

Early Childhood Center

Parent-Student Handbook

2016-2017



4 W. Conti Parkway
(708) 583-5860
Fax (708) 583-5899
www.epcusd401.org

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GENERAL INFORMATION

ADMISSION

PLEASE REFER TO EPCUSD 401'S CHECKLIST OF RESIDENCY. www.epcusd401.org

If you have a change of address you must notify the main office.

ATTENDANCE

Hours of Attendance

AM Classes	<u>Pick-Up</u> 8:10 a.m.	<u>Class Starts</u> 8:15 a.m.	<u>Dismissal</u> 10:50 a.m.
PM Classes	<u>Pick-Up</u> 12:05 p.m.	<u>Class Starts</u> 12:10 p.m.	<u>Dismissal</u> 2:45 p.m.
Wednesday Late Start	<u>Pick-Up</u> 9:20 a.m. 12:40 p.m.	<u>Class Starts</u> 9:25 a.m. 12:45 p.m.	<u>Dismissal</u> 11:25 a.m. 2:45 p.m.

Wednesdays have been set aside for teacher planning and training. These days have been designated Staff Development Days or otherwise referred to as "Late Start."

In case of severe weather or other school emergency that would require the school to be closed, you will be contacted by phone. If you need further information, please follow any of the following suggested steps:

- Contact Elmwood Park High School at (708) 452-7272, press #8.
- Refer to the Elmwood Park School District home page at www.epcusd401.org and click on "Emergency School Closing Information."
- Listen to AM radio stations – 670, 720 or 780
- Watch TV channels 2, 5, 7, 9, 32, or 37.

Office Hours 7:30 a.m.-3:30 p.m.

Absences Call (708) 583-5863

It is very important to call the office between 8:00 and 8:30 a.m. and 12:00 and 12:30 p.m. on days when your child is absent. If we do not hear from you, it will be necessary for us to call your home to confirm the reason for the absence. If no one is available to answer your call, please leave a message stating the day, your name, the name of the student and the reason for the absence. Parents should consult the principal with concerns about attendance difficulties.

TARDINESS

Tardiness is very disruptive to your child's academic and social experience and every effort should be made to be on time. If you arrive after 8:15 a.m. and 12:10 p.m. please ENTER THROUGH THE MAIN ENTRANCE and sign in at the office, and your child will be marked tardy.

EARLY DISMISSAL

If a child is to be dismissed early, please send a note to the teacher, who will forward it to the office. Parents may arrive at the school office to pick up their student.

VACATIONS

Pre-arranged vacations and absences must be approved prior to the vacation. When a future absence is expected, a note should be sent to the homeroom teacher who will forward it to the office.

ACCIDENT CARE PROCEDURES (During school hours)

Simple Injuries:

Student will be assessed and first aid care will be provided by staff.

Moderate to Severe Injuries:

1. Student will be assessed and first aid care provided.
2. Parents will be contacted immediately.
3. Community emergency personnel will be contacted when necessary.

COMMUNICATIONS PROCEDURES

When questions, concerns or interests regarding your child's progress or school program arise, please contact the classroom teacher. If questions or concerns remain, it is appropriate that you then contact the building principal, Joanne Mourikes Rice at 708-583-5860. In the event that there are remaining or unresolved questions or concerns, feel free to contact the Superintendent of Schools. We ask you to remember to contact the teacher first, and appreciate your adherence to this procedure.

COMMUNICATIONS

Periodicals-Each week the **Early Childhood Newsletter** will be distributed. This weekly publication reports important information about students, and other school organizations. Each grade level sends home a weekly newsletter describing activities and upcoming events for their grade level. The newsletter is also sent to the email on record for your child.

Report Cards - Kindergarten students receive report cards three times a year. The final report cards will be given out on the last day of school. Preschool students also receive a progress report at these times.

Parent Conferences – Parent conferences are held twice a year. The first conference is in November and report cards are distributed to parents at the conference. All parents are expected to attend the November conference. The second conferences in February are for students whose teachers or parents desire a conference.

DISABLED STUDENTS, PARENTS, GUARDIANS

DISABLED STUDENTS - ACCOMMODATIONS

Special Accommodations shall be provided for students who are physically, mentally, emotionally or perceptually challenged in order to enable the student to benefit from and participate in our classroom programs, consistent with the provisions of P.L.94-142.

PARENTS AND GUARDIANS WITH DISABILITIES

When it is necessary for handicapped adults (parents) 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.

NOTICE FOR DIRECTORY INFORMATION

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

A playbill, showing your student's role in a drama production;

The annual yearbook;

Honor roll or other recognition lists;

Graduation programs; and

Sports activity sheets, such as wrestling, showing weight and height of team members

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

If you do not want Elmwood Park Community Unit School District 401 to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by **[August 15, 2015]**. The District has designated the following information as directory information:

Student's name

Participation in officially recognized activities and sports

Weight and height of members of athletic teams

Photographs

Degrees, honors, and awards received

Grade level

DISCIPLINE

Appropriate behavior is expected throughout the school – in classrooms, hallways, outside property, assemblies, on buses and at extracurricular activities. Appropriate behavior is respectful of teachers and classmates and is supportive of a positive climate for living and learning. Paws our ECC mascot reminds us to "BE SAFE, BE FRIENDLY, BE READY TO LEARN." At the start of our school year, teachers explicitly instruct students on appropriate behaviors as detailed in our PBIS matrix.

PBIS-Positive Behavior Interventions and Support

Positive Behavioral Interventions and Supports, PBIS, is a program used throughout Elmwood Park schools to emphasize appropriate behaviors in our schools. Teachers will systematically spend time throughout the year reviewing these behaviors with our students.

ECC Behavioral Expectations Matrix

	<u>Be Safe</u>	<u>Be Friendly</u>	<u>Be Ready to Learn</u>
Classrooms	<ul style="list-style-type: none"> • Keep body to self • Walking feet • Push in chairs • Pick up your things • Sit correctly 	<ul style="list-style-type: none"> • Use nice words • Share/take turns • Listen to friends 	<ul style="list-style-type: none"> • Listen to teacher with eyes and ears • Follow directions/routine • Wait your turn • Use peace sign and countdown
Hallway	<ul style="list-style-type: none"> • Walk in a line • Body to self • Hands at your side • Walking feet • Use quiet voice • Look forward 	<ul style="list-style-type: none"> • Use quiet voice • Wave quietly to greet friends • Look with your eyes at art; keep body to self • Use peace sign and count down 	<ul style="list-style-type: none"> • Stay with your teacher and class • Listen to teachers • Look forward • Use peace sign and countdown
Bathrooms	<ul style="list-style-type: none"> • Door closed for using the toilet; open for washing hands • Take turns 	<ul style="list-style-type: none"> • One person at a time when using the toilet • Wait nicely for your turn 	<ul style="list-style-type: none"> • Use only the soap and towels you need • Keep bathroom clean • Pay attention when using bathroom
Entrance/Dismissal	<ul style="list-style-type: none"> • Walk in your line facing forward • Walking feet • Hands at your side • Body to self • Be aware of others around you • Sit close to the wall • Wipe your feet • Backpack on back • Quiet voices 	<ul style="list-style-type: none"> • Use nice words and quiet voices 	<ul style="list-style-type: none"> • Have folder and backpack ready • Come to school on time • Use peace sign and countdown
All-Purpose Room Assemblies	<ul style="list-style-type: none"> • Hands and feet to self • Stay in your spot 	<ul style="list-style-type: none"> • Sit on your bottom 	<ul style="list-style-type: none"> • Listening ears • Participate by raising your hands • Respond appropriately during assemblies
Music	<ul style="list-style-type: none"> • Hands and feet to self • Stay in your spot 	<ul style="list-style-type: none"> • Use appropriate singing voice 	<ul style="list-style-type: none"> • Listen to teacher with eyes and ears • Follow directions • Participate with your class
Park	<ul style="list-style-type: none"> • Stay in park • Stay in play area • Walk in line • Down the slide, up the ladders • Feet first on slide • Wood chips on the ground • Observe/explore nature safely 	<ul style="list-style-type: none"> • Take turns • Keep hands to yourself • Quiet voice entering the building 	<ul style="list-style-type: none"> • Listen to teacher with eyes and ears • Use peace sign and countdown
All Purpose Room Library	<ul style="list-style-type: none"> • Walking feet • Keep body to self 	<ul style="list-style-type: none"> • Take care of books • One book at a time 	<ul style="list-style-type: none"> • Sit on red circle • Sit on bottom, legs crossed • Listening ears • Be gentle with books

			<ul style="list-style-type: none"> • Use quiet voice • Use peace sign and countdown
Drinking Fountain	<ul style="list-style-type: none"> • Keep on red line • Keep mouth on water only 	<ul style="list-style-type: none"> • Wait for your turn • Keep body to self 	<ul style="list-style-type: none"> • Sit quietly after drinking
Bus	<ul style="list-style-type: none"> • Walk in line to and from bus • Walk in a line • Walking feet • Keep body to self • Use quiet voice • Look forward • Use seatbelt • Stay in seats 	<ul style="list-style-type: none"> • Keep body to self • Feet still • Use quiet voice and nice words 	<ul style="list-style-type: none"> • Listen to teacher with eyes and ears • Make peace sign and countdown
All Purpose Room-Gym	<ul style="list-style-type: none"> • Keep body to self • Stay in play area • Listen to teacher with eyes and ears • Use equipment properly • Pay attention to others and your environment 	<ul style="list-style-type: none"> • Take turns • Share • Use nice words 	<ul style="list-style-type: none"> • Follow directions • Try your best • Use peace sign and countdown • Have fun!

ENTRY, MOVEMENT THROUGH THE CORRIDORS AND DEPARTURE

- A. Students enter and exit school only through their assigned door. Tardy students arriving after their door is closed must enter through the main office door.
- B. During rainy weather or when wind chill temperatures are below zero, doors will open to permit early entry to school.
- C. Students are to walk through the corridors.
- D. Bike riding, skateboarding, the riding of scooters, and roller skating/blading are not permitted on school property between 8:00 a.m. and 3:30 p.m.
- E. For health and safety reasons, NO OUTSIDE FOODS may be brought into the ECC unless specifically designated by the teacher.**
- F. At dismissal time, students are to be met outside at their regular entrance doors. Teachers will promptly dismiss their students.
- G. Dogs, cats and other animals are not permitted on school property. In accordance with Village ordinance Sec. 5-15, animals are prohibited on public school property. Please do not bring your pets when dropping off or picking up your child. We appreciate your adherence to this Village ordinance.**
- H. Smoking is not permitted on school property.

EMERGENCY EVACUATION PLAN

In the event of an emergency, that requires student evacuation from our building and grounds, the students will be immediately housed at the Elmwood Park Parks and Recreation Center. 2 Conti Parkway (708) 452-3935

FEES

Registration fees are approved by the School Board. A \$30 fee will be assessed for all returned and NSF checks. The registration fee along with other monies due the school (lost books, book 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 First week of school 75%

Less than or equal to 2nd week 50%

Less than or equal to 3rd week 25%

Less than or equal to 4th week 0

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

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

- All charges required for textbooks and instructional materials.
- All charges and deposits collected by a school for use of school property
- Charges for field trips made during school hours, or made after school hours if the field trip is required or a customary part of a class or extra-curricular activity (e.g., annually scheduled trips to museums, concerts, places of business and industry or field trips related to instruction in social studies, the fine arts, career/vocational education, or the sciences).
- Charges or deposits for uniforms or equipment related to varsity and intramural sports, or to fine arts programs.
- Charges to participate in an extra-curricular activity.
- Graduation fees (e.g., caps, gowns),
- School records fees.
- Driver's education fees assessed pursuant to Section 27-23 of The School Code.

"School fees" do not include:

- Library fines and other charges made for the loss, misuse, or destruction of school property (e.g., musical instruments).
- Charges for the purchase of class rings, yearbooks, pictures, diploma covers or similar items. Charges for optional travel undertaken by a school club or group of students outside of school hours (e.g., a trip to Spain by the Spanish Club or a senior class trip).
- Charges for admission to school dances, athletic events, or other social events.
- Optional community service programs for which fees are charged (e.g., preschool, before and after school child care, recreation programs).

Waiver of Fees

Students whose parents are unable to afford the school fees may request a fee waiver. Parent/Guardian may submit an application for fee waiver by completing the application form available online on the District's website at www.epcusd401.org and click on Student Registration.

FIELD TRIPS

All classes plan field trips that are relevant to their respective curriculums. Classroom teachers and selected parent volunteers supervise the field trips. Additionally one adult per child is invited to accompany each child on each trip. We ask that parents maintain the rules and regulations stipulated by the classroom teacher which are in conjunction with school rules and regulations. Additional fees may be collected by the classroom teacher for these trips.

GRADING AND PROMOTION

Promotion Belief Statements

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

On September 15, 2004, the Promotion Criteria was approved by the Board of Education. This Promotion Criteria was developed in order to have a set standard, at each grade level K-6, of judging whether a student should be promoted or retained. As a part of this new policy, student performance will be examined in numerous ways depending upon the student's grade level.

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- Report card grades
- State Testing
- Standardized Testing
- Pre-School Screening (KRT)
- Cognitive Ability Testing (CogAT)
- Light's Retention Scale
- Other considerations may be reviewed before retention is recommended to the principal.
- Other data may be reviewed and considered for transfer students.

Parents, teachers and identified students will set goals for academic improvement through a Plan of Action.

Copies of the Promotion Criteria Rubric and Action Plan for your child's grade are available upon request in the school office.

HEALTH AND SAFETY

Physical exams and immunizations are required by state statute and District #401 Board Policy to be current by the first day of school, or the student will be excluded from school. Consult your physician or the school nurse should you have questions.

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

A student must be fever free for 24 hours before they can return to school. A doctor's note is required to return to school after a child has been absent for 5 consecutive absences due to illness.

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

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

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

HOMEWORK AND TESTS

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

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

LOST AND FOUND

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

LOST MATERIAL FEE

Parents are responsible for paying the replacement fee for lost library books. If the money is not received before the end of the school year, students may not be able to participate in end of the year activities.

MEDICATION ADMINISTRATION GUIDELINES (During School Hours)

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

1. A nurse (the "Nurse");
2. The Superintendent or designee who shall be an administrator;
3. A non-administrative certified staff member who voluntarily agrees to such administration; or

4. By the student himself pursuant to the parent(s)/guardian(s) or physician authorization.

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

PARENT/TEACHER CONFERENCES

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

Parent Conference Days: **November 9, 2016 3:00-7:00 pm** **February 15, 2017, 3:00-7:00 pm**
 November 10, 2016 3:00-7:00 pm **February 16, 2017, 3:00-7:00 pm**

PARTIES

Individual classrooms will celebrate holiday parties throughout the year. Room parents provide treats from student monies collected by the child's teacher.

PHOTOGRAPHS/VIDEOTAPING OF STUDENTS

In providing information about our district to our community, we occasionally like to photograph or videotape students. In order to do this; we would like your permission. (See parent/student sign off sheet at the beginning of this handbook.) These photographs and videos will be used to highlight our schools or share stories by developing brochures, sending information to local papers / cable stations or for use on the main school's website.

PHYSICAL ACTIVITY

Teachers will conduct Physical Education classes for their own homeroom on a regular basis. If the teachers feel it necessary to take their students out for additional physical activity, it will be done on an as needed basis. If you do not want your child to go out for recess on a given day, you must send a note to the child's teacher. If it is necessary for your child to miss recess for an extended period of time, a physician's note must be sent to the school office.

POLICY OF NON-RETALIATION

A student's or staff member's good-faith action in reporting a complaint, reporting evidence, or giving testimony of sexual harassment will not adversely affect the student's education, grades, curriculum or record or the staff member's employment status. However, a student, staff member, or witness found to have been intentionally dishonest or malicious in making allegations or testifying shall be subject to discipline.

Throughout the complaint process, every effort will be made to protect the complainant and witnesses from reprisals and to protect the alleged offender from irresponsible complaints.

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

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

PRESCHOOL TUITION

Parents who have registered their child for the tuition based preschool program are required to pay their monthly tuition fee by the 15th of the month. (August through May) Your deposit is applied to your tuition and is refunded at the end of the year. Students shall be excluded from class due to nonpayment of tuition.

REPORT CARDS

Report Cards will be distributed;
November 9 & 10, 2016
February 15 & 16, 2017
May 25, 2017

SCHOOL HOLIDAYS / STUDENT NON-ATTENDANCE DAYS

Labor Day	September 5, 2016
Columbus Day	October 10, 2016
Veteran's Day	November 11, 2016
Thanksgiving Break	November 24, 2016 & November 25, 2016
Winter Break	December 23, 2016- January 6, 2017
Martin Luther King Day	January 16, 2017
Student Non-Attendance	February 17, 2017
President's Day	February 20, 2017
Spring Break	March 27, 2017 -March 31, 2017
Student Non-Attendance	April 14, 2017, April 17, 2017 & May 5, 2017
Last Day of School	May 25, 2017

Please refer to School Calendar for additional student non-attendance days.

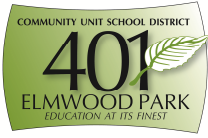
SPECIAL SERVICES

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

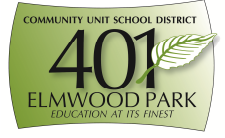
Special Education Services - Special education shall be provided for students who are physically, mentally, emotionally, or perceptually handicapped consistent with the provisions of P. L. 94-142. Whenever possible, itinerant services shall be provided to the student. Elmwood Park District is a member of the Leyden Area Cooperative for Special Education in Cook County, a cooperative association of school districts which offer special class placement and other services for various types of handicaps. Operating under the provisions of the Illinois School Code (Section 14) and the regulations of the Illinois Office of Education, program costs are shared by the local districts and the state. The programs, which may include transportation, are provided without charge to the parent(s)/guardian(s) and parental consent is a requirement for placement.

VISITORS

All visitors to school during hours when students are present must sign in and out at the office and obtain a visitor's badge. School age visitors are not permitted during school hours.



District Policies for Student Handbooks



Elmwood Park C.U.S.D. #401 **Parent/Student Sign-off Sheet**

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

UNDERSTANDING AND ACCEPTANCE OF STUDENT HANDBOOK POLICIES AND PROCEDURES

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

PART 1: DISTRICT POLICIES FOR STUDENT HANDBOOKS

All District student handbook policies are posted on our website epcUSD401.org "District Policies for Student Handbooks." Hard copies are available in the office at each school. The handbook Board Policies may be amended by Board approval during the year.

PART 2: CELLULAR PHONE ACCEPTABLE USE POLICY AND PARENTAL PERMISSION

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

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

PART 3: PUBLICATION OF STUDENT PHOTOS

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

PART 4: ELECTRONIC COMMUNICATION

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

STUDENT

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

PARENT(S)/GUARDIAN(S)

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

PART 5: NOTICE FOR DIRECTORY INFORMATION

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

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

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

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

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

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

Name of Student (please print) _____ Grade ____ Homeroom/Academic Lab Teacher _____

Student Signature _____
(not necessary for Early Childhood Center students)

Date: _____

Name of Parent/Guardian _____

Parent Signature _____

Date: _____