



# AN INVITATION TO OPPORTUNITY

## **Elmwood Park Community Unit School District #401**

### Administrative Team

Dr. Leah Gauthier, Superintendent  
Mr. James Jennings, Assistant Superintendent for Finance and Operations  
Dr. Kari Smith, Assistant Superintendent for Student Services  
Dr. Kimberly Ontiveros, Director of Curriculum and Instruction

### Board of Education

Mr. Frank J. Parisi, President  
Mr. Michael V. Scheidt, Vice President  
Ms. Susan S. Capraro, Secretary  
Ms. Mary Bruscato  
Mr. Timothy P. Loughnane  
Mr. Jonathan M. Rivera  
Mr. Peter A. Volpe

Elmwood Park CUSD #401 ensures equal educational opportunities are offered to students, regardless of race, color, national origin, age, gender, religion, or disability. Questions in reference to educational opportunities may be directed to Dr. Leah Gauthier, Superintendent/Nondiscrimination Coordinator and Complaint Managers, Elmwood Park CUSD #401, 8201 West Fullerton, Elmwood Park, IL 60707, (708) 452-7292. Elmwood Park CUSD #401 does not discriminate on the basis of race, color, national origin, gender or disability.

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



# Handbook

2319 N. 76th Avenue  
Elmwood Park, IL 60707

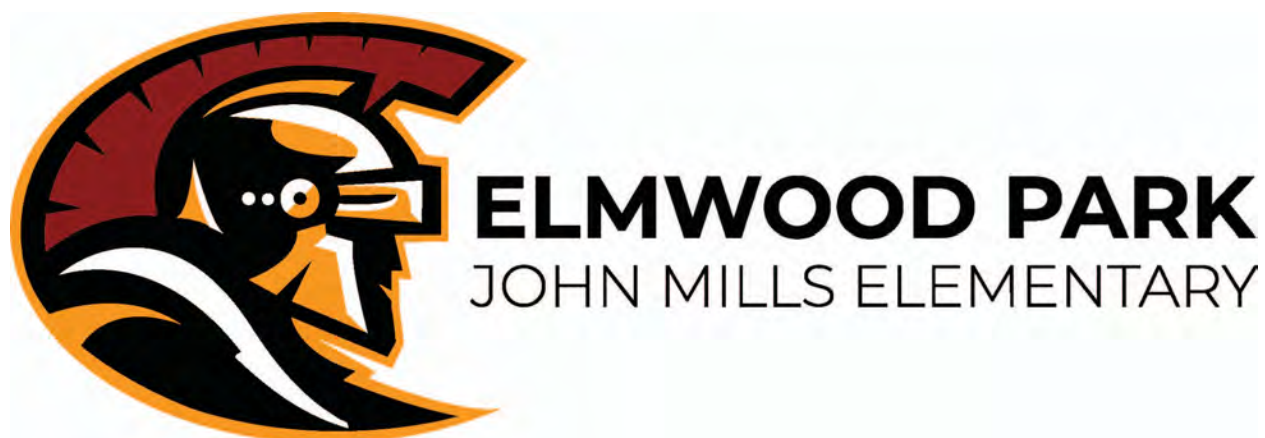
**Matthew Lerner, Principal**  
**Stephanie Hagins, Assistant Principal**

Phone: 708.452.3558  
Attendance Hotline: 708-583-6260



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# Handbook

**Frank Kuzniewski, Principal**  
**Natalia Gomez, Assistant Principal**

2824 North 76th Ave, Elmwood Park, IL 60707  
Attendance Hotline: 708-583-6288



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## Elmwood Park Community Unit School District #401 2021-2022 School Calendar

| July 2021 |    |    |    |    |    |    | August 2021 |    |    |    |    |    |    | September 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           | 2  | 3  | 4  | 5  | 6  | 7  | 5              | 6  | 7  | 8  | 9  | 10 | 11 |
| 4         | 5  | 6  | 7  | 8  | 9  | 10 | 8           | 9  | 10 | 11 | 12 | 13 | 14 | 12             | 13 | 14 | 15 | 16 | 17 | 18 |
| 11        | 12 | 13 | 14 | 15 | 16 | 17 | 15          | 16 | 17 | 18 | 19 | 20 | 21 | 19             | 20 | 21 | 22 | 23 | 24 | 25 |
| 18        | 19 | 20 | 21 | 22 | 23 | 24 | 22          | 23 | 24 | 25 | 26 | 27 | 28 | 26             | 27 | 28 | 29 | 30 |    |    |
| 25        | 26 | 27 | 28 | 29 | 30 | 31 | 29          | 30 | 31 |    |    |    |    |                |    |    |    |    |    |    |

| October 2021 |    |    |    |    |    |    | November 2021 |    |    |    |    |    |    | December 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  |
| 3            | 4  | 5  | 6  | 7  | 8  | 9  | 7             | 8  | 9  | 10 | 11 | 12 | 13 | 5             | 6  | 7  | 8  | 9  | 10 | 11 |
| 10           | 11 | 12 | 13 | 14 | 15 | 16 | 14            | 15 | 16 | 17 | 18 | 19 | 20 | 12            | 13 | 14 | 15 | 16 | 17 | 18 |
| 17           | 18 | 19 | 20 | 21 | 22 | 23 | 21            | 22 | 23 | 24 | 25 | 26 | 27 | 19            | 20 | 21 | 22 | 23 | 24 | 25 |
| 24           | 25 | 26 | 27 | 28 | 29 | 30 | 28            | 29 | 30 |    |    |    |    | 26            | 27 | 28 | 29 | 30 | 31 |    |
| 31           |    |    |    |    |    |    |               |    |    |    |    |    |    |               |    |    |    |    |    |    |

| January 2022 |    |    |    |    |    |    | February 2022 |    |    |    |    |    |    | March 2022 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|------------|----|----|----|----|----|----|
| Su           | M  | Tu | W  | Th | F  | Sa | Su            | M  | Tu | W  | Th | F  | Sa | Su         | M  | Tu | W  | Th | F  | Sa |
|              |    |    |    |    |    | 1  |               |    | 1  | 2  | 3  | 4  | 5  |            |    | 1  | 2  | 3  | 4  | 5  |
| 2            | 3  | 4  | 5  | 6  | 7  | 8  | 6             | 7  | 8  | 9  | 10 | 11 | 12 | 6          | 7  | 8  | 9  | 10 | 11 | 12 |
| 9            | 10 | 11 | 12 | 13 | 14 | 15 | 13            | 14 | 15 | 16 | 17 | 18 | 19 | 13         | 14 | 15 | 16 | 17 | 18 | 19 |
| 16           | 17 | 18 | 19 | 20 | 21 | 22 | 20            | 21 | 22 | 23 | 24 | 25 | 26 | 20         | 21 | 22 | 23 | 24 | 25 | 26 |
| 23           | 24 | 25 | 26 | 27 | 28 | 29 | 27            | 28 |    |    |    |    |    | 27         | 28 | 29 | 30 | 31 |    |    |
| 30           | 31 |    |    |    |    |    |               |    |    |    |    |    |    |            |    |    |    |    |    |    |

| April 2022 |    |    |    |    |    |    | May 2022 |    |    |    |    |    |    | June 2022 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|----------|----|----|----|----|----|----|-----------|----|----|----|----|----|----|
| 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  | 7  |           |    |    | 1  | 2  | 3  | 4  |
| 3          | 4  | 5  | 6  | 7  | 8  | 9  | 8        | 9  | 10 | 11 | 12 | 13 | 14 | 5         | 6  | 7  | 8  | 9  | 10 | 11 |
| 10         | 11 | 12 | 13 | 14 | 15 | 16 | 15       | 16 | 17 | 18 | 19 | 20 | 21 | 12        | 13 | 14 | 15 | 16 | 17 | 18 |
| 17         | 18 | 19 | 20 | 21 | 22 | 23 | 22       | 23 | 24 | 25 | 26 | 27 | 28 | 19        | 20 | 21 | 22 | 23 | 24 | 25 |
| 24         | 25 | 26 | 27 | 28 | 29 | 30 | 29       | 30 | 31 |    |    |    |    | 26        | 27 | 28 | 29 | 30 |    |    |

|   |   |   |
|---|---|---|
| <p>Early Release Days</p> <p>Aug. 16</p> <p>Aug. 17</p> <p>Aug. 18</p> <p>Sept. 6</p> <p>Sept. 24</p> <p>Oct. 11</p> <p>Oct. 15</p> <p>Nov. 3 &amp; 4</p> <p>Nov. 5</p> <p>Nov. 11</p> <p>Nov. 11</p> <p>Nov. 24-26</p> <p>Dec. 17</p> <p>Dec. 20-31</p> <p>Jan. 17</p> | <p>First and Last Day of School</p> <p>Aug. 16</p> <p>Aug. 17</p> <p>Aug. 18</p> <p>Sept. 6</p> <p>Sept. 24</p> <p>Oct. 11</p> <p>Oct. 15</p> <p>Nov. 3 &amp; 4</p> <p>Nov. 5</p> <p>Nov. 11</p> <p>Nov. 11</p> <p>Nov. 24-26</p> <p>Dec. 17</p> <p>Dec. 20-31</p> <p>Jan. 17</p> | <p>Parent Teacher Conferences</p> <p>Jan. 28</p> <p>Feb. 16 &amp; 17</p> <p>Feb. 18</p> <p>Feb. 21</p> <p>Feb. 24</p> <p>Mar. 2 &amp; 3</p> <p>Mar. 4</p> <p>Mar. 7</p> <p>Mar. 14</p> <p>Mar. 28-Apr. 1</p> <p>April 15</p> <p>May 26</p> <p>May 27 &amp; 31</p> <p>May 30</p> <p>June 1-3</p> |
|---|---|---|

**Board of Education Approval: December 16, 2020, REVISED Approval: March 17, 2021**

Our official calendar has five emergency days at the end of the year on May 27, 31, June 1-3. There may be a need to dismiss school due to inclement weather and will require the use of the makeup 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.

## **Section One: General Notices**

### **The School Day**

Learning begins at 8:40 a.m. and learning ends at 3:00 p.m. Students may enter the building starting at 8:20 a.m. and teachers will bring students into the classrooms at 8:35 a.m.

Students are not permitted nor supervised on our playground prior to 8:20 a.m. Please do not send children to school prior to 8:20 a.m. If a student has a meeting scheduled with a teacher, or a before school club, they may ring the bell and must enter through the school office. All children must be picked up at 3:00 p.m., unless there is an Early Release Day (see school calendar). If your child is not picked up, they will be sent to the office. If your child is chronically not picked up from school on time, then a meeting will be arranged with the parent and administration.

### **Communication**

Remind is a two-way communication tool. This platform creates a consistent message for all families and it will standardize communication across the district. Messages are easily sent and received through mobile applications, SMS text, or email based.

Registration- All registration should be completed through LINQ.

LINQ is an automated, paperless, online enrollment platform that allows you to upload digital copies for residency, birth certificates, medical forms and other documentation needed.

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

PROVIDE ONE OF THE FOLLOWING DOCUMENTS:

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

**ALSO PROVIDE ONE OF THE FOLLOWING DOCUMENTS:**

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

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

- State issued photo ID (IL driver's license if you own/drive a car with Elmwood Park address or IL state ID with Elmwood Park address).
- Federal issued photo ID (passport).
- Other photo ID with Elmwood Park address.

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

**Visitors & School Volunteers**

All visitors, including parents and siblings, are required to enter through the main entrance (Door 1) of the building and proceed immediately to the main office. All visitors must present a state issued photo ID each time they enter the building. Once checked in, visitors will be issued a lanyard with an accompanying visitor's badge. Visitors who refuse to surrender their ID will not be permitted into the building. Visitors will surrender their IDs for the entirety of their visit, and will receive it back upon checking out of the building. Visitors are expected to wear their lanyard with their visitor badge visible for the entire time they are in the school building. All visitors will be escorted to and from the location they are visiting, and are expected to remain at their intended location.

Building volunteers are expected to complete the district's "Volunteer Handbook" and complete a visitor orientation. EPCUSD #401 does not provide insurance coverage to non-District personnel serving as volunteers for EPCUSD #401. The purpose of this waiver is to provide notice to prospective volunteers that they do not have insurance coverage by EPCUSD #401 and to document the volunteer's acknowledgement they are providing volunteer service at their own risk.

Visitors and volunteers are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is

appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

***Nondiscrimination and Equal Educational Opportunities (Board Policy 7:10)***

Elmwood Park CUSD 401 prohibits unlawful discrimination in its programs and activities and provides equal access to 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.

## **Animals**

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principal in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment. Parents picking up and dropping off their children should not bring their pets onto school grounds.

## **Gifts & Treats**

Students should not bring edible treats to school for their birthdays or other celebrations. Parents and/or guardians may bring other gifts for their child to distribute on his/her birthday for the entire class. Your child's teacher may allow him/her to bring wrapped, store bought treats for special holidays or celebrations. These treats will not be consumed at school and will instead be brought home by students. All treats should be peanut and tree nut free.

## **Emergency School Closings**

If our school is closed you will be notified by email and a phone call. A message will also be displayed on our school website and the EPCUSD #401 website.

## **Audio and Video Monitoring**

A video and/or audio monitoring system may be in use on school buses and a video monitoring system is in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

## **Section Two: Attendance**

### **Attendance**

Illinois law requires that whoever has custody or control of any child between six (by September 1) and 17 years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child enrolled in the school, regardless of the child's age,



shall assure the child attends school during the entire time school is in session. Failure to adhere to this law may result in criminal prosecution or referral to the Department of Child and Family Services.

The expectation is that your child attends school each day, unless they are ill or quarantined. 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. Attendance is important for developing good lifelong habits.

### **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 Voicemail **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 Elmwood Elementary Attendance Voicemail: (708) 583-6260 or email [ewattendance@epcusd401.org](mailto:ewattendance@epcusd401.org). John Mills Attendance Voicemail: 708.583.6288 or email [millsattendance@epcusd401.org](mailto:millsattendance@epcusd401.org).

1. Student name and grade level in school.
2. Date of absence.
3. Reason for absence.
4. The name and daytime phone number of the parent/guardian calling.

### **Excused Absences or Excused Tardies**

Absences shall be excused only for the following reasons: (Documentation may be requested)

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.

**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. Traffic.
4. Vacations without advance notice.
5. No call from parent/guardian.
6. Calls from parent/guardian after 9:00 a.m.
7. Other reasons as determined by administration..
8. Parent/guardian unable to transport student(s) to or from school.

### **Consequences Of An Unexcused Tardy**

Students arriving at school and their subsequent classes are expected to arrive on time. Students will be issued a consequence in accordance with the school discipline code. An accumulation of unexcused tardies will be responded to with a parent meeting. A student receiving five (5) or more tardies in a trimester may result in disciplinary action.

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 student's responsibility to contact teachers to get work missed.

### **Attendance - Consecutive Absences**

- **Three or more consecutive absences (excused and/or unexcused)**
  - The teachers, front office, and/or school administration will:
    - Contact families and express concern about academics and remind parents that five (5) or more in a row needs a doctor's note.
    - Work with the student/family/teachers to develop a plan so the student does not fall too far behind academically.
    - Conduct a home visit if needed.
    - Notify social workers, nurses, and/or case managers when appropriate.

**Six or more absences**

- A letter will be sent home alerting parents of the attendance pattern.
- A meeting with school administration may be scheduled at the discretion of the school administration.
- A home visit may be completed by the school administration with or without the School Resource Officer.

**10 or more absences in a school year (excused and/or unexcused)**

- The teachers or administration will:
  - Set up a parent meeting or phone call.
  - Facilitate a student/parent meeting with the following goals:
    - Develop an attendance plan to improve attendance and sign an attendance contract if appropriate.
  - Inform the parent that all future absences in this term need a doctor's note or court order to excuse the absence.
  - Inform the parent that future absences may result in a referral to the School Resource Officer (SRO) or DCFS issued by the SRO.

**12-13 absences in a school year (excused and/or unexcused)**

- The school administration may
  - Complete a home visit with a 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, village municipal ticket, loss of school privileges, and discuss available supportive resources at the school.

**15 or more absences in a school year (excused and/or unexcused)**

- The school administration may
  - Set up a meeting with a parent, student, counselor, school resource officer, social worker, nurse, and/or case manager (if appropriate)
  - Inform the student and family about the loss of school privileges.

**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.

**Doctor's Notes**

A doctor's note is required after five (5) consecutive absences, an unusual attendance pattern or 10 total absences within a school year. 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. A doctor's note may also be required after 10 absences in one school year for all future absences as well as if the child has an unusual attendance pattern.

### **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.

### **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 building principal.

## **Section Three: Student Fees and Lunch**

### **Fines, Fees, and Charges; Waiver of Student Fees**

School fees were approved by the School Board with the expectation that they would be paid by each family at registration. A \$30 fee will be assessed for all returned and NSF 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).

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 50%

Less than or equal to 3rd week 25%

Less than or equal to 4th week 0

Some families may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Students whose parents are unable to afford the school fees may request a fee waiver. Applications for fee waivers may be submitted from parents/guardians by completing an application form available online on the District's website at [www.epcusd401.org](http://www.epcusd401.org) and click on Enrollment & Fees. For the purposes of this policy, "school fees" or "fees" mean any monetary charge collected by the District from a student or the parent(s) or guardian(s) of a student as a prerequisite for the student's participation in any curricular or extracurricular program of the District. The District does not impose a "fee" when it requires that a student provide his or her own ordinary supplies of materials (e.g., pencil, paper, notebooks), which are necessary to participate in any curricular or extracurricular program.

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

- All charges required for textbooks and instructional materials.
- All charges and deposits collected by a school for use of school property.
- Charges for field trips made during school hours, or made after school hours if the field trip is required or a customary part of a class or extra-curricular activity (e.g., annually scheduled trips to museums, concerts, places of business and industry or field trips related to instruction in social studies, the fine arts, career/vocational education, or the sciences).
- Charges or deposits for uniforms or equipment related to varsity and intramural sports, or to fine arts programs.
- Charges to participate in an extracurricular activity.
- School records fees.

**"School fees" do not include the following:**

- Library fines and other charges made for the loss, misuse, or destruction of school property (e.g., musical instruments).
- Charges for the purchase of yearbooks, pictures, or similar items.

- Charges for optional travel undertaken by a school club or group of students outside of school hours (e.g., a trip to Spain by the Spanish Club or a senior class trip).
- Charges for admission to school dances, athletic events, or other social events.
- Optional community service programs for which fees are charged (e.g., preschool, before and after school child care, recreation programs).

Pursuant to the *Hunger-Free Student's Bill of Rights Act*, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. If you do not want your child to have a second lunch, please discuss this with your child, as our school staff will not deny him/her a meal if he/she requests one.

### **Lunch and Breakfast**

Students need to maintain a positive account balance. Cash or checks made payable to Aramark are accepted. Please note a \$30.00 fee will be assessed for all returned checks. Notifications of student account balances are sent home with the students when their accounts are \$5.00 or less. Students will be charged for a meal each time. Students with an excessive balance may be refused a meal. If you need to drop off a student's lunch, please make sure to let them know ahead of time to ensure they receive their lunch before their lunch time. Regardless of payment, no student will be denied a first lunch. Fast food may not be delivered to the school.

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

If you have any questions or concerns, please call Elmwood School's Food Service Office at 708-583-6257 or John Mills School's Food Service Office at 708-583-6282.

### **Section Four: Drop-off/Pick-up**

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes, drop off lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police. All students are to be dropped off at the designated locations. Please obey the direction of crossing guards and school staff or approved volunteers when picking up and dropping off students. Please note it is against Illinois State Law to use a cell phone while operating a vehicle.

Pets are not permitted on school grounds. Please leave pets at home when picking up or dropping off students.

Parking is not permitted in drop off lanes.

Please do not drop off students earlier than 8:20 a.m., unless they have an appointment or morning club.



## **Section Five: Health and Safety**

### **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 will 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.

### **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.

### **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.

### **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.

### **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.

### **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 infused products (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.

### **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).

### **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 students will be provided care and parents/guardians will be called. In the case of a severe injury, emergency personnel will be contacted.

### **Emergency Aid to Students**

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

### **Safety Drills**

Safety drills will occur at times established by the School Board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill to address an active shooter incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. At times our

school may notify that a drill is occurring, but at times at the discretion of the principal or principal designee.

### **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.

### **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.

### **Food Allergies**

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the school nurse. 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 may 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.

### **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*.

## **Section Six: Discipline**

### **General Expectations**

Elmwood School and John Mills School expects all students to behave in a manner that promotes their learning and the learning of others. We stress positive reinforcements. It is in your child's best interest that parents and teachers work together. Appropriate behaviors have positive rewards.

Our schools advocate the philosophy that students should be given the responsibility to make decisions and to be responsible for their actions. When a student inhibits the right of others to learn or for the teacher to teach, he/she must accept the consequences for his/her action.

### **General Consequences**

Teachers will create a classroom discipline system that may include correction of the student, warnings, parent phone calls, classroom detentions, conferences and/or other measures. If a student exhausts this classroom discipline system, the teacher may use a Disciplinary Referral to refer the student to the school administration for consideration. The assistant principal will assign appropriate consequences. A copy of the referral is placed in the student's temporary discipline file. If a student fails to serve a detention with a teacher, the teacher will reschedule it and may add another detention. If the student fails to serve the rescheduled or additional detention the matter will be referred to the office. The faculty and staff reserve the right to remove any student from an after school event, or any other activity if they believe that the child's behavior poses a risk. All staff and students will refer to the PBIS Matrix to guide positive behavior in classrooms, hallways, bathrooms, buses, outside and in the cafeteria.

## **School Dress Code**

Students are expected to wear clothing in a neat, clean, and well fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal or legalized drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, sunglasses may not be worn in the building during the school day unless there is a spirit day or medical need which has been communicated to building administration.
- Dress, and accessories that pose a safety hazard are not permitted.
- Clothing showing skin and/or undergarments may not be worn at school.
- The length of shirts, shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times. Please do not wear shoes or boots with heels. Please consider putting a spare pair of gym shoes in your child's locker for gym days or if their shoes become uncomfortable.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Students whose dress or hair causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.
- Apple Watches/ Smart Watches that have cellular services or phone connectivity are not permitted to be worn during the school day.

## **Student Behavior**

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, e-cigarettes, vapes, vape pens or other vaping related products.



2. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the *Weapons Prohibition* section of this handbook procedures.
3. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), Apple Watch, Smart Watch or similar electronic device in any manner that disrupts the educational environment. Students may bring these devices to school, but they must be turned off and stored in the student’s locker. The school is not responsible for lost or stolen devices. Failure to follow these rules will result in disciplinary consequences, and the loss of the privilege to bring these devices to school. If you need to contact your child during the day, please call the main office.
4. Disobeying rules of student conduct or directives from staff members or school officials.
5. 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.
6. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
7. Engaging in any inappropriate contact.
8. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
9. Entering school property or a school facility without proper authorization.
10. False Alarms.
11. Being absent without a recognized excuse.
12. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function.
13. 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.

14. Students must conduct themselves in a safe manner. This includes walking in the school building.
15. Physical violence is prohibited.
16. Unless participating in an afterschool activity, students must leave the school grounds unless otherwise supervised by a parent.
17. Do not bring animals to school. This includes bringing pets including dogs when dropping off or picking up your children.
18. No smoking of any kind is allowed on school premises.
19. Motorized scooters, motorized skateboards or pedal boards of any kind are not permitted on school property, in accordance with the Elmwood Park Municipal Code.

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; (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.

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.

### **When and Where Conduct Rules Apply**

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

1. 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 any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event;
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.

### **Disciplinary Measures**

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

1. Notifying parents/guardians.
2. Disciplinary conferences.
3. Written Warning.
4. Restorative conferences.
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 suspension.
9. After-school or before school detention
10. Community service.
11. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
12. Suspension of bus riding privileges.
13. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
14. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on district grounds.
15. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
16. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as

authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

### **Weapons Prohibition**

A student who is determined to have brought a weapon or look-a-like weapon to school is subject to expulsion.

### **Prevention of and Response to Bullying, Intimidation, and Harassment**

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important district and school goals.

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is **prohibited** in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used

by the school district or school if the bullying causes a substantial disruption to the educational process or the orderly operation of a school.

*Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, district complaint manager or any staff member with whom the student is comfortable speaking. An anonymous report may be made on our school website at [epcusd401.org](http://epcusd401.org). All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone or in writing.

Reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making

a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

### **Section Seven: Acceptable Use Policy**

#### **Student and Parent/Guardian Digital Citizenship 2021-22 SY AUP Contract**

### **Section Eight: Search and Seizure**

In order to maintain order, safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. This includes school and district administration, certified staff and the school resource officer.

#### **School Property and Equipment as well as Personal Effects Left There by Students**

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

#### **Students**

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

School officials may 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 the school's disciplinary rules or school district policy. In the course of the



investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

### **Seizure of Property**

If a search produces evidence that the student has violated or is violating either the law or the school's or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

School staff and administration may also take temporary possession of objects that are not illegal, but that are not permitted at school or that are disruptive to the educational environment. A teacher or administrator may require that a parent pick up the item.

### **Section Nine: Extracurricular and Athletic Activities**

This Extracurricular and Athletic Activities Code of Conduct applies, where applicable, to all school-sponsored athletic and extracurricular activities that are not part of an academic class nor otherwise carry credit for a grade.

#### **\*Athletics**

Participation in extracurricular is a privilege, as students must remain in good standing in their classes as well as abide by the school code of conduct in order to participate.

#### **\*Before and After School Extended Care (BASEC)**

We know how valuable such care is to working parents. In addition to providing a safe environment for your children, BASEC offers an enriching environment.

BASEC is held mornings and afternoons at both of our elementary schools:

Elmwood Elementary School  
2319 N. 76th Ave.  
Elmwood Park, IL 60707  
708-452-3558

Elmwood BASEC Supervisor:  
Ariana Di Diana  
708-452-3558  
didianaa@epcusd401.org

John Mills Elementary School  
2824 N. 76th Ave.

Elmwood Park, IL 60707  
708-452-3560

John Mills BASEC Supervisor:  
Ms. Sarah Manzano  
manzanos@epcusd401.org

Before School Care is available starting at 7:00 a.m. until 8:35 a.m. After school care is available from 3:00 p.m. until 6:00 p.m. If you think your child qualifies for Action for Children assistance, please contact Mr. Imaad Dada at 708-583-5844 or dadai@epcusd401.org.

### **After School Activities**

Students who are not picked up on time from after school activities will lose the privilege to participate in afterschool activities. Students must follow the instructions of the after school supervisor, or they will lose the privilege to participate. Siblings of students who are participating in an afterschool club may not sit and attend the club meeting without prior consent from the supervisor.

## **Section Ten: 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

### **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.

Parents/guardians have the right to inspect and/or obtain a copy of their child's school student records prior to any IEP meeting. Written requests to inspect and/or copy the student records should be submitted to Ms. Kelli Girka, Student Services Secretary at [girkak@epcusd401.org](mailto:girkak@epcusd401.org) or Elmwood Park CUSD 401, 8201 West Fullerton Avenue, Elmwood Park, IL 60707.

Qualified interpreters are available at IEP team meetings upon request for parents/guardians whose native language is other than English. If a qualified interpreter is not available, the district may use outside vendors, including telephonic interpreters.

Parents/guardians, including parents/guardians who are deaf, may request an interpreter at IEP team meetings by contacting the Special Education Coordinator. Parent/guardian requests for an interpreter at IEP meetings should be made at least 10 days before such meetings whenever possible.

Parents/guardians have the right to request that the bilingual interpreter provided at an IEP meeting by the district serve no other role in the IEP meeting than as an interpreter, and the district will make reasonable efforts to fulfill this request.

Parents/guardians may contact the Special Education Coordinator with any questions or complaints about interpretation services.

Special Education Coordinators:  
Ms. Antigone Campobasso  
Special Education Coordinator  
Elm Middle School & Elmwood Park High School

708-583-5851  
[campobassoa@epcusd401.org](mailto:campobassoa@epcusd401.org)

Ms. Pamela Stutzman  
Special Education Coordinator  
Elmwood Elementary & John Mills Elementary Schools  
708-583-5852  
[stutzmanp@epcusd401.org](mailto:stutzmanp@epcusd401.org)

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  
708-583-5850

### **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 delivery and number of minutes of the related service(s) administered to such students. Parents/guardians of students with disabilities may 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  
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**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.

## **Section Eleven: Student Records and Privacy**

### **Instructional Material**

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

### **Student Records**

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

The *Family Educational Rights and Privacy Act* (FERPA) and the *Illinois Student Records Act* afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.

The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, irrelevant, or improper.

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the *FERPA* or *Illinois School Student Records Act* authorizes disclosure without consent.



Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

The right to a copy of any school student record proposed to be destroyed or deleted.

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

### **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.

### **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)

#### **6:235 Access to Electronic Networks**

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 Superintendent shall develop an implementation plan for this policy and appoint system administrator(s).

The School District is not responsible for any information that may be lost or damaged, or become unavailable when using the network, or for any information that is retrieved

or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

### Curriculum and Appropriate Online Behavior

The use of the District's electronic networks shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. As required by federal law and Board policy 6:60, *Curriculum Content*, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyber-bullying awareness and response. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

### Acceptable Use

All use of the District's electronic networks must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic networks or District computers. General rules for behavior and communications apply when using electronic networks. The District's administrative procedure, *Acceptable Use of the District's Electronic Networks* contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

### Internet Safety

Technology protection measures shall be used on each District computer with Internet access. They shall include a filtering device that protects against Internet access by both adults and minors to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator. The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Ensure staff supervision of student access to online electronic networks,
2. Restrict student access to inappropriate matter as well as restricting access to

harmful materials,

3. Ensure student and staff privacy, safety, and security when using electronic communications,
4. Restrict unauthorized access, including “hacking” and other unlawful activities, and
5. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

#### Authorization for Electronic Network Access

Each student and his or her parent(s)/guardian(s) must sign the *Authorization for Access to the District’s Electronic Networks* before being granted unsupervised use.

All users of the District’s computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

The failure of any student to follow the terms of the District’s administrative procedure, *Acceptable Use of the District’s Electronic Networks*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

#### LEGAL REF.:

No Child Left Behind Act, [20 U.S.C. §6777](#).

Children’s Internet Protection Act, [47 U.S.C. §254](#)(h) and (l).

Enhancing Education Through Technology Act, [20 U.S.C §6751](#) *et seq.*

[47 C.F.R. Part 54, Subpart F](#), Universal Service Support for Schools and Libraries. [720 ILCS 5/26.5](#).

CROSS REF.: 5:100 (Staff Development Program), 5:170 (Copyright), 6:40 (Curriculum Development), 6:60 (Curriculum Content), 6:210 (Instructional Materials), 6:230 (Library Media Program), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:130 (Student Rights and Responsibilities), 7:190 (Student Discipline), 7:310 (Restrictions on Publications; Elementary Schools)

ADOPTED: December 16, 2015

#### **Technology Do’s and Don’ts**

##### **DO:**

1. 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**  
 2021-2022

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

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

### **1.1 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.

### **1.2 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.

### **1.3 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.

### **1.4 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.

### **1.5 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.

## **2. 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.

### **2.1 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.

### **2.2 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.

### **2.3 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.

### **2.4 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.

### **2.5 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.

## **3. 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.

### **3.1 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 for 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.

### **3.2 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.

### **3.3 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.

### **3.4 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.

### **3.5 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.

### **3.6 PRINTING AT SCHOOL**

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

## **4. 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.

### **4.1 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.

### **4.2 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).

## **5. 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.

### **5.1 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.

### **5.2 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.

## **6. 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 shut down and restarted. This process will be automatic with virtually no impact on students.

### **6.1 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.

### **6.2 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.

### **6.3 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.

### **6.4 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.

### **6.5 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.

## **7. RESPONSIBILITIES AND EXPECTATIONS**

### **7.1 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.

## **7.2 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.

## **7.3 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.

#### **7.4 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.

#### **7.5 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)

### **8. PROTECTING YOUR CHROMEBOOK**

#### **8.1 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.

#### **8.2 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.

## **9. 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.

### **9.1 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.

### **9.2 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.

### **9.3 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.

## **10. 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>.

### **11. 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 [epcUSD401.org](http://epcUSD401.org) portal. Students will not be able to receive communications or documents from outside this password-protected portal. Google's terms of use can be found at: [https://www.google.com/apps/intl/en/terms/user\\_terms.html](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

## **12. 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 to 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.