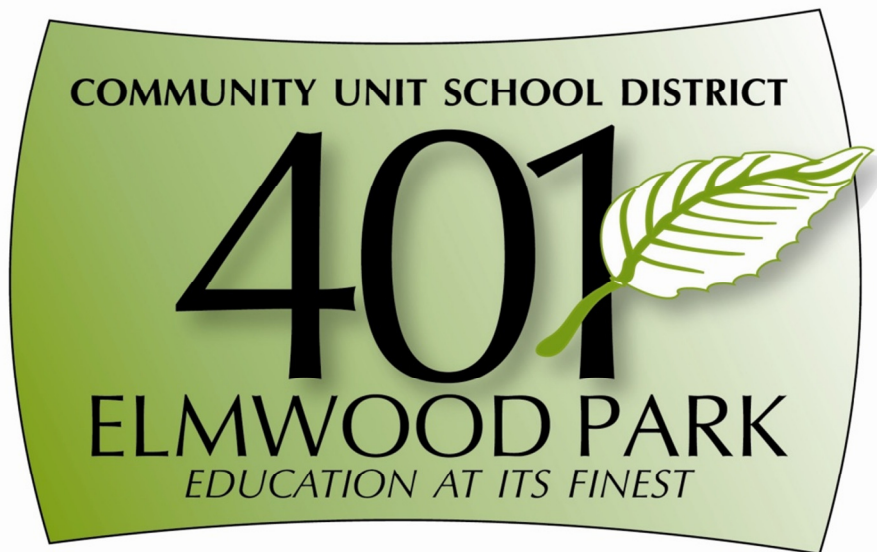


# Early Childhood Center

## Parent-Student Handbook

### 2010.2011



4 W. Conti Parkway  
(708) 583-5860  
Fax (708) 583-5899  
[www.epcusd401.org](http://www.epcusd401.org)

## ELMWOOD PARK SCHOOL DISTRICT CALENDAR JULY 2010 – JUNE 2011 OFFICIAL DISTRICT CALENDAR

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

August '10						
Su	M	Tu	W	Th	F	Sa
1	2	3	4 <sup>⓪</sup>	5 <sup>⓪</sup>	6	7
8	9	10	11	12	13	14
15	X16	★17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

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

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

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

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

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

February '11						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	<del>11</del>	12
13	<del>14</del>	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

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

April '11						
Su	M	Tu	W	Th	F	Sa
					<del>1</del>	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	<del>22</del>	23
24	25	26	27	28	X29	30

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

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

LEGEND				Staff Development	
(/)	No classes for Students			(☐)	Parent Conference Days
(▲)	No Students/Institute Day			(=)	Emergency Days
(★)	First/Last Days of School			(⓪)	Registration August 4 & 5
(X)	Teacher Work Day (no classes for students)				
Quarter Grading Periods		Achievement Test Dates*		Graduation Dates	
Quarter 1 (44) October 20	Quarter 3 (42) March 11	3-8th ISAT Feb. 28-March 11	9-12th PSAE April 27 & 28	HIGH SCHOOL Wed. May 25 7:00 p.m.	MIDDLE SCHOOL Thurs. May 26 7:00 p.m.
Quarter 2 (43) December 23	Quarter 4 (47) May 27	AP TESTING May 2-13		Parent/Teacher Conferences 9-12 (3:30-7:00 p.m.)	
Parent/Teacher Conferences PreK- 6 (3:30-7:00 p.m.)		Parent/Teacher Conferences 7-8 (3:30-7:00 p.m.)		Parent/Teacher Conferences 9-12 (3:30-7:00 p.m.)	
FALL	SPRING	FALL	SPRING	FALL	SPRING
Nov. 3, 2010	Feb. 9, 2011	Sept. 30, 2010	Feb. 9, 2011	Sept. 23, 2010	Feb. 17, 2011
Nov. 4, 2010	Feb. 10, 2011	Nov. 18, 2010	Feb. 10, 2011	Nov. 18, 2010	April 14, 2011
Our official school/calendar has five (5) emergency days built in at the end of the year. There may be a need to dismiss school due to inclement weather and will require the use of the makeup days indicated in May/June. Please do not make any travel/vacation plans during those dates. Please keep in mind that only 5% of the staff may be absent before or after published holidays per the contract. Emergency dates are May 31, June 1, 2, 3 and 6.					
Board of Education Approval: February 16, 2010, Revision Approval: April 21, 2010 *Testing dates are tentative.					

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

(708) 452-7292

[www.epcusd401.org](http://www.epcusd401.org)

### **BOARD OF EDUCATION**

#### **Vision Statement**

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

#### **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**

Angela Stranges, President  
Mary Bruscato, Vice President  
Susan Capraro, Secretary  
Patricia Cleary  
Albert Fang  
Frank Parisi  
Michael Scheidt

#### **District Administrators**

Dr. Douglas Rudig, Superintendent  
Dr. Paula Hlavacek, Assistant Superintendent Curriculum and Instruction  
Mr. Tom Zelek, Business Manager

Emergency Information and the District's Crisis Intervention Plan are posted on our website at [www.epcusd401.org](http://www.epcusd401.org).

#### **DISTRICT POLICIES FOR STUDENT HANDBOOKS**

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

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

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

---



### Early Childhood Center

Dear Parents and Students,

Welcome to the Early Childhood Center. We are excited to begin the new year and look forward to the enthusiasm that our students will bring with them to their first official educational experience.

Our Mission Statement states that we will provide a safe, nurturing environment for children, families and community members. Our purpose is to provide developmentally appropriate educational experiences that recognize individuality and allow all children to reach their full potential and continue as life-long learners.

Students are more successful when they know that their parents and school are working together to help them learn. Therefore, I strongly encourage communication between the school and the home. Teachers can be contacted by phone or email and are available for conferences by appointment. Also, every Friday, I will be sending home a copy of the Early Childhood Center News to keep you informed about important events and dates at our school.

This handbook will provide information to parents and students about the rules and regulations of our school and district. Please use it as a reference when you have questions about school procedures. Of course, I am always available for any other concerns or questions that need to be addressed.

Remember, we all work together to ensure an exciting and successful school year for your child.

Sincerely,

Joanne Mourikes  
Principal

**Joanne Mourikes – Principal**

Felicia Mirabile – Secretary  
Patti Faldani – Social Worker  
Theresa Nitti – School Nurse

**Kindergarten**

Barbara Bocka	ROOM 125
Angie Gulliford	ROOM 129
Jessica Correa	ROOM 122
Cindy Salas	ROOM 126

**Pre-School**

Amy Jacquat-At Risk	ROOM 118
Kelly Kero-ECP & Tuition Based	ROOM 106
Maggie Bieterman-Tuition Based	ROOM 117
Alyssa Sassetti- ECP	ROOM 121

**Support Staff**

Marilyn Byrne  
Sharon Thezan  
Christen Klockenkemper  
Rose Hernandez

**Speech**

Maureen Murphy	ROOM 130
Tracy Sloan	ROOM 130

**Reading**

Sue Cunningham	ROOM 130
Julie Vukmarkaj	ROOM 130

**ESL**

Iwona Ciezowska	ROOM 130
-----------------	----------

**Special Education**

Jennifer Schulte

**Music**

Stephen Hawk

## GENERAL INFORMATION

### ADMISSION

The following requirements are necessary for new student admission into the Elmwood Park Public Schools:

- Student's Birth Certificate
- Current dental and medical records
- Proof of required immunizations
- Three proofs of residency including:

**One** of the following:

- Current Real Estate Tax Bill with Elmwood Park address
- Current Mortgage papers with Elmwood Park address
- Current Lease showing Elmwood Park address with name, address and telephone number of landlord
- Current rent receipt and notarized letter from landlord explaining living arrangements along with landlord's address and telephone number plus your address in Elmwood Park

**Two** of the following:

- Valid Illinois driver's license with Elmwood Park address
- Valid voter's registration card with Elmwood Park address
- Valid vehicle registration card (the form returned with the license plates) with Elmwood Park address
- Current utility bill in your name with current Elmwood Park address (Gas, Water or Electric)
- Valid Public Aid Card (green card) with Elmwood Park address.

Along with the above, an "Affidavit Concerning Student Residence" may be required and completed prior to admission.

**If you have a change of address you must notify the main office and fulfill the above listed requirements for the new location.**

### ATTENDANCE

#### Hours of Attendance

<b>AM Classes</b>	<b><u>Pick-Up</u></b> 8:20 a.m.	<b><u>Class Starts</u></b> 8:25 a.m.	<b><u>Dismissal</u></b> 10:55 a.m.
<b>PM Classes</b>	<b><u>Pick-Up</u></b> 12:05 p.m.	<b><u>Class Starts</u></b> 12:10 p.m.	<b><u>Dismissal</u></b> 2:40 p.m.
<b>Wednesday Late Start</b>	<b><u>Pick-Up</u></b> 9:20 a.m. 12:35 p.m.	<b><u>Class Starts</u></b> 9:25 a.m. 12:40 p.m.	<b><u>Dismissal</u></b> 11:25 a.m. 2:40 p.m.

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

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

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

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

**Absences Call (708) 583-5860**

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

**At the request of the school administration, a student may be asked to produced a doctor's explanation for an attendance pattern.**

### **TARDINESS**

Tardiness is very disruptive and every effort should be made to be on time. Students arriving after 8:25 a.m. and 12:10 p.m. will be marked tardy by their classroom teacher.

### **EARLY DISMISSAL**

If a child is to be dismissed during the school day, a note must be sent to the teacher, who will then forward it to the office. Parents must report to the school office when picking up their student.

### **VACATIONS**

Pre-arranged vacations and absences must be approved prior to the vacation. When a future absence is expected, a note should be sent to the homeroom teacher who will forward it to the office. The student is responsible for gathering assignments so a minimum of work will not be missed.

### **ACCIDENT CARE PROCEDURES (During school hours)**

#### Simple Injuries:

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

#### Moderate to Severe Injuries:

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

### **CHAIN OF COMMAND**

When questions, concerns or interests regarding your child's progress or school program arise, please address them promptly by contacting the classroom teacher. If questions or concerns remain, it is appropriate that you then contact the building principal. In the event that there are remaining or unresolved questions or concerns, feel free to contact the Superintendent of Schools. **Remember, always contact the teacher first!**

## **COMMUNICATIONS**

**Periodicals**-Each week the **Early Childhood Center News** will be distributed. This weekly publication reports important information articles from staff, students, and other school organizations. Many individual teachers send home a brief note or newsletter describing past activities and upcoming events within their class or grade levels.

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

**Parent Conferences** – Parent conferences are held twice a year. The first conference is in November when report cards are handed out. All parents are expected to attend. The second conference is in February and is only for students whose teachers or parents feel a conference is necessary.

## **DISABLED STUDENTS, PARENTS, GUARDIANS**

### **DISABLED STUDENTS - ACCOMMODATIONS**

Special Accommodations shall be provided for students who are physically, mentally, emotionally or perceptually challenged to a degree that makes it impractical or impossible for them to benefit from or to participate in the normal classroom program, consistent with the provisions of P.L.94-142.

### **PARENTS AND GUARDIANS WITH DISABILITIES**

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

### **NOTICE FOR DIRECTORY INFORMATION**

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

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

The annual yearbook;

Honor roll or other recognition lists;

Graduation programs; and

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

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

If you do not want Elmwood Park Community Unit School District 401 to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by **[September 3, 2010]**. The District has designated the following information as directory information:

Student's name

Participation in officially recognized activities and sports

Weight and height of members of athletic teams

Photograph

Degrees, honors, and awards received

Grade level

## **DISCIPLINE**

Behavior is expected throughout the school – in classrooms, hallways, outside property, assemblies, on buses and at extracurricular activities – that is respectful of teachers and classmates and is supportive of a positive climate for living and learning.

## **ENTRY, MOVEMENT THROUGH THE CORRIDORS AND DEPARTURE**

- A. Students enter and exit school only through their assigned door. Tardy students arriving after their door is locked must enter through the main office door.
- B. During rainy weather or when wind chill temperatures are below zero, students will be permitted to enter school early.
- C. Students are to walk, not run, through the corridors.
- D. Bike riding, skateboarding, the riding of scooters, and roller skating/blading are not permitted on school property between 8:00 a.m. and 4:00 p.m.
- E. Classroom treats and other food items are only permitted at places designated by the teacher.
- F. At dismissal time, students are to be met outside of school rather than picked up at their room. Teachers will attempt to promptly dismiss their students.
- G. Do not bring animals to school. In accordance with Village ordinance Sec. 5-15, animals are prohibited on public school property. We, therefore, ask when dropping off or picking up your child, you adhere to this ordinance.**
- H. There is “No Smoking” on school property.

## **EMERGENCY EVACUATION PLAN**

**In the event of an emergency, that the students would have to evacuate the building and grounds, the students will be immediately housed at the Elmwood Park Parks and Recreation Center. 2 Conti Parkway (708) 452-3935**

Emergency Information and the District’s Crisis Intervention Plan are posted on our website at [www.epcusd401.org](http://www.epcusd401.org).

## **FEES**

School fees were approved by the School Board with the expectation that they would be paid by each family. **The registration fees along with other monies due the school (lost books, book fines, etc.) must be paid before the end of the school year.**

**School Insurance** – An insurance policy covering accidents in school, on the playground and on the way to school is offered to all pupils.

**Party Money** – A small fee will be collected to help defray the cost of parties during the school year. The parties will be handled by the room parents.

**Waiver of Fees** - Students whose parents are unable to afford the school fees may request a fee waiver. Applications for fee waivers may be submitted from parents /guardian by completing an application form available in the school office.

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

- A. All charges required for textbooks and instructional materials
- B. 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)
- C. Charges to participate in an extra-curricular activity
- D. School records fees
- E. School health services fees

**“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 yearbooks, pictures or similar items.
- C. 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)
- D. Charges for admission to social events
- E. Optional community service programs for which fees are charged (e.g., preschool, before and after school child care, recreation programs)

The District waives fees for persons unable to afford them in accordance with its policy.

The procedure for applying for a fee waiver or the name, address, and telephone number of the person to contact for information concerning a fee waiver.

In order to assure that families are given fair, adequate consideration of their eligibility for waiver of fees under this policy, an appeal process will be established.

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.

## **FEES**

Any request for refunds will need to be made to the Principal (or his/her designee) using the following

refund policy:

Less than or equal to the First Week of School 75% of the payment can be refunded

Less than or equal to the Second Week of School 50% of the payment can be refunded

Less than or equal to the Third Week of School 25% of the payment can be refunded

Less than or equal to the Fourth Week of School 0% of the payment can be refunded

## **FIELD TRIPS**

All classes plan field trips that are relevant to their respective curriculums. Classroom teachers and selected parent volunteers supervise the field trips. Parents maintain the rules and regulations stipulated by the classroom teacher which are in conjunction with school rules and regulations. Additional fees will be collected by the classroom teacher.

## **GRADING AND PROMOTION**

### **Promotion Belief Statements**

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

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

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

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

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

## **HEALTH AND SAFETY**

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

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

A student must be fever free for 24 hours before they can return to school.

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

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

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

### **HOMEWORK AND TESTS**

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

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

### **ILLINOIS TEXTBOOK LOAN PROGRAM**

Schools in Illinois participate in a state-wide program called the Illinois Textbook Loan Program. Each year, the schools receive a minimal per pupil amount from the state to apply toward the cost of new textbooks. The State of Illinois adheres to a rotation schedule in which specific grades, K-12, are targeted each year to receive the textbook loan monies. Parents may request to receive a loaned textbook for a brief period of time through their building principals. Responses to requests will be based on availability of the textbooks.

### **LOST AND FOUND**

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

### **LOST MATERIAL FEE**

The cost for lost library books is \$10.00. If the money is not received before the end of the school year, students may not be able to participate in end of the year activities.

### **MEDICATION ADMINISTRATION GUIDELINES (During School Hours)**

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

1. A nurse (the "Nurse");
2. The Superintendent or designee who shall be an administrator;
3. A non-administrative certified staff member who voluntarily agrees to such administration; or
4. By the student himself pursuant to the parent(s)/guardian(s) or physician authorization.

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

### **PARENT/TEACHER CONFERENCES**

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

Parent Conference Days:	November 3 & 4, 2010 3:00-7:00 p.m.	February 9 & 10, 2011 3:00-7:00 p.m.
-------------------------	----------------------------------------	-----------------------------------------

### **PARTIES**

Individual classrooms will celebrate holiday parties throughout the year. Room parents provide treats from student fee monies collected at registration.

### **PHOTOGRAPHS/VIDEOTAPING OF STUDENTS**

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

### **PHYSICAL ACTIVITY**

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

### **POLICY OF NON-RETALIATION**

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

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

**LEGAL REF.: Title VII, Sex Discrimination under the Civil Rights Act of 1994.  
Title IX, Non-discrimination of the Basis of Sex in Education Programs and Activities Receiving or Benefiting from Federal Financial Assistance of the Educational Amendments of 1972.**

### **PRE-SCHOOL TUITION**

Parents who have registered their child for the tuition based pre-school program are required to pay their monthly tuition fee by the 15<sup>th</sup> of the month. (September through May) Your deposit is applied to your tuition and not refunded at the end of the year.

## **REPORT CARDS**

### **GRADING PERIOD ENDS**

October 29, 2010 (Report cards will be given at conferences; November 3 & 4, 2010)

February 4, 2011

May 27, 2011

Report cards will be sent home on those days.

## **SCHOOL HOLIDAYS**

Labor Day	September 6, 2010
Columbus Day	October 11, 2010
Thanksgiving Break	November 25 & 26, 2010
Winter Break	December 24, 2010 – January 9, 2011
Martin Luther King Day	January 17, 2011
Presidents' Day	February 14, 2011
Spring Break	March 24-April 3, 2011

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

## **SPECIAL SERVICES**

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

**Reading Programs** - K-Grow: In the kindergarten program a specially skilled reading teacher works with small groups of children in the Reading Center. Instruction concentrates on decoding and comprehension strategies.

**Special Education Services** - 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 P. L. 94-142. 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.

## **VISITORS**

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

