



# District Policies for Student Handbooks

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

## Parent/Student Sign-off Sheet



Please complete one sign-off sheet per student.

### **UNDERSTANDING AND ACCEPTANCE OF STUDENT HANDBOOK POLICIES AND PROCEDURES**

Every parent and student has access to the Student Handbook by their first day of the school year. Teachers and the school administration discuss 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 electronic confirmation indicating the awareness of the contents of this Handbook and District Policies. Each school may have a directive that is specific and pertinent to their grade levels. Be sure to review your child’s school handbook. These are designated policies required for the student handbook. All Board Policies are available to the public 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](https://www.epcusd401.org/about-us/district-policies-for-student-handbooks) linked at <https://www.epcusd401.org/about-us/district-policies-for-student-handbooks> “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: USING A PHOTOGRAPH OR VIDEO RECORDING OF A STUDENT**

#### **Pictures of Unnamed Students**

Students may occasionally appear in photographs and video recordings taken by school staff members, other students, or other individuals authorized by the Building Principal. The school may use these pictures, without identifying the student, in various publications, including the school yearbook, school newspaper, and school website. No consent or notice is needed or will be given before the school uses pictures of unnamed students taken while they are at school or a school-related activity.

#### **Pictures of Named Students**

Sometimes the school may want to identify a student in a school picture. For example, school officials want to acknowledge those students who participate in a school activity or who deserve special recognition.

In order for the school to publish a picture with a student identified by name, one of the student’s parents or guardians must sign the consent below. Please complete and sign this form to allow the school to publish and otherwise use photographs and video recordings, with your child identified, while he or she is enrolled in this school.

#### **Pictures of Students Taken By Non-School Agencies**

While the school limits access to school buildings by outside photographers, it has no control over news media or other entities that may publish a picture of a named or unnamed student. School staff members will not, however, identify a student for an outside photographer.

**I grant consent to the School District to identify a picture of my child, by full name and/or the school he or she attends, in any school sponsored material, publication, video recording, or website. This consent is valid for the entire time my child is enrolled in the District. I may revoke this consent at any time by notifying the Building Principal. I understand that unless I request in writing that I do not want such information released, District 401 may publish photographs or video recordings of my student.**

### **PART 4: ELECTRONIC COMMUNICATION**

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

**STUDENT**

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

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

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

**PART 5: NOTICE FOR DIRECTORY INFORMATION**

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

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

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

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

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

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

Name of Student \_\_\_\_\_ Grade \_\_\_\_ Building \_\_\_\_\_

**Student Signature** \_\_\_\_\_ Date: \_\_\_\_\_

Name of Parent/Guardian \_\_\_\_\_

**Parent Signature** \_\_\_\_\_ Date: \_\_\_\_\_