOK IDENTIFICATION**

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

1. Record of Serial Number
2. Barcode tag

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

#### **CHROMEBOOKS LEFT IN UNSUPERVISED AREAS**

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

#### **REPAIRING OR REPLACING YOUR CHROMEBOOK**

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



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

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

**PERSONAL HOME OR HOMEOWNER COVERAGE**

1. Students or parents may wish to carry their own personal insurance to protect the Chromebook in cases of theft, loss, or damage. Please consult with your insurance agent for details about your personal coverage of the Chromebook.
2. Most insurances will require a rider for electronics and only provide so much coverage and a higher deductible.

**CLAIMS**

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

**STUDENT AND PARENT/GUARDIAN DIGITAL CITIZENSHIP and AUP CONTRACT**

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

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

1. To monitor the use of online activities. This may include real-time monitoring of network activity, file storage and/or maintaining a log of all activity for later review. EPCUSD 401 reserves the right to restrict online destinations through software or other means.
2. To supervise students, control electronic equipment, or otherwise have occasion to observe student use of equipment online. Staff members shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of EPCUSD 401.
3. To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to EPCUSD 401-owned equipment and, specifically, to exclude those who do not abide by the District Acceptable Use Policy, Board Policy Section 6:235, and any other policies governing the use of school facilities, equipment, and materials.

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

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

**G SUITE FOR EDUCATION**

Elmwood Park CUSD 401 is excited to utilize G Suite for Education for its students, teachers and staff. As with any educational endeavor, a strong partnership with families is essential to a successful experience. G Suite includes free, web-based word-processing, calendar, presentation, drawing, email, forms, and spreadsheet programs which are now available for all EPCUSD 401 students. Using these tools, students collaboratively create, edit, and share files and websites for school-related projects and communicate via email with other students and teachers. These services are entirely online and available 24/7 from any internet-connected device. Collaboration and communication will be restricted to only accounts within the [epcusc401.org](https://www.google.com/apps/intl/en/terms/user_terms.html) portal. Students will not be able to receive communications or documents from outside this password-protected portal. Google's terms of use can be found at: [https://www.google.com/apps/intl/en/terms/user\\_terms.html](https://www.google.com/apps/intl/en/terms/user_terms.html)

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

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

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

#### **STUDENT EMAIL (GRADES 3-12 ONLY)**

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

1. Use of the email system will align with the school's code of conduct and the code will be used for discipline purposes. Communication through the district's email system will exhibit common sense and civility. It will abide by the community's mode of acceptable behavior. Students are responsible for messages sent from their accounts. Students should not share their passwords.
2. Electronic mail from the 401 domain can be checked from home or from school computers. Messages posted on the district's email system which are reasonably foreseen to cause disruption to the school environment or normal and acceptable school operations will be subject to disciplinary actions, up to and including out-of-school suspension and/or expulsion, and referral to law enforcement authorities where appropriate.
3. The email system cannot be used to operate a personal business. The account may not be sold or otherwise re-assigned without written consent of the District 401 Director of Technology. The account may be revoked if used inappropriately.
4. Students will report any unusual activities such as "spam" communications, obscene email, attempts by adults or other students to lure them into inappropriate and/or dangerous behaviors, and the like to the school's technology contact for action. Students should not forward chain letters, jokes, or graphics files.
5. Electronic mail sent or received by the 401 domain is not confidential. Although the Board of Education does not make a practice of monitoring electronic mail, the administration reserves the right to retrieve the contents of user mailboxes for legitimate reasons, such as to find lost messages, to conduct internal investigations, to investigate allegations of violations of the school's code of conduct or other wrongful acts, or to recover from system failure.

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

## District Policies for Student Handbooks

Elmwood Park C.U.S.D #401

Parent/Student Sign-off Sheet

**It is necessary for the student and parent/guardian to fill out and sign pages 88/89 and return to the school no later than five (5) school days after your first day of class.**

### 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. All Board Policies are available to the public at the District Office and online on the District's website.

### PART 1: DISTRICT POLICIES FOR STUDENT HANDBOOKS

All District student handbook policies are posted on our website [epcusd401.org](http://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 understand the School District's Acceptable Use and Internet Safety Policy. I agree to follow the District's rules and regulations set forth in the Policy. I understand that failure to follow the District's Acceptable Use and Internet Safety Policy will result in appropriate disciplinary action that may include loss of computer access privileges,

out-of-school suspension and/or expulsion.  
Approved 5/27/14

**PARENT(S)/GUARDIAN(S)**

I have read and I understand the School District’s Acceptable Use and Internet Safety Policy. I understand that the District’s technology resources, including the District’s network and access to the Internet, are for educational purposes only. I also recognize that it is impossible for the District to prevent access to all non-educational materials and that the responsibility for appropriate use of District technology resources ultimately rests with the computer user. I agree to instruct my child accordingly. I further agree to indemnify and hold harmless the Board of Education, its Board members, and the Board’s employees and agents for any harm caused by my child’s use of the District’s technology resources. I accept full responsibility for supervision of my child’s use of any District technology resources, including any use of District means of access to the Internet that may occur outside the District’s 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 designed “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:

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

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

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

The District has designated the following information as directory information:

**Student’s name**

**School**

**Participation in officially recognized activities and sports**

**Weight and height of members of athletic teams**

**Photograph**

**Degrees, honors, and awards received**

**Grade level**

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