

**ELMWOOD PARK HIGH SCHOOL
2011-2012 SCHOOL YEAR**



**ELMWOOD PARK HIGH SCHOOL
8201 WEST FULLERTON AVENUE
ELMWOOD PARK, IL 60707
708.452.7272
www.epcusd401.org**

**ATTENDANCE LINE:
708- 583-6400**

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ELMWOOD PARK
COMMUNITY UNIT
SCHOOL DISTRICT 401
(708) 452-7292
www.epcusd401.org

BOARD OF EDUCATION

BOARD OF EDUCATION VISION STATEMENT

...a proud, committed educational community that produces well-rounded, life-long learners.

BOARD OF EDUCATION MISSION STATEMENT

It is the responsibility of the Elmwood Park Schools and Community to promote the highest level of development for every student to be productive and to foster a life-long process of learning by creating a safe, caring and challenging educational environment.

BOARD OF EDUCATION

Ms. Mary Bruscato, President Bruscatom@epcusd401.org
Mr. Frank J. Parisi, Vice-President
Ms. Susan Capraro, Secretary
 Ms. Patricia Cleary
 Mr. Albert J. Fang Jr.
 Mr. Michael Scheidt
 Mr. Peter A. Volpe

**DISTRICT ADMINISTRATORS
VOICE MAIL EXTENSIONS**

Dr. Kevin M. Anderson Superintendent	5831
Dr. Paula J. Hlavacek Assistant Superintendent Curriculum/Instruction	5836
Mr. Tom Zelek Business Manager	5840

Elmwood Park CUSD #401 insures equal educational opportunities are offered to students, regardless of race, color, national origin, age, gender, religion, or disability. Questions in reference to educational opportunities may be directed to Elmwood Park CUSD #401, 8201 West Fullerton, Elmwood Park, IL 60707, 708-452-7292; Mrs. Karen Katolick, responsible for sex equity (Title IX); Dr. Paula J. Hlavacek, responsible for handicapped (Section 504).

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.

**ELMWOOD PARK HIGH SCHOOL
ADMINISTRATION AND
SPECIAL SERVICES - 708-452-7272**

Mr. James P. Jennings, Principal	6211
Mr. Jim Edwards, Assistant Principal...	6212
Mrs. Karen Katolick, Dean of Students	6217
Mr. Luis Arroyo, Dean of Students.....	6216
Mr. Douglas F. Noyes, Athletic Director	5468
Mrs. Paige Kozyra, Counselor A-G	6203
Ms. Alison Collins, Counselor H-P	6207
Mrs. Jodi Costanzo, Counselor Q-Z.....	6201
Ms. Georgia Hendrix, Social Worker ...	6205
Ms. Barbara Meilinger, Nurse.....	6206

EPHS VISION STATEMENT

The learning community is committed to flexible teaching and scheduling patterns and resources necessary to stretch each student to the limits of his/her academic and personal potential; and to provide the knowledge, problem solving, and personal skills required for post-secondary education, employment, leisure, and family life. Graduates should be grounded in our American heritage of respect for human dignity and optimistic regarding their role in improving the quality of life for all people.

EPHS MISSION STATEMENT

The faculty, staff, administration, and Board of Education of Elmwood Park High School are committed to providing a comprehensive high school education which, through its curricular and extra-curricular programs, meets the individual and collective interests and needs of its students and prepares them to be productive citizens of a diverse, global, and interdependent society.

Directory Information

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

ELMWOOD PARK HIGH SCHOOL DEPARTMENT OFFICES

Art	5481	Music	6443
Athletic Office	5468	Nurse's Office	6206
Attendance	7134	Physical Ed. (female).....	5466
Business Education	5467	Physical Ed. (male).....	5464
Driver Education.....	5468	Science.....	5474
English	5462	Security Desk.....	6204
Foreign Language	5475	Social Studies	5476
Media Center.....	5460	Social Worker	6205
Math.....	5473	Special Education	21-230

TEACHER CONTACT INFORMATION

All staff may be reached via email at lastnamefirstinitial@EPCUSD401.org

Mr. B. Andrews	583-6458	Mr. T. Krowka.....	583-6433
Ms. H. Andrys.....	583 6450	Ms. M. Kula.....	583-6411
Ms. D. Anichini	583-6410	Ms. E. Laske	583-6474
Mr. B. Baldrige	583-6469	Mr. M. Lazzarotto.....	583-6468
Ms. J. Barnes.....	583-6422	Ms. S. Kischuk	583-6465
Ms. K. Bear.....	583-6438	Ms. P. Kozyra	583-6203
Ms. B. Benesch	583 6467	Ms. T. Linn	583-6420
Ms. M. Bernas.....	583-6412	Ms. T. Lotz	583-6457
Mr. M. Blake.....	583-6466	Ms. A. McCann	583-6425
Mr. B. Boston.....	583-6451	Mr. J. Melich	583-6437
Mr. Y. Brahmhatt.....	583-6477	Ms. S. Mercado.....	583-6475
Ms. K. Carroll	583-6448	Mr. D. Miller	583-6444
Ms. J. Costanzo.....	583-6201	Ms. K. Mussio	583-6462
Ms. K. Codilis.....	583-6415	Ms. K. Netti	583-6452
Ms. A. Collins.....	583-6207	Mr. D. Parolin.....	583-6426
Mr. C. Curtin.....	583-6418	Ms. C. Pitassi	583-6429
Ms. K. Demas	583-5706	Mr. M. Popplewell.....	583-6417
Mr. Z. DiGrino.....	583-6413	Ms. K. Rafferty.....	583-6428
Mr. T. Fitzgerald.....	583-6460	Mr. K. Rhoades.....	583-6443
Ms. B. Flood	583-6446	Ms. D. Sheppard	583-6432
Ms. N. Franklin.....	583-6463	Mr. P. Sheridan.....	583-6424
Mr. J. Freeman	583-6434	Ms. B. Sierant	583-6442
Ms. S. Dutton	583-6472	Mr. L. Stone.....	583-6445
Ms. J. Halleran	583-6423	Mr. T. Sylvester.....	583-6419
Ms. E. Hanrahan	583-6471	Ms. L. Teipe	583-6456
Mr. J. Heinen	583-6435	Mr. M. Weldon	583-6461
Ms. G. Hendrix	583-6205	Mr. M. Whelan	583-6464
Mr. D. Keizer	583-6459	Ms. M. White.....	583-6447
Mr. J. Kingsmill	583-6422	Mr. D. Whitesell	583-6453
Ms. S. Klos	583-6427	Ms. T. Wurch.....	583-6455
Mr. J. Kraft.....	583-6431	Ms. S. Yarbrough.....	583-6413

Any teacher not listed may be contacted by dialing the operator
("O")

ACTIVITY/ORGANIZATION SPONSORS FOR 2011-2012

ACTIVITY/ORGANIZATION	SPONSOR
Band Director	Mr. Rhoades
Class Sponsor/Freshmen	Ms. Linn/Mr. Fitzgerald
Class Sponsor/Sophomore	Ms. Wurch/Ms. Bernas
Class Sponsor/Junior	Ms. Demas/Ms. Flood
Class Sponsor/Senior	Ms. Teipe/Ms. Klos
Coop/CWT Club	Ms. Wurch
DECA/Business Club	Ms. Bear
Key Club	Ms. Anichini/Ms. Rafferty
Math Club	Mr. Whitesell
National Honor Society	Ms. Bear
Scroll (yearbook)	Ms. Andrys
Snowball	Mr. Sylvester/Ms. Kozyra
Football	Mr. Arroyo
Golf	Ms. Kozyra
Soccer/Boys	Mr. Blake
Tennis/Boys	Mr. Boston
Tennis/Girls	Mr. Boston
Volleyball/Girls (Head)	Ms. White
Basketball/Boys (Head)	Mr. Wasielewski
Basketball/Girls (Head)	Mr. Linhart
Wrestling (Head)	Mr. Stone
Baseball (Head)	Mr. DiGrino
Softball (Head)	Ms. Hanrahan
Cross Country (Head)	Mr. Kingsmill
Track- Boys (Head)	Mr. Weldon
Track- Girls (Head)	Mr. Kingsmill
Girls Soccer	Mr. Blake
Cheerleading	Mr. Pacini

CLASS SCHEDULE

The school day on Monday, Tuesday, Thursday and Friday will begin at 7:50 am and end at 3:00 pm.

On Wednesday beginning time is 9:00 am and school ends at 3:05 pm.

Regular School Day

Period 1	7:50 - 9:15 am
Period 2	9:20 - 10:45
ACADEMIC LAB	10:50 - 11:30
Period 3A	11:35-12:00
Period 3B	12:05-12:30
Period 3C	12:35-1:00
Period 3D	1:05-1:30
Period 4	1:35-3:00

Wednesday Staff Development Day

Period 1	9:00-10:15 am
Period 2	10:20 -11:40
Period 3A	11:45 - 12:10
Period 3B	12:15-12:40
Period 3C	12:45-1:10
Period 3D	1:15-1:40
Period 4	1:45-3:05

ACADEMICS

PHILOSOPHY

The faculty, staff, administration, and Board of Education of Elmwood Park High School are committed to providing a comprehensive high school education which, through its curricular and extra-curricular programs, meets the individual and collective interests and needs of its students and prepares them to be productive citizens of a diverse, global, and interdependent society. In particular, this learning community is committed to the flexible teaching and scheduling patterns and resources necessary to stretch each student to the limits of his/her academic and personal potential; and to provide the knowledge, problem-solving, and personal skills required for post-secondary education, employment, leisure, and family life. Graduates should be grounded in our American heritage of respect for human dignity and optimistic in regarding their role in improving the quality of life for all people.

GOALS

1. Communication/Computation
 - a) Students should be able to formulate ideas and to express themselves accurately and precisely in both oral and written forms.
 - b) Students should be able to communicate both formally and informally, recognizing which forms of behavior, speech, dress, writing, etc. are appropriate in a given context.
 - c) Students should be able to solve and explain mathematical problems, especially word problems, and should be competent in estimating.
2. Practical Skills
 - a) Students should be able to perform pragmatic (life) skills, i.e., write checks, follow directions, utilize resources, make judgments, know when to ask for help, and other skills needed in daily living.
 - b) Students should have established work habits, i.e., dependability, reliability, accountability, drive, perseverance, self-evaluation, and cooperation.
3. Personal Growth and Perspective
 - a) Students should develop a global perspective through knowledge of 1) geography, 2) history (traditions and values), and 3) economics and politics of other cultures.
 - b) Students should be able to take different points of view and demonstrate tolerance and appreciation of views that differ from their own.
 - c) Students should be able to differentiate between facts and opinions.
 - d) Students should be prepared to live in an interdependent world recognizing that one can travel to almost any country in less than a day, and that our economies and environments are interdependent.
4. Comprehensive Curriculum
 - a) Students should complete a comprehensive curriculum as follows:
 1. Humanities (art, music, literature)
 2. Social Science (history, geography, economics)
 3. Mathematics, Science
 4. Communication (listening, speaking, reading, and writing)
 5. Employment and Life Skills (business, technology, physical education, health, personal and interpersonal skills, and ethical standards)
 6. Extra-curricular activities

- b) Students should be the center of the teaching/learning process. That is, their individual differences should be accommodated without compromising the expectations of a comprehensive high school.

EPHS GRADUATION REQUIREMENTS

Prior approval must be obtained for all courses taken outside of District 401 to assure they meet our academic standards and curricular expectations.

A minimum of twenty six (26) credits is required for graduation from the Elmwood Park High School.

The following basic requirements must be met by every student starting with the class of 2010.

1. English 4 credits
2. Writing 2 credits
3. Mathematics 3 credits
4. Science 3 credits
5. Social Studies (World and U.S. History) 2 credits
6. Health Education .5 credit
7. Physical Education 4 credits
 - a) Sophomore students will take driver education. Driver education taken during the school year receives .5 unit of credit.
 - b) Students taking driver education in summer school will not receive credit.
 - c) Students can be exempt from physical education if they are in need of required credit to graduate, need an additional course for admission to a particular college, or are medically excused by a physician.
8. In order to qualify for graduation, every student must successfully pass an examination on the Declaration of Independence, the Flag of the United States, Constitution of the United States, and the Constitution of the State of Illinois.
9. All students must have one credit from one of the following areas: art, music, or industrial technology.
10. All students must have two credits from the following: business education, foreign language, or computer programming.

11. Students may meet the State Consumer Education requirement by taking the Cooperative Education Seminar or Business Skills for Consumer Success class.

PARTICIPATION IN COMMENCEMENT

Only students who are qualified to receive a diploma may participate in the cap and gown ceremony. A student who qualifies for a diploma after commencement is eligible to participate in the following year's ceremony.

Students planning to graduate early must petition the principal early in May of their third (junior) year. This process begins with the student informing his/her counselor of this intent.

SUBJECT LOAD

Normal Subject Load: Four classes per term.

Dropping Classes: Except for administrative reasons, students will be required to remain in all classes for which they register.

PROMOTION

Advancement in Grade:

Advancement in grade is not automatic, but is based upon academic credits earned, as well as year in school. Year in school will be determined in the following manner. Beginning with the 2010-2011 school year, all students will need to meet the following requirements to be promoted to the next grade level:

Freshmen: All students with less than seven credits

Sophomore: All students who have earned at least seven credits, but less than fourteen credits. As part of these credits, students must have at least one credit in each of the following: English, math, science and social studies.

Junior: All students with 13 or more credits. As part of these thirteen credits, students must have at least two credits in each of the following: English, math, science and social studies.

Senior: All students in at least their fourth year of high school who have earned 16 or more credits and have taken the PSAE exam.

In addition, students are not allowed to double up on required coursework due to failure. Students who fail a class will need to attend summer school to graduate on time.

HONORS PROGRAM

HONORS PROGRAM PURPOSE

The Honors Program at Elmwood Park High School was established to provide the following: cultivate needs and interests of advanced students; provide incentives for them to take academically challenging courses; develop leadership and decision-making skills and increase career and cultural awareness

HONORS PROGRAM INDUCTION

Students who are enrolled in either Honors English, Honors Mathematics, Honors Science, or Honors History their sophomore year are automatically inducted into the Honors Program, provided that they have maintained the following criteria:

- Earned a grade of C or better in all grades their freshman year
- Earned a cumulative GPA of 3.3 or better

The principal and the Honors Program coordinator will select students and have final judgment in the selection process. The Honors Program coordinator and the principal will meet with inductees to welcome them into the program and explain the requirements during the first term of their sophomore year. Parents will be contacted by mail informing them of their child's induction into the Honors Program.

ADDITIONAL STUDENT INDUCTION

The following procedure will be instituted regarding students who are not initially included in the Honors Program through no fault of their own or for transfer students who may qualify for the program:

- The student will complete the necessary application form and have this form initialed by a teacher who has the student in a honors class
- The student and parents will complete the necessary forms and submit them to the coordinator of the Honors Program

- The student will obtain three letters of recommendation from other faculty members supporting the candidate's application into the Honors Program
- The Honors Program committee will review the application and letters of recommendation
- The student and his or her parents will be notified in writing as to the committee's decision
- Application forms are available to all students and may be obtained from the Honors Program coordinators

HONORS DIPLOMA REQUIREMENTS

In order to be eligible for an Honors Diploma upon graduation, a student must fulfill the following requirements:

- Attend high school for four years and complete a sequence of Honors English, Honors Mathematics, Honors Science, or Honors History each year upon induction into the Honors Program
- Earn three credits of Mathematics (Four credits or more of mathematics are encouraged)
- Earn four credits of English
- Earn three credits of Science (Four credits encouraged)
- Earn two credits of the same Foreign Language (Four credits encouraged)
- Successful completion of at least one advanced placement (AP) course
- Participation in the Seminar programs offered at the different year levels
- A cumulative grade point average of 3.3 or higher. All consecutive semesters must also have a cumulative GPA at or above a 3.3
- All course final grades must be "C" or above or
- Passing grade in an A.P. Course

PROBATION

A student whose cumulative GPA drops below 3.3 in any given term will be placed on probationary status. If the student's cumulative GPA is below 3.3 for two consecutive terms, the student will be dismissed from the Honors Program. Parents will be contacted by mail regarding the probationary status.

HONORS PROGRAM DISMISSAL

Students maintain the responsibility of fulfilling the Honors Program requirements. The Honors Program coordinators will check to ensure that students meet these requirements and inform them regarding attending the required seminars. Failure to meet the above requirements may lead to dismissal from the program. In this event, the Honors Program coordinators will contact the parents by mail to inform them of their child's status in the program. A student who is dismissed due to two consecutive terms with a cumulative GPA below 3.3 may appeal this action after two consecutive terms of receiving a cumulative GPA above 3.3. The student will be required to apply to the Honors Program and provide three letters of recommendation from teachers. The Honors Program committee will then decide on inclusion into the program.

ADDITIONAL INFORMATION

- A Extra grade weight will be assigned to all honors and AP courses as follows:

Grade	Regular Class	Honors/AP Class
A	4	5
B	3	4
C	2	3
D	1	1
F	0	0

- B A student who earns a grade of "D" or "F" in an honors course must petition the principal in writing to register for the next honors course in that area. Even if permitted to register for the next honors course, the student will still be removed from the Honors Program.

SCHOLARSHIP REPORTS

REPORT CARD DISTRIBUTION: Report cards are mailed at the end of the first semester and second semester. Student progress may be viewed throughout the entire year by logging into your Power School

Account. If you do not have your sign on information, please feel free to contact the high school office.

MARKING SYSTEM: the following grades are used to indicate scholastic progress:

A	Excellent
B	Good
C	Average
D	Poor
F	Failure
WF	Withdraw Failure
WP	Withdraw Pass
P	Pass
T	Audit
I	Incomplete grades must be made up by the end of the next marking period or the incomplete becomes an "F".

GRADE POINT SYSTEM: * Grades are given a number value according to this scale:

A	4 points	D	1 point
B	3 points	F	0 points
C	2 points		

* Weighted grades will be assigned to designated accelerated and honors courses.

A	5 points
B	4 points
C	3 points

No additional weight is given to D or F grades. The grade point average is computed by adding the grade points received in all subjects and dividing by the number of units attempted. This grade-point average is used to determine the honor roll each grading period and the class rank.

HONOR ROLLS: Each Semester, 3.7 and 3.2 honor rolls are tabulated and reported in the school and community newspapers. The attainment of honor roll status becomes a part of the student's permanent record. In order to qualify for the honor rolls, a student must have no grade lower than a "C" and must achieve a grade point average of at least 3.2 or 3.7 using the grade point system. A student must be enrolled in a minimum of three courses each term to be eligible for honor roll status. (Student aide does fulfill this requirement.)

NATIONAL HONOR SOCIETY: Students who have displayed qualities of scholarship, leadership, character, and service as determined by faculty vote will be invited to membership in the Harold Grothen Chapter of the National Honor Society. A minimum cumulative grade point average of 3.0 is necessary before a student can be considered for possible membership. Students may be inducted into the Society after the tenth or fourteenth term.

ACADEMIC RECOGNITION AT GRADUATION: Every year, at Commencement, Elmwood Park High School recognizes those students who graduate with honors and members of the National Honor Society. We currently recognize as the Valedictorian of the Senior Class, the senior student who attains the highest cumulative grade point average at the end of the eighth semester (sixteenth term) and who has been in residence at Elmwood Park High School for a minimum of four semesters (eight terms). The senior student who attains the second highest cumulative grade point average and who has been in residence for a minimum of four semesters (eight terms) is designated as the Salutatorian. Those students graduating in the top five percent are recognized as Tiger Scholars. Those students who graduate in the top ten percent of their class are also recognized. Students that achieve a 3.7 honor roll for eight semesters will be recognized at the honors breakfast.

All academic recognition at graduation is based on a minimum of 8 semesters of course work. Students who elect to graduate early do not qualify for this recognition.

**ELMWOOD PARK HIGH SCHOOL
ATTENDANCE POLICY/PROCEDURES**

ATTENDANCE LINE 708 583-6400

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

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

ATTENDANCE PROCEDURES

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

- student name and year in school,
- student ID number,
- date of absence,
- reason for absence, and the name and daytime phone number of the parent calling

EXCUSED ABSENCES or TARDIES

Absences shall be excused only for the following reasons:

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

Days not counted toward chronic absences:

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

All other absences shall be considered unexcused and interpreted as truancy.

If an absence is due to a doctor's visit, please bring the doctor's note to the school nurse upon returning to school. The note must include the name of the student, date(s) of absence(s), and diagnosis.

UNEXCUSED ABSENCES/TARDIES; (i.e. car problems, oversleeping, vacations without advanced notice, no calls or calls after 9 am, etc.

Three unexcused absences will result in a loss of credit for each class. Truancy is defined as an unaccountable unexcused absence. Truancy will result in one ISS, loss of credit process, and the truancy ordinance will be invoked.

- The third unexcused unaccountable absence will result in:
- The student losing the ability to earn credit for the class.

- The student will remain in class on an audit basis. The student must still attend class.
- ISS assigned
- Police contact/truancy ordinance

SPECIAL ABSENCE FORMS

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

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

TRANSFERS

A student who enters school, without transfer grades, three (3) weeks after a term begins will be enrolled on an audit basis only, unless otherwise determined by the principal. The hearing committee will consist of the dean, the counselor, and the classroom teacher.

DOCTOR’S NOTES

A doctor’s note is required after five (5) consecutive absences. A doctor’s note is also required after ten (10) absences in any term or 20 days total in a school year. Any undocumented students with chronic absence problems that do not get proper documentation from a doctor, judge or other qualified person, will be considered unexcused absent for the days missed. Doctor’s notes should be submitted within forty-eight (48) hours of the dates of the absence. Students with 10 consecutive undocumented absences will be administratively withdrawn from school for lack of attendance.

PHYSICAL EDUCATION MEDICAL

Medical notes restricting physical education participation for **any** reason must be presented to the nurse. **The doctor note must contain the following information: diagnosis, specific restriction, and specific length of time for the restriction.** The student will be assigned to the deans’ office 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.

TARDIES

EXCUSED TARDY

In order to be considered *excused* when tardy to a class, the library, or the cafeteria, a student must present a signed pass from a staff member that describes the reason the student is tardy.

UNEXCUSED TARDY

An *unexcused* tardy shall consist of entering class, the library, or the cafeteria less than five minutes late without appropriate authorization. Students tardy to class will be given a “Tardy Slip” which they will complete and return to the teacher. The teacher will sign the slip, keep one copy, and place one copy in the Detention mailbox by the end of that school day.

Consequences of an Unexcused Tardy

Students who arrive unexcused tardy to class, the library, or the cafeteria will be required to serve *detention*.

Each additional time students arrive unexcused tardy to class, the library, or the cafeteria, a detention must be served consecutively.

If students have multiple detentions for one day, they must clarify their detention schedule with the Deans’ office. It is the student’s responsibility to monitor and serve detentions.

It is always the responsibility of the student to get all assignments missed due to an excused tardy or absence from a class(es). The student must see the teacher during the same school day when tardy to class and during the first school day back from an absence. Make-up work will be assigned during a time determined by the teacher which will be communicated to the student (i.e., before/after school or during class time if possible). It is the student’s responsibility to schedule, with the teacher, the taking of tests/quizzes missed due to an excused tardy or absence.

Students who are *absent-excused* from a class will be allowed a minimum of one day for each day absent to make up work for a class. Any work due on the day of an absence must be submitted on the first day back to the class or be subject to rules governing late work that have been established by the teacher.

- *Excused* – Students who are excused absent will be allowed to make up work.
- *Unexcused* – Students who are unexcused absent from class or unexcused tardy to class will not be allowed to make up daily work and daily assignments missed.
- *Suspended* – Students will be allowed to make up missed daily work and assignments and will receive credit for all work assigned during a suspension once it is turned in to the teacher. A student shall be allowed the number of days suspended to make up the

work. It is the *student's responsibility* to contact each of his/her teachers regarding missed work.

THE ELMWOOD PARK HIGH SCHOOL STUDENT HANDBOOK

PHILOSOPHICAL FOUNDATION

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

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

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

PERSONAL RIGHTS

1. All individuals have the right to be safe from physical, mental, and emotional harm while at school.
2. All individuals have the right to facilitate (teachers/staff) or receive (students) an education that will promote intellectual, social, and emotional growth and development.

3. All individuals have the right to express their ideas and feelings within the bounds of good taste and with respect to the rights of other people.

BEHAVIORAL EXPECTATIONS

As a general policy, students are expected to:

Maintain regular daily attendance

Be on time to all classes

Conduct themselves in a manner which reflects courtesy, decency, and a sensitivity to the rights of others

Respond courteously and promptly to the requests to faculty and staff

Help keep the school clean

Follow school regulations and policies

Refrain for loud noises or conversations that are disruptive to the schools environment

WHERE AND WHEN SCHOOL POLICIES AND RULES AND REGULATIONS APPLY

The policies and rules and regulations of EPHS and District 401 are in effect for all students of EPHS during all school-related functions whether those functions take place at EPHS and/or its grounds, at another institution, or while traveling to and from another institution. In some cases, school and district policies and rules and regulations may apply when students are not involved in a school function. The law supporting this point is to protect students when they return to campus or to a venue where a school function will take place.

DIRECTORY INFORMATION

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

PERSONS RESPONSIBLE FOR DISCIPLINARY ACTIONS

All of the teachers, administrators, and their assistants are considered disciplinary agents for EPHS, and thereby have the responsibility to ensure that all policies and rules and regulations of the district and EPHS are followed. Certain levels of discipline can only be enacted by the administrative team, but will be done so, in some cases, after consulting teachers or other staff members about the particulars of an incident.

It is important to note that since school is a training ground for young adults who are developing self-discipline, **all agents** administering disciplinary action will counsel the student with regard to their actions in an attempt to further develop self-direction and help him/her avoid future disciplinary action. In essence, each disciplinary action is an example of the democratic process in action. As such, disciplinary action will be taken in accordance with each individual's best interest in mind while considering the welfare of the school's society.

Because parental support is essential to the effectiveness of any educational process, the disciplinary agent(s) will notify parent(s)/guardian(s) by phone and in writing (when appropriate) of disciplinary actions and corrective measures involving their child.

The list of personnel and their specific role(s) in maintaining the behavior and discipline code of EPHS is specified below.

BOARD OF EDUCATION: Expulsions. Only the Board of Education can expel students from school. Recommendations for expulsion originate from the EPHS administration.

PRINCIPAL, ASSISTANT PRINCIPAL, DEANS OF STUDENTS: Detentions, In-school Suspensions, Recommendations for Expulsion and Out Of School Suspensions. Appeals of suspensions and expulsions will be handled on a case-by-case basis.

TEACHERS, CAMPUS MONITORS: Disciplinary Referrals, Detentions, Out of School Suspensions.

DISCIPLINE – CORPORAL PUNISHMENT (5:230)

There shall be no corporal punishment of pupils in District schools. Corporal punishment (including slapping, paddling or prolonged maintenance of a student in physically painful positions and intentional infliction of bodily harm) may not be used. Teachers may use reasonable force as needed to keep students, school personnel and others, safe, or for self-defense or defense of property.

Teachers and other staff members also shall refrain from using disciplinary methods which may be psychologically damaging to children, such as ridicule, excessive display of temper, etc.

Physical restraint may be used when necessary to protect the student or other individuals and/or property from physical harm.

DISCIPLINE – SEARCH AND SEIZURE (7:140)

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

Students and Their Personal Effects

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

When feasible, the search should be conducted as follows:

- outside the view of others, including student;
- in the presence of a school administrator or adult witness;
- by a certified employee or administrator of the same sex.

Immediately following a search, a written report shall be made by the school authority who conducted the search. The written report shall be submitted to the Building Principal, where appropriate, and forwarded to the Superintendent. The parent(s)/guardian(s) of the student shall be notified of the search as soon as possible.

School Property

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

Seizure of Property

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

SPECIFIC RULES AND REGULATIONS

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

Bullying

Bullying occurs whenever a student intentionally, repeatedly and over time inflicts or threatens to inflict physical or emotional injury or discomfort on another person's body, feelings or possessions. Bullying is an unwanted behavior including, but not limited to, name calling, nicknames, making fun of, making noises at, talking about behind their back, saying mean things, threats, inviting to fight, staring, following around, physical contact, sexual gestures/remarks, phone calls, cyber, etc.

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

Closed Campus Policy: Students are not permitted to leave the Elmwood Park High School campus during their school day without permission from the administration or nurse. This includes In School Suspension and lunch periods.

Dances and Prom Regulations

- A student attending a dance must hold a valid student ID.
- Students will be admitted at a reasonable time and may leave whenever they desire. When students leave, however, it is understood they will not return.
- Students with guests should make them aware of the regulations established for EPHS students. Guests will be expected to comply with all rules and regulations set for EPHS students.
- **Guests must have a completed pass form received by the deans' office by the last date to purchase tickets.**

- Prom tickets may only be purchased by a student with a junior or senior class status. All school fees and debts must be paid prior to purchasing tickets.
- Students' guests attending prom or any school dance, must be under 21 years of age to attend.
- Students and their guests attending a dance are expected to wear acceptable dress.

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

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

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

- Clothing designed for outerwear such as coats, jackets, hats, gloves, and sunglasses must be kept in lockers during the school day.
- Shorts and skirts must extend down the leg at least far enough that the student's fingertips touch the bottom of the garment.
- Clothing and accessories displaying inappropriate words or illustrations, including weapons, references to gangs, drugs, alcohol or tobacco products, or displaying any subject matter that may be considered distasteful, are not appropriate.
- Tank tops, muscle shirts, halter tops, tube tops, low cut blouses or shirts, see-through or mesh tops and shirts, belly tops, and over-sized pants and shorts are prohibited.
- Clothing and accessories that are judged to be unsafe or extremely disruptive, such as chains and fishhook earrings, are not appropriate.
- Shirts must cover the abdomen and back at all times. Tops, such as basketball jerseys, must be worn over a shirt with sleeves.
- Pants, shorts, and skirts must be worn around the waist.
- Any object that is disruptive or affects the safety of others is prohibited.

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

Electronic Devices

Cell phones are only allowed to be used during passing periods and in the cafeteria before and after school and during the student's lunch periods. Using cell phones is strictly prohibited during class time. The administration reserves the right to amend this policy during the year.

Expulsion

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

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

Fighting/ Physical Threats to or Violence to Persons: No student may threaten or cause physical violence to anyone. Students who are involved in a fight for the first occurrence will receive a **three day suspension** from school and possible police contact. Students who are involved in a second fight will receive a **five day suspension and possible police contact; and the third offense will result in a ten day suspension and possible police contact,** along with a possible recommendation for expulsion.

Forging School Forms. No student will forge a school form or misuse a school procedure.

Gangs, Fraternities, Sororities or Secret Societies: All of these are prohibited under Illinois Revised Statutes, Chapter 122, Article 31. Gang-related or unauthorized group activities will not be permitted at Elmwood Park High School or at any school events, either at home or away. Participation in any unauthorized club or gang activity includes,

but is not limited to: the display or possession of gang symbols; hand signals; soliciting others for membership; requesting payment of dues, insurance, or other forms of protection from any individual or group; wearing gang-related or otherwise displaying colors or items of dress; intimidating or threatening any individual or inciting others to participate in any form of physical violence involving persons or property will not be tolerated and will result in disciplinary action.

Guests: If a parent wishes to confer with the teacher, an appointment should be made for a time outside school hours. Children living outside the district, who are not of school age, are not permitted to visit classes without the principal's approval. All visitors are *required* to check in at the security desk before proceeding to their destination and must check out *upon leaving the building*.

Harassment

The school's normal disciplinary procedures will be followed in determining the appropriate consequence for bullying, hazing or sexual harassment. In the event the Administration recommends suspension or expulsion as a result of the conduct, due process will be afforded to the student in accordance with the district's suspension/expulsion procedures.

Hazing

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

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

I.D. Policy: All students must carry the permanent student I.D. card issued by Elmwood Park High School **AT ALL TIMES**. Any school personnel may require a student to produce his or her ID.

Some specific situations, which REQUIRE the student to use their student I.D., are:

- When leaving any classroom while school is in session, except during passing time.
- When purchasing supplies and when borrowing textbooks from school.
- When borrowing materials from the library.
- When purchasing student admission tickets for school events or student activities.
- When reporting to an assigned In School Suspension or detention.
- A valid student ID is required to board school buses.
- During lunch in the cafeteria

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

Locker Policy: A student's locker is the property of the school and must be used for the purpose intended: a storage area for books, school supplies, and outdoor garments. If school officials believe that the student has placed illegal or dangerous materials or substances in the locker, school officials may search the locker with or without the student's knowledge or consent. School officials or police officials may search lockers at any time. Students are responsible for **all** items in their assigned locker.

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

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

Plagiarism and Cheating: Cheating and/or plagiarism will not be tolerated. The first offense may result in a failing grade for that assignment and a parent-teacher-student conference. An additional

incident of cheating and/or plagiarism during students four years at Elmwood Park High School may result in loss of credit with a grade of F. All incidents of these infractions will be reported to the dean of students.

Theft and Vandalism: Stealing and/or vandalism is a definite violation of the Elmwood Park High School Code and a violation of the laws of the State of Illinois and possible police contact.

Sexting: Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images.

Vulgarity, Obscenity, and Inappropriate Behavior: Students are not permitted to swear or use obscene language, make obscene gestures, possess obscene or inappropriate material, or exhibit public displays of affection.

DISCIPLINARY MEASURES

Should any student violate these or any other aspects of the Code, disciplinary action will be taken. The nature of the offense and the frequency of the violation will determine the specific disciplinary action applied.

Some of the disciplinary measures that may be applied include, but are not limited to the following:

- Assign appropriate in-school penalties, such as: cafeteria and hall clean-up; written assignments; detentions; in-school suspensions; out of school suspensions; bus suspensions; and other appropriate penalties.
- Conduct telephone or in-person parent conferences.
- Remove students from class and assign a grade of WF (withdraw fail), or revoke related privileges, such as use of the cafeteria facilities and attendance at extracurricular activities.
- Financial restitution.
- Referral to the River Grove Police Department.

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

OFFENSES AND DISCIPLINARY ACTION

The following list is comprised of offenses which might occur in high school and for which the school board and administration structured a discipline policy.

As per school board policy 7:190, those grounds for disciplinary action apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

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

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

In all instances, the administration may determine that a parent and/or teacher conference, behavior contract, counseling services (school or outside agency), peer mediation, or a rehabilitation program is necessary. Other recommendations may be made as deemed suitable for the situation.

Students who are absent on days when they are assigned to detention must serve their assignment on the first day back to school.

STUDENT CONDUCT GUIDELINES

These guidelines apply during the school day, en route to or from school, at a school-sponsored event or activity, adjacent to the school, or on school district property. All offenses after the 4th will result in a parent conference and administrative review.

Definition of Terms

AR-admin review

CON = confiscate

DET = detention

RP= return to parent

LOP- loss of privilege

PAR = parent mtg

UE abs = unexcused

absence

DEV – device
 EXPUL-REC = expulsion recommendation

WF = withdraw fail
 ISS = In School
 Suspension

FW = Final Warning
 OSS = out-of-school suspension

Class 1 Infractions	Offense 1	Offense 2	Offense 3	Offense +
Disruptive Behavior	DET	DET	DET	ISS
Grossly Disruptive Behavior	OSS	OSS	AR	AR
Failure to Serve Detentions	ISS	ISS	ISS	ISS
Forgery	ISS	2 ISS	3 ISS	3 ISS
Improper Attire	ISS		2 ISS	3 ISS
Lookout for Smokers	1 ISS	1 ISS	2 ISS	3 ISS
No ID	DET	DET	DET	DET
Public Display Of Affection	DET	DET	1 ISS	1 ISS- PAR
Class 2 Infractions	Offense 1	Offense 2	Offense 3	Offense +
Academic Dishonesty	Failing grade	Failing grade	Failing grade	WF
Defiance of Authority	1 OSS	3 OSS	5 OSS	EXPUL-REC
Failure to Identify Self	1 OSS	3 OSS	5 OSS	EXPUL-REC
Failure to complete ISS	OSS	2 OSS	3 OSS	AR
Attempt to conceal truancy	ISS	ISS	2 ISS	2 ISS
Leaving school without permission	1 ISS	1 ISS	2 ISS	1 OSS
Use of cell phone/electronic devices in class	warning	DET/Con	DET/CON	ISS/CON/PAR
Possession of tobacco	DET/CON	DET/CON	1 ISS/CON	2 ISS/CON
Loitering in Unauthorized Area	2 DET	1 ISS	1 ISS	2 ISS
Profanity, vulgarity, obscenities	DET	1 ISS	2 ISS	3 ISS
Sexting	DET	ISS	OSS	PAR/POLICE
Smoking/Tobacco Use	1 ISS	2 ISS	2 ISS	3 ISS
Unauthorized use of school forms	1 OSS	3 OSS	5 OSS	7 OSS/EXPUL-REC
Vandalism				

Class 3 Infractions	Offense 1	Offense 2	Offense 3	Offense +
Arson/Bomb threat/false alarm	10 OSS/EXP-REQ/POLICE			
Assault/Battery (cumulative all 4 years)	5 OSS	10 OSS/EXP-REQ/POLICE		
Racial/Ethnic slurs	1OSS	3 OSS	3 OSS	5 OSS
Fighting	3 OSS/POL	5 OSS/POL	10 OSS/EXP-REQ/POL	
Gang activity	3/5 OSS/POL	10 OSS/EX-REQ/POL		
Intimidation	OSS/FW	10 OSS/EX-REQ/POL		
Possession of drug paraphernalia	10 OSS/EX-REQ/POL			
Possession of drug paraphernalia	10 OSS/EX-REQ/POL			
Under the influence of drugs/Alcohol	10 OSS/EX-REQ/POL			
Possession of stolen property	3 OSS	5 OSS	7 OSS	10 OSS/EXP-REQ/POL
Possession of Weapon	10 OSS/EX-REQ/POL			
Profanity toward Staff	3 OSS	5 OSS	7 OSS	10 OSS/EXP-REQ/POL
Sexual Harassment	3-5OSS	10 OSS/EXP-REQ/POL		
Technology Policy Violation	LOP	OSS/LOP	OSS/LOP	
Theft/	3-5 OSS	10 OSS/EXP-REQ/POL		
Threats to Staff	10OSS	10 OSS/EXP-REQ/POL		

DESCRIPTION OF DISCIPLINARY ACTIONS

Out-of-School Suspension

The out-of-school suspension is to begin at the time suspended and end following the re-entry conference.

It is the obligation of the student to contact each of his/her instructors regarding work missed on the day he/she returns to school. A student is allowed a minimum of one day for each day suspended to make up missed work.

Students who are assigned an out-of-school suspension must attend a re-entry conference with their parent(s) or legal guardian(s) and dean before they will be allowed to resume their normal class schedule.

Students are not to be on school property during the time of their suspension. This constitutes trespassing and the River Grove Police Department may be contacted.

Students are not allowed to *participate* in extra-curricular activities. (This includes athletic events, musical productions, and all other school-affiliated activities either home or away.)

Students are not allowed to *attend* co-curricular or extra-curricular activities – either at home or away. Attendance at co-curricular and extra-curricular activities is a privilege, not a right. If the suspendable offense occurs at either one of these types of activities, the administration can use their discretion to further prohibit attendance at co-curricular or extra-curricular activities for the remainder of the year.

Students whose behavior demonstrates their willingness to follow school rules and policies may petition the assistant principal, in writing, for permission to attend major extra-curricular/co-curricular activities, such as the Homecoming dance, Tiger Olympics, the prom, the senior luncheon and graduation.

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

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

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

Academic assignments must be completed during ISS and all school rules and procedures are in effect during the ISS; including the following:

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

ADMINISTRATIVE DETENTION PROCEDURE

Detentions are intended to provide a method of disciplining Elmwood Park High School students for violations of the School Behavior and Discipline Code. Administrator-assigned detentions and teacher-assigned attendance-related detentions will be served at the designated time before or after school. Detentions are to be served either the day of assignment or the next school day in the assigned detention room. Consequences for failing to serve detention(s) are outlined under Class I Infractions.

The following rules and regulations apply to detentions:

1. Students must arrive to the detention room on time.
2. Students must have their current student ID to the detention supervisor upon entering the detention room.
3. Students may not leave their assigned seats nor talk to other students without permission.

4. No personal entertainment devices, iPods, phones, cards, nor other recreational items will be allowed in the room.
5. No food or beverages will be allowed in the room.
6. Students will be informed of any other reasonable rules and regulations that may be established by the detention supervisor.

TEACHER DETENTION/CLASSROOM CONTRACT

In addition to administrative disciplinary action, students may also be required to enter into a behavioral contract with individual teachers if warranted by inappropriate classroom conduct. The behavior contract is implemented when a student repeatedly disrupts the learning environment within the classroom. The contract consists of six steps which includes:

1st Occurrence – Notice that student is going to be placed on the six-step discipline report for continued disruptive behaviors. Teacher contacts parent/guardian by phone.

2nd Occurrence – Teacher talks with student after class or school. Possible classroom detention. Teacher contacts parent by phone.

3rd Occurrence – Teacher assigns administrative detention and notifies dean. Dean contacts parent by phone.

4th Occurrence – The student is sent to the dean with documentation of the first three offenses and receives two administrative detentions from the dean. The dean contacts the parent by phone. In addition, the counselor advises the student and contacts the parent regarding the situation.

5th Occurrence – The dean sends a letter home informing the parent/guardian that the student will be removed from the class for 2 to 3 days. The student will be responsible for obtaining, completing, and turning in work assigned and/or completed during class. This work is due on the day the student returns to class. The student's counselor contacts parent/guardian by phone.

6th Occurrence – The student may be removed from the class and may receive a grade of "WF" (withdraw failure). Counselor will inform parent/guardian that student has been dropped and credit options for student

GENERAL INFORMATION

ADMINISTERING MEDICINES TO STUDENTS

A District employee shall generally not administer medication required by a student at school. This policy includes even common and widely used preparations such as aspirin.

However, students recovering from temporary illness or students on permanent medication, who require medication during the school day, may bring medication to school by following these guidelines:

1. A written statement from the student's physician indicating the necessity for the medication and proper dosage. Time and duration shall be required. The telephone number of the physician and the name and telephone number of the pharmacy shall be indicated.
2. A written request and permission from the parent/guardian to administer the drug shall be required. Medication shall be brought to school in appropriately labeled containers. The name of the student and the names and phone numbers of the physician and pharmacy shall be indicated on the containers.

The school nurse shall administer medication.

Should a student require a continuing program of medication and it can be demonstrated that the student is of responsible age, arrangements may be made for self-administration of the medication. This procedure shall be allowed after the following conditions have been met:

1. A written release of liability from the parent/guardian.
2. Written permission from the Superintendent.
3. Written permission from the doctor.

All medicines shall be stored in an appropriate locked cabinet.

In all cases, the school retains the discretion to reject a request for administering medicine.

EQUAL EDUCATIONAL OPPORTUNITIES (7:10)

Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, economic and social conditions, or actual or potential marital or parental status. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

Elmwood Park Community Unit School District 401 also adheres to the policies and procedures of Section 504 of the Rehabilitation Act of 1973 to insure the rights of all disabled students enrolled. The Section 504 Coordinator is Dr. Paula J. Hlavacek, 708.583-5836.

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 handicapped, but that within the school district, a handicapped 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 handicapped student, that student may be assigned to another school for convenience of accessibility and shall be transported to that school.

The parent of a handicapped 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 handicap and his/her recommendation as to specific architectural needs. When it is necessary for handicapped 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.

INTERNET USER RULES

When students use the Internet they must follow the School District 401 Telecommunications Agreement which can be found at the end of this document. It is, in all cases, unacceptable to use the network for illegal purposes. It may, in some cases, be unacceptable to sue the network for commercial purposes. All users will sign a School District 401 Telecommunications Agreement.

LIBRARY

Most books are circulated for 2 weeks; reference books are overnight. Fines accrue at 10-25 cents a day per book and are payable

upon return. Unpaid fines are subject to an additional late fee at the end of the year. Replacement fees for books which have been damaged or lost are as follows:

Paperback fiction:	\$10.00	Hardcover fiction:	\$20.00
Paperback nonfiction:	\$20.00	Hardcover nonfiction:	\$30.00
Magazines:	\$3.00	Reference:	Actual replacement cost

Laptop computers may be checked out overnight with signed parent/student permission slip and teacher assignment verification. Computers are due before school the following day. Students who return computers late will be charged a fine of \$5.

RIGHTS AND PRIVACY OF STUDENT EDUCATIONAL RECORDS

The Elmwood Park District 401 Board of Education has established a policy insuring the privacy of student educational records as required by federal law. The District 401 policy follows the law which states parents have the right to:

1. Examine and copy and all information.
2. Inspect or challenge the content of the records.
3. Request copies of the temporary records.

Each building principal in the district has a copy of the student records policy and is in charge of the student records for his or her school. Information on procedures may be obtained in each school office.

SPECIAL EDUCATION (6:120)

Special education shall be provided for students who are physically, mentally, emotionally, or perceptually handicapped to a degree which makes it impractical or impossible for them to benefit from or to participate in the normal classroom programs, consistent with the provisions of I.D.E I.A.

Whenever possible, itinerant services shall be provided to the student so that he/she will be able to participate in as much of the regular school program as possible. If such an arrangement does not sufficiently meet the student's needs, he/she may be placed in a special education class on a full-time basis.

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, including transportation, are provided without charge to the parent(s)/guardian(s) and parental consent is a requirement for placement.

If necessary, pupils may also be placed in private school education facilities. The District will contribute an amount toward the charge for such a placement with an additional amount paid by the state as provided by H. B. 2671.

SPECIAL INSTRUCTIONAL PROGRAMS AND ACCOMMODATIONS (6:120)

Architectural Barriers

In one of the four new “policy interpretations” of Section 504, the Federal Office of Health-Education and Welfare Civil Rights Division (OCR) indicates that schools do not have to make structural changes if they can use other methods to make services available. For example, they can use alternative sites or make home delivery of services. Carrying a handicapped person is forbidden except when structural changes are “prohibitively expensive” or not yet completed. Schools may not exclude handicapped students from contact sports just because they have lost an organ or a limb. They can require parental consent and doctor approval for participation, however. In disputes between parents of handicapped children and school system officials, school board members may not serve as hearing officers.

Non-discrimination

All policies adopted by the Board of Education and practices followed by any board member or employee of School District 401 shall be in accord with the provisions of Section 504 of the Rehabilitation Act of 1973, 29 U. S. C. 706, pertaining to discrimination toward handicapped individuals. The Superintendent shall appoint a member of the staff to propose, monitor, and review, at least annually and as need demands, a program which will assure that the district is in conformance with the provisions of the act. The Superintendent shall recommend to the Board of Education those architectural and program changes which shall assist the district in meeting the needs of the handicapped within the school district.

SEXUAL HARASSMENT – STUDENT OR STAFF (7:20)

Definitions

The determination of what constitutes sexual harassment will vary with the circumstances. It may include physical assault; physical

contact; threats; direct sexual propositions; subtle pressure for sexual activity; a pattern of sexually explicit statements, questions, jokes, or anecdotes; offensive personal remarks of a sexual nature; or other unwelcome sexual advances or conduct of a sexual nature, when such conduct has the purpose or effect of unreasonably interfering with a student's learning or education, or creating a hostile learning or educational environment.

Violations

It shall be a violation of this policy for any student to abuse another student or staff member through any sexually harassing conduct or communications whether such behavior occurs on school grounds, at school events, or on the school bus. Also, a student who takes any form of reprisal against any student or staff member who has rejected or reported sexual harassment shall have violated this policy.

Complaints

Students or staff members who feel they have been sexually harassed may report problems or complaints to any teacher, counselor, or administrator who shall immediately report the matter to the principal.

Any school personnel who believe a violation of this policy may have occurred shall immediately report the matter to the principal for review and investigation.

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

A Time Limits

The student or staff member should raise questions or complaints about sexual harassment as soon as possible while facts are known and potential witnesses are available.

School personnel must report infractions to the principal within two (2) days after they have cause to believe that this policy may have been violated.

B Administrative Action

Upon receiving a complaint or report of a possible violation of this policy, the principal shall promptly review the incident. The principal may decide to refer the parties for counseling or mediation to resolve problems of alleged sexual harassment. If the principal determines that an administrative investigation is necessary, it shall be done promptly to determine whether the alleged violation has occurred. The investigation may include

review of any relevant evidence and interviews with the student or staff member, the alleged offender, and any person believed to have pertinent knowledge. The accused shall have a full opportunity to tell his/her side of the story.

The principal shall take steps to maintain the confidentiality of the investigation

C Penalties

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

1. First Offense

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

2. Subsequent Offense

A second violation may constitute gross misconduct.

3. Gross Misconduct

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

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.

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.

VISION SCREENINGS

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

WAIVER OF FEES (4:140)

In fulfilling the duties of a Board of Education, it is recognized that there are situations in which a parent or guardian cannot pay for books and fees in order to send their children to school.

In recognition of this problem, the Board of Education will waive book and fee costs, when requested by the parent(s) or guardian(s), if the family qualifies financially under the guidelines established for free lunch under the National School Lunch Program, as promulgated by the Illinois State Board of Education. The Superintendent or his/her designee may also waive fees where there is a very significant loss of income due to severe illness or injury in the family or unusual expenses such as fire, flood, or storm damage.

For the purposes of this policy, **“school fees”** or **“fees”** means 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 or 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:

- A All charges required for textbooks and instructional materials.
- B All charges and deposits collected by a school for use of school property (e.g., locks, towels, laboratory equipment).
- C Charges for field trips made during school hours, or made after school hours if the field trip is required or a customary part of a class or 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).
- D Charges or deposits for uniforms or equipment related to varsity and intramural sports, or to fine arts programs.

- E Charges to participate in an extra-curricular activity.
- F Charges for supplies for a particular class (e.g., shop or home economics materials, laboratory or art supplies).
- G Graduation fees (e.g., caps, gowns),
- H School records fees.
- I School health services fees.
- J Driver's education fees assessed pursuant to Section 27-23 of The School Code.

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

“School fees” do not include:

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

The Principal of the student's school will be the District official responsible for reviewing the income data supplied (on forms available for this purpose) to qualify for waiver of fees. The data may be verified during the school year to determine if the family's income status has changed. Anyone failing to supply the data as requested will be determined no longer eligible for waiver of fees and shall be requested to pay for books and fees.

If the application is denied by the appropriate building principal, written notice of the denial, including the reasons therefore shall be given to the family within thirty (30) calendar days of the application.

If an application for assistance is denied, the family may appeal to the Superintendent of the District. A response will be made to any data that the family may wish to supply to support their appeal, within thirty (30) calendar days. The response shall include the reasons for the denial.

No fee shall be collected from any parent who is seeking a fee waiver in accordance with this policy until the district has acted on the

initial request or appeal (if any is made), and the parents have been notified of its decision.

Parents and guardians will be notified, annually, that this program for waiver of fees is available, including the criteria and other circumstances under which the District waives fees and the fees subject to waiver.

No discrimination or punishment of any kind, including the lowering of grades, or exclusion from classes, may be exercised against a student whose parents or guardians are unable to purchase required textbooks or instructional materials or to pay required fees.

LEGAL REF.: **Illinois School Code, Ill. Rev. Stat., Ch. 122, Para. 2-3.96 and 10-20.13;**
23 Ill. Admin. Code, Sec. 1.245 et seq.

DEFINITIONS

DETENTIONS

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

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

EXCESSIVE DETENTIONS

After a student has accumulated ten tardies in a semester, the student will be placed in In-School Suspension for all tardies that normally call for a detention.

EXTERNAL SUSPENSION

When a student's misconduct, in the opinion of the administration, is so grave that it adversely affects the general welfare of the school learning environment, the student will be suspended out-of-school. A student who presents a problem of misconduct or consistent violation of rules also may be suspended. A single suspension will not exceed ten (10) consecutive school days.

A student receiving an out-of-school suspension must surrender his or her I.D. to the administrator assigning the suspension; the student will pick up the I.D. from the administrator before the beginning of the school day on which the suspension ends. (External suspensions begin at the time the student is suspended and ends at 7:30 a.m. of the day the student is to return to school.)

Students suspended from school may not attend class or any school-sponsored activity (as a spectator or a participant). They also may not be on the school grounds during the suspension unless they have made prior arrangements with the dean, assistant principal, or principal. Students who do not seek consent from the proper authorities will be subject to trespass laws.

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

There are offenses of such a nature that will result in immediate suspension and recommendation for possible expulsion.

EXCESSIVE EXTERNAL SUSPENSION

Once a student has been suspended out-of-school for a total of ten (10) days per academic year, the School Intervention Team (SIT) will intervene to determine whether there are extenuating causes that warrants intervention. Such causes may include, but are not limited to, behavioral and/or learning disabilities. The School Intervention Team (SIT) is a multi-disciplinary team, led by the Pupil Personal Services (PPS) facilitator. PPS is an intervention that attempts to provide services that will assist students with their success in school. The SIT will be composed of the PPS facilitator, the student's dean and counselor, the assistant principal, the social worker, and the student's teachers. If the SIT intervention finds evidence of mitigating factors, which have influenced behavior and/or academic performance, further testing of the student may be conducted to determine whether interventions or special education services may be warranted. Depending on the outcome of the PPS investigation, there may be recommendations for special education or other student services or the student may be placed on a Final Warning and may be recommended for an expulsion hearing upon any further code violation which calls for an out-of-school suspension.

SOCIAL SUSPENSION

A socially suspended student may not attend or participate in any school functions while serving the social suspension. Any student who has been externally suspended is automatically placed on social suspension for the length of the suspension. Students can also be socially suspended for inappropriate behavior which is displayed while attending extra-curricular activities and events. Depending upon the

nature of the offense, the suspension may include the semester in which the offense was committed as well as the following semester.

Students whose behavior demonstrates their willingness to follow school rules and policies may petition (in writing) the assistant principal for permission to attend special extra-curricular activities such as homecoming, prom, senior luncheon, etc.

GLOSSARY OF TERMS

Abusive Language	Name-calling, racial slurs or derogatory statements addressed to others.
Aggressive Behavior	Violent or aggressive behavior is any expression, direct or indirect, verbal or behavioral, of intent to inflict harm, injury, or damage to persons or property. A threat of violence and/or aggression carries with it the implication of risk or violence and probability of harm or injury.
Arson	Malicious, intentional attempt to burn any property.
Assault/Battery	Unlawfully causing any physical injury to another; knowingly touching another with intent to injure.
Bomb Threat/False Alarm	Activating an alarm for other than the intended purpose of the alarm.
Bullying	Bullying is defined as one or more individuals inflicting physical, verbal or emotional abuse on another individual or individuals. Bullying takes many forms and can include many different behaviors, including, not limited to: physical violence and attacks; verbal taunts; name-calling; put-downs including but not limited to ethnically-based verbal abuse and gender-based put-downs; threats and intimidation; extortion or stealing of money and possessions.

Controlled/Illegal Substances	The use, possession, sale or distribution of the following illegal substances during the school day, en-route to or from school, at any school-sponsored event or activity, or adjacent to the school: <ol style="list-style-type: none"> 1. Any alcoholic substance 2. Drugs 3. Glue, paint or intoxicating substances 4. Any other potentially mind-altering substance capable of producing a change in behavior.
Defiance of Authority	Bold resistance, challenge or opposition to a legitimate authority
Discriminatory Slurs	Insulting, disparaging, derogatory, or demeaning comments made directly or by innuendo regarding a person's race, gender, sexual orientation, religion, national origin or ethnic background, or disability
Disruptive Behavior	Inappropriate behavior that disturbs the regular or normal functions of the school. Minor problems that the teacher has not been able to resolve through motivational talks, warnings, penalties, etc. (e.g., talking too loud, talking out-of-turn, fidgeting, not staying in one's seat, throwing papers, etc.).
Drug Paraphernalia	Any object and/or material intended to assist in the use of drugs.
Due Process	A safeguard that protects the rights of individuals.
Expulsion	Removal from school by the Board of Education for a period longer than ten (10) school days and up to two (2) calendar years.
Extortion	the use of verbal or physical coercion or intimidation in order to obtain money or property from others
Failure to Identify Self	Refusal to give I.D. or to correctly identify self.

Fighting	Engaging in physical contact for the purpose of inflicting harm to another.
Forgery	Signing another person's name to any document; falsifying records.
Gambling	Illegal participation in games of chance for money and/or other items of value.
Gang Activity	Possessing or wearing articles of clothing or jewelry and/or possessing or displaying other materials or objects that depict gang symbols or indicate gang involvement; drawing, displaying, promoting gang and/or look-alike graffiti/symbols; flashing gang signs; recruiting individuals; gang membership; or engaging in any activity or conduct that may indicate gang involvement.
Hazing	A person commits hazing who knowingly requires the performance of an act by a student or other person in a school, college, university or other educational institution for the purpose of induction or admission into any group, organization, or society associated or connected with that institution if the act is not sanctioned by that educational institution and the act results in bodily harm to any person
Illegal Organizations	Clubs, organizations, fraternities, sororities, and secret societies (including gangs) that are not approved by the Board of Education or <u>School Code of Illinois (violation of Article 31).</u>
Improper Attire	Wearing coats, hats, sunglasses or clothing intended for out-of-doors in the building; clothing or accessories displaying inappropriate words or illustrations including weapons, references to gangs, drugs, alcohol or tobacco products; or displaying any subject matter that may be considered

distasteful. Clothing and accessories that are judged to be unsafe or extremely disruptive, such as chains and fishhook earrings. Shirts must cover the abdomen and back at all times. Tops such as basketball jerseys must be worn over a shirt with sleeves. Tank tops, muscle shirts, halter tops, tube tops, low cut blouses or shirts, see through or mesh tops and shirts, belly tops and over-sized pants and shorts are prohibited. Shorts and skirts must extend down the leg at least far enough so that the student's fingertips touch the bottom of the garment. Pants, shorts, skirts must be worn around the waist. Any clothing or accessory judged to be unsafe or extremely disruptive.

Intimidation	An act intended to threaten, frighten or coerce another person into submission or discourage or inhibit by or as if by threats.
Obscenities	Statements and/or materials offensive to accepted standards of decency.
Physical Abuse	Any act intended to cause injury to another.
Physical Assault/Battery	The imminent threat of or an act of striking or touching an individual or the individual's property with the intent of causing hurt or harm.
Possession, Threat with/or Use of a Weapon	Using, possessing, controlling or transferring a weapon in violation of the 'weapons section of this policy
Profanity	The act of uttering distasteful language for the purpose of debasing the dignity of another person.
Restitution/Restoration	Appropriate financial reimbursement for any damage to or loss of school or personal property. Restoration will include work or financial restitution necessary to restore or replace damaged property.

Sexting	Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images
Sexual Harassment	As defined in handbook board policy page 59
Smoking/Tobacco Use	Holding a lighted cigarette (cigar, etc) or drawing in and exhaling the smoke of tobacco; use and/or possession of tobacco/chewing tobacco is prohibited on school grounds (by State law). Possession or use of tobacco in any form is prohibited by Section 10-20.5b of <u>The School Code of Illinois</u> .
Stalking	The persistent following, shadowing, contacting, watching surveillance or any other such threatening actions that disrupt an individual's sense of well-being or personal safety.
Substance Abuse	Use or possession of alcohol or drugs.
Suspension	Temporary removal from school by the Superintendent/Principal, Assistant Principal, or Dean for a period not to exceed ten (10) school days.
Technology Policy	Users may access technology only for educational purposes.
Misconduct	Exercising this privilege requires that users accept the responsibility for all material viewed, downloaded, and/or produced. Users will need to evaluate the validity of materials accessed through technology and cite their sources when appropriate.
Theft	Stealing or unlawfully taking property belonging to another with the intent to deprive the rightful owner of its possession.
Truancy	Absence from school, class, study hall or other assignments without

	permission of parents or school officials.
Vandalism	Damaging, destroying or defacing public or private property.
Verbal Abuse	Includes, but is not limited to, swearing, cursing, screaming, making obscene gestures or threats in person, by telephone, or in writing, at an individual, his or her family, or a group.
Vulgarity	The use of offensive, repulsive, or profane language, expressions or actions.
Possession of a Weapon	Weapons may include the following: chemical substances, guns, knives, look-alike weapons or any object that may be used as a weapon. These items are not permitted on school property or at any school-sponsored event.

Elmwood Park Community School District #401 6:236

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

ACCEPTABLE USE POLICY RULES

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 now available to students, teachers, and community members in Elmwood Park Community Unit School District 401, as an addition to many forms of information already accessible. District 401 is very pleased to bring this access to students and teachers and believes the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this

service to teachers, students, and the community is to promote educational excellence in the District 401 schools by facilitating resource sharing, innovation, and communication.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. School Board policy requires that all such materials be consistent with district-adopted guides supporting and enriching the curriculum while taking into account the varied instructional needs, learning styles, abilities, and development levels of the students. District 401 has taken available precautions, which are limited, to restrict access to controversial materials. District 401 will be using a software program to restrict access to some locations. A staff member will supervise students while they are using school Internet resources. Students who do not have a signed District 401 Acceptable Use Policy will not have individual access to the Internet. However, on a global network it is impossible to control all materials and a user may discover controversial information. District 401 firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District.

Internet access is coordinated through a complex association of government agencies, regional, and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users that must adhere to strict guidelines. These guidelines are provided here so those users are aware of the responsibilities they are about to acquire. In general, this requires efficient, ethical, and legal utilization of the network resources. If a District 401 user violates any of these provisions, his or her account will be terminated, future access may be denied, and disciplinary action will result.

These Acceptable Use Policy Rules for District 401 and any other electronic information-related policy and procedures will remain on file at the District Office of Elmwood Park Community Unit School District 401. This and other related documents will be available for review by all parents, guardians, school employees, and other community members.

TERMS AND CONDITIONS

- 1. Acceptable Use** – Access to the Internet through District means access must be for the purpose of research and education and consistent with the educational objectives of Elmwood Park Community Unit School District 401. Use of other organization's networks or computing resources must comply with the rules appropriate for that network and must also be consistent with the

educational objectives of District 401. Internet resources may not be used in violation of any United States, state, or local regulation. Internet resources may not be used to upload, download, receive, transmit or distribute pornographic, obscene, sexually explicit, illegal, defamatory or threatening material, information likely to result in harassment of another student or staff member, likely to cause material disruption in the schools, or is otherwise inconsistent with the District's education mission. Internet resources may not be used to infringe on copyright or to plagiarize.

2. **Privileges** – The use of District 401's Internet access is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. (Each student who is granted access will receive information pertaining to the proper use of the network.) Based upon the acceptable use guidelines outlined in this document, the building administrators will deem what is inappropriate use and their decision is final. The system administrators may disable or close an account at any time as required. The administration, faculty, and staff of District 401 may request the system administrator to deny, revoke, or suspend specific user accounts.
3. **Netiquette** – Users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
 - Be polite. Do not write or send abusive messages to others. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language. Do not distribute pornographic, obscene, or sexually explicit materials.
 - Do not reveal your personal home address or phone numbers. Do not reveal the addresses or phone numbers of other students or staff members.
 - Note that electronic mail (e-mail) is not private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the proper authorities.
 - Do not use the network in a way that would disrupt the use of the network by other users (e.g., downloading huge files during prime time; sending mass e-mail messages), or in any way likely to cause disruption in the delivery of educational services by the District, or result in material disruption in the schools.
 - All communications and information accessible via the network should be assumed to be private property.
4. **Students will not respond to unsolicited online contact.**
5. **Security** – Security on any computer system is a high priority, especially when the system involves many users. If a user feels he/she can identify a security problem the user must notify a system

administrator. Do not demonstrate the problem to other users. Do not use another individual's accounts. Users should not give their password to any other individual. Attempts to log in to the system as any other user will result in disciplinary action. Any attempts to log in to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

6. **Vandalism** – Vandalism will result in cancellation of privileges and disciplinary consequences. Vandalism is defined as any malicious attempt to harm or destroy data of another user or any network. This includes, but is not limited to, the uploading or creation of computer viruses and hardware damage.
7. **Purchase of Goods and Services** – It is possible for students to purchase goods and services via the Internet, and these purchases could potentially result in unwanted financial obligations. This activity will be prohibited via District 401's Internet access.
8. **Subscribing Possibilities** – Students will not be allowed to subscribe to list servers or news groups unless specific permission is provided by the parent/guardian in writing and the student's teacher secures permission.
9. **Updating User Information** – Our Internet access may occasionally require new registration and account information from users to continue the service. Users must notify a District administrator of any changes in account information (address, etc.). Currently, there are no user fees for this service.
10. **Exception of Terms and Conditions** – All terms and conditions as stated in this document are applicable to Elmwood Park Community Unit School District 401. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Illinois and the United States of America.
11. **Liability** – The school district will not be held liable for:
 - Information stored on school district diskettes, hard drives, or servers.
 - Information retrieved or transmitted through the school district computers, networks, or online resources.
 - Personal property used to access school district computers, networks, or online resources.
 - Unauthorized financial obligations resulting from use of school district resources and accounts to access the Internet.
 - Network system crashes resulting in downtime.

12. **Student Work, Records and Information** – All users of the District’s means of access to the Internet shall maintain confidentiality of student records in their use of District computers and District means of access. Students and personnel shall not load onto the network or Internet any student work, student communications, student images or any personally identifiable information about students without prior approval from the Assistant Superintendent or his/her designee and prior written parental consent (when required by applicable State or Federal law). Personnel shall maintain confidentiality of student record in their use of District computers. Confidential student information should not be loaded onto the network where unauthorized access to such information may be obtained.
13. **District Work Product** – Users of District computers and District means of access to the Internet shall not load onto the District’s network or Internet any District 401 work product without prior approval of the Assistant Superintendent or his/her designee. Examples of materials constituting District 401 work product include, but are not limited to, District 401 curriculum, District 401 test or examination materials, department guidelines and/or procedures, parent/student handbooks, personnel handbooks, District 401 publications and brochures, school newspaper, school yearbook, District 401 policies, and administrative regulations/procedures.
14. **Monitoring and Inspection** – As a condition of being allowed access to the Internet and the District’s electronic mail communication through use of District computers and District means of access, users shall consent to monitoring and inspection by school staff and administration of all use of district computers and District means of access including any and all electronic mail communications made or attempted to be made or received by users and all materials accessed or downloaded by users.

All Elmwood Park Community Unit School District 401 students and employees may access the Internet. To do so, you must complete the attached contract and application will be completed and returned to the attendance center officer.

POLICY ADOPTED:

SEPTEMBER 17, 1997

District Policies for Student Handbooks

Elmwood Park Community Unit School District #401

These policies below are available online at www.epcusd401.org or in the principal's office.

2:26 Uniform Grievance Procedure

4:140 Waiver of Student Fees

5:230 Maintaining Student Discipline

6:120 Education of Children with Disabilities

6:190 Extracurricular and Co-Curricular Activities

7:10 Equal Educational Opportunities

7:20 Sexual Harassment

7:140 Search and Seizure

7:160 Student Appearance

7:190 Student Discipline

7:195 Aggressive Behaviors and Bullying

7:220 Bus Conduct

7:270 Administering Medicines to Students

7:270-R Administrative Procedure - Non-Emergency Administration of Student Medication

7:312 Students Directory

77:340 Student Records

Instruction

Acceptable Use and Internet Safety Policy

Purpose

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

Use of the District technology resources must be consistent with the mission, goals, and objectives of the District. Members of the District community are expected to use technology in a responsible, efficient, ethical and legal manner. District community members are responsible for their activities and accountable for their individual conduct while using District technology services.

Inappropriate use may result in discipline, loss of privileges, and/or legal action at the discretion of the Superintendent or his/her designee.

Application of Policy

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

Scope

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

Policy

1. Acceptable Use

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

2. Unacceptable Use

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

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

3. Internet Safety

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

- Use of the District computers and the District network may be supervised and monitored by District staff to ensure appropriate use. To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter access to inappropriate information on the internet and electronic communication. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. All internet-enabled computers used by students, patrons, and staff, will employ filters. If individuals detect that technology services or internet filters are not functioning properly, they shall immediately notify the

system administrator. Individuals shall not modify or disable, or attempt to modify or disable, any filtering or blocking software installed in District computers or the District's computer system.

- Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized, only for bona fide research or other lawful purposes. Procedures to disable or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent or his/her designee.
- Individuals may not access information which is illegal, indecent, obscene, constitutes child pornography, harmful to minors, inappropriate for minors, defamatory, likely to result in harassment of another student or staff member, likely to cause material disruption in the schools, or is otherwise inconsistent with the District's educational mission, or to enter or transmit such information. Any individual who attempts to access, enter, upload, install, download or transmit prohibited information shall be subject to discipline that may include suspension or loss of all access privileges.

4. Electronic Communication

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

- The District strives to protect the safety and security of all individuals using forms of direct electronic communications including electronic mail, chat, messaging, and other technologies. Students should not respond to unsolicited online contact. As a condition of access to and use of the District's computers and network, all users consent to monitoring and inspection of communication and files by school staff and administration.
- Individuals shall not transmit any message or information which is illegal, indecent, obscene, harmful to minors, inappropriate for minors, child pornography, defamatory, likely to constitute harassment of another student, staff member or any other individual, likely to cause disruption in the District's schools, or is otherwise inconsistent with the District's curriculum and educational mission.
- Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.

- The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user.
- Electronic messages transmitted via the District's email gateway carry the District's domain name. This domain name is registered and the author is identified as part of District. Individuals should be mindful of how messages might reflect on the name and reputation of District and be respectful in all electronic dealings with those outside the District.

Faculty and Staff (additional provisions):

- In addition to acceptable uses as described in this Policy, faculty and staff may use the District's resources for incidental personal use if such use does not interfere with the operations of any system, as determined by a technology staff member, and does not interfere with the job performance of the staff member, as determined by the individual's supervisor.

5. **Privacy**

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

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

Faculty and Staff (additional provisions):

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

6. Adherence with Federal, State, and Local Laws

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

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

Consequences of Improper or Prohibited Use of District Technology Resources

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

7. **Miscellaneous**

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

LEG. REF.: *Children’s Internet Protection Act*, 47 U.S.C. 254(h)
and (1)
No Child Left Behind Act, 20 U.S.C. 6777
Enhancing Education Through Technology, 20 U.S.C. 6751
et seq. 720 ILCS 135/01
Communications Act of 1934, 47 U.S.C. Sec. 254

CROSS REFERENCE: 6:235AP (Staff Agreement Form),
7:350AP (Student Agreement
Form)

ADOPTED: August 19, 1998

First Reading of Revision: January 16, 2008

Second Reading of Revision: February 20, 2008

ADOPTED: February 20, 2008

Technology Do’s and Don’ts

DO:

- Leave all icons and settings as you found them. Many people use school computers and expect all the computers to work the same way.
- Tell a teacher if you find a problem with a piece of equipment.
- Keep personal phones, iPods, and other electronic communication devices turned off and secured in a locker or backpack during school hours.

DON’T

- Use websites or play games online without direction from a teacher.
- Use external proxy server to bypass school internet filter
- Run a game server while at school
- Download music, programs, pictures, or any files not part of the curriculum

- Store files on network folders that are not related to school curriculum.
- Chat online w/o permission (prohibited services include, but are not limited to, AOL Instant Messenger and Windows Messenger)
- Participate in social networking site not in curriculum (prohibited websites include, but are not limited to, MySpace and Facebook)
- Use school technology to buy goods or services or to make money.

Revised 6/1/2011

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; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

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.

Revised 6/1/2011

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, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. If you do not want Elmwood Park Community Unit School District 401 to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing **no later than the five (5) school days after your first day of classes**. The District has designated the following information as directory information:

Student's name

School

Participation in officially recognized activities and sports

Weight and height of members of athletic teams

Photograph

Degrees, honors, and awards received

Grade level _____

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

Name of Student _____

Grade _____

Please print

Academic Lab Teacher _____

Student Cell Phone Number _____ - _____ -

_____ Model/Service

Provider _____

(not necessary for Early Childhood Center and High School students)

Student Signature _____

Date _____

Name of Parent/Guardian _____

Please print

Parent Signature _____

Date: _____

