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# 2024-25

## Elementary School



**John Mills  
Elementary School**

**Elmwood  
Elementary School**



# Student Handbook

**401**  **ELMWOOD PARK**  
COMMUNITY UNIT SCHOOL DISTRICT

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## Elmwood Park Community Unit School District #401

### 2024-2025 School Calendar

July 2024							August 2024							September 2024						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28	29	30	31	29	30					
October 2024							November 2024							December 2024						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				
January 2025							February 2025							March 2025						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
			1	2	3	4							1							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28		23	24	25	26	27	28	29
														30	31					
April 2025							May 2025							June 2025						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30					

Early Release Days: Every Monday	○ First and Last Day of School	△ Parent Teacher Conferences
July 4	INDEPENDENCE DAY - STATE HOLIDAY	Jan. 6
Aug. 19	Institute Day: a.m. & Teacher Work Day: p.m.	Jan. 17
Aug. 20	Institute Day: a.m. & Teacher Work Day: p.m.	Jan. 20
Aug. 21	First Day of School	Feb. 12 & 13
Sept. 2	LABOR DAY - NO SCHOOL	Feb. 14
Oct. 14	COLUMBUS DAY - NO SCHOOL	Feb. 17
Oct. 24	End of 1st Quarter 45 Days	Feb. 28
Nov. 4	Institute Day	Mar. 3
Nov. 5	ELECTION DAY - STATE HOLIDAY	Mar. 21
Nov. 11	VETERAN'S DAY - NO SCHOOL	Mar. 24-28
Nov. 13 & 14	Parent Teacher Conferences for All Schools	April 18
Nov. 14	End of Trimester 1 (grades K-8) 57 Days	May 26
Nov. 15	NO SCHOOL (conference exchange)	June 3
Nov. 27-29	THANKSGIVING BREAK	June 4-10
Dec. 23-Jan. 3	WINTER BREAK	June 19
		JUNETEENTH - STATE HOLIDAY
		Institute Day
		End of 2nd Quarter 43 Days
		MARTIN L KING, JR. DAY - NO SCHOOL
		Parent Teacher Conferences for All Schools
		NO SCHOOL (conference exchange)
		PRESIDENTS DAY - NO SCHOOL
		End of Trimester 2 (Grades K-8) 58 Days
		PULASKI DAY - NO SCHOOL
		End of 3rd Quarter 41 Days
		SPRING BREAK
		Institute Day
		MEMORIAL DAY - NO SCHOOL
		End of 4th Quarter 45 Days/Trimester (K-8) 59 Days
		Emergency Days

**Board of Education Approval: January 24, 2024**

Our official calendar has five emergency days at the end of the year on June 4-10. There may be a need to dismiss school due to inclement weather and will require the use of the makeup days indicated in June. Please do not make any travel/vacation plans during those dates. Please keep in mind that only 5% of staff may be absent before or after published holidays per the contract.

**Elmwood Elementary School Administration**

2319 North 76th Ave, Elmwood Park, IL 60707

Phone: 708.452.3558, Attendance Hotline: 708-583-6260

Matthew Lerner, Principal

Stephanie Hagins, Assistant Principal

**John Mills Elementary School Administration,**

2824 North 76th Ave, Elmwood Park, IL 60707

Phone: 708-452-3560, Attendance Hotline: 708-583-6288

Frank Kuzniewski, Principal

Natalia Gomez, Assistant Principal

Kari Collins, Assistant Principal

**District Administrative Team**

Dr. Leah Gauthier, Superintendent

Dr. Douglas Wildes, Assistant Superintendent for Finance & Operations/CSBO

Dr. Stephanie Daly, Executive Director for Student Services

Dr. Kimberly Ontiveros, Executive Director for Human Resources

Mr. Darek Naglak, Executive Director for Curriculum and Instruction

**Board of Education**

Mr. Frank J. Parisi, President

Mr. Peter A. Volpe, Vice President

Ms. Susan S. Capraro, Secretary

Mrs. Jennifer P. Ranallo

Mr. Jonathan M. Rivera

Mr. Jason Shipinski

Ms. Michelle J. Silver

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

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

## **Section One: General Notices**

### **The School Day**

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

Students are not permitted nor supervised on our playground prior to 8:20 a.m. Please do not send children to school prior to 8:20 a.m. If a student has a meeting scheduled with a teacher, or a before school club, they may ring the bell and must enter through the school office. All children must be picked up at 3:00 p.m., except for Mondays, where students will be released at 2:00 p.m. If your child is not picked up, they will be sent to the office. If your child is chronically not picked up from school on time, then a meeting will be arranged with the parent and administration.

### **Registration**

All registration should be completed through PowerSchool. Information about registration can be found [here](#).

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

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

PROVIDE ONE OF THE FOLLOWING DOCUMENTS:

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

ALSO PROVIDE ONE OF THE FOLLOWING DOCUMENTS:

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

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

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

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

### **PreSchool Program**

The District Wide PreSchool program is offered at John Mills Elementary School for 3 and 4 year old students that meet the specific criteria for enrollment. Specific information is found in the handbook linked here: [The Preschool Handbook](#).

### **Communication**

Remind is a two-way communication platform that creates a consistent message for all families and serves as the primary method that the district will utilize for urgent communications. It allows communication through mobile applications, SMS text, email, or the Remind website.

### **Visitors & School Volunteers**

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

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

Visitors and volunteers are expected to abide by all school rules during their time on school property (Board Policy 8:30). A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

**Discrimination and Harassment on the Basis of Race, Color and National Origin Prohibited ( Board Policy 2:270)**

Discrimination and harassment on the basis of race, color, or national origin negatively affect a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from such discrimination and harassment is an important District goal. The District does not discriminate on the basis of actual or perceived race, color, or national origin in any of its education programs or activities, and it complies with federal and State non-discrimination laws.

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

Elmwood Park CUSD 401 prohibits unlawful discrimination in its programs and activities and provides equal access to designated youth groups. Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board of Education Policy 8:20, *Community Use of School Facilities*. Any student or parent/guardian may file a discrimination grievance by using Board Policy 2:260, *Uniform Grievance Procedure*.

Inquiries regarding the School District's nondiscrimination policies can be directed to the Nondiscrimination Coordinator or a Complaint Manager.

Nondiscrimination Coordinator:

Dr. Leah Gauthier, Superintendent  
Elmwood Park Community Unit School District 401  
8201 W. Fullerton Ave., Elmwood Park, IL 60707  
708-583-5831

Title IX Coordinator:

Dr. Stephanie Daly, Executive Director for Student Services  
Elmwood Park Community Unit School District 401  
8201 W. Fullerton Ave., Elmwood Park, IL 60707  
dalys@epcusd401.org  
708-583-5836

Complaint Managers:

Dr. Kimberly Ontiveros, Executive Director for Human Resources  
Elmwood Park Community Unit School District 401  
8201 W. Fullerton Ave., Elmwood Park, IL 60707  
ontiveroski@epcusd401.org  
708-583-5834

Mr. Darek Naglak, Executive Director for Curriculum and Instruction  
Elmwood Park Community Unit School District 401  
8201 W. Fullerton Ave., Elmwood Park, IL 60707  
708-583-5835  
naglakd@epcusd401.org

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

### **Animals**

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

### **Gifts & Treats**

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

### **Emergency School Closings**

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

### **Audio and Video Monitoring**

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

## **Section Two: Attendance**

### **Attendance**

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

If a student isn't feeling well after arriving at school, the school nurse, principal, or principal designee will determine if the student needs to be picked up from school.

### **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

***Elmwood Elementary***

Attendance VoiceMail: 708-583-6260

Attendance Email: EWattendance@epcusd401.org

***John Mills Elementary***

Attendance VoiceMail: (708) 583-6288

Attendance Email: millsattendance@epcusd401.org.

**OR**

**PowerSchool Notification:** Parents can also submit an absence through PowerSchool to report a student's absence and should include the following information:

1. Student name and year in school
2. Student ID number
3. Date of absence
4. Reason for absence, and the name and daytime phone number of the parent calling

**Student Absences**

There are two types of absences: Excused and Unexcused.

Excused absences include: Illness (including mental or behavioral health of the student), observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student as determined by the Board of Education, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, or other reason as approved by the building principal.

In the event of any absence, the student's parent/guardian is required to contact the school before 9:00 a.m. to explain the reason for the absence. Failure to do so shall result in an Unexcused Absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

Students who have an Excused Absence from school will be given the same number of days excused to make up missed homework and classwork assignments. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to or during any excused absences and for ensuring that such assignments are completed and submitted by the student prior to or upon his or her return to school.

Planned absences of more than five (5) consecutive days must be pre-arranged and approved by the building principal in order to be considered Excused Absences. A student will be excused for up to 5 days in cases where the student's parent/guardian is an active-duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment.



If a student accumulates more than ten (10) Excused Absences or more than five (5) consecutive Excused Absences, the school may require documentation explaining the reason for the student's absence prior to granting any additional absences as Excused.

Absences not designated as Excused are considered Unexcused Absences. For all Unexcused Absences, students may not be given opportunities to make up missed work and are subject to school interventions and discipline. If a student is tardy to school and comes later than 11:30am, a half day unexcused absence will be given without a valid reason.

### **Truancy**

If a student misses all or part of a day without a valid reason. (Unexcused Absence).

Student attendance is critical to the learning process. Absenteeism, or Truancy, the action of staying away from school without good reason is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause are considered truant.

Students who miss 5% or more of the prior 180 regular school days without valid cause are considered chronic truants. Students who are chronic truants will be offered interventions and resources aimed at improving a student's attendance.

If chronic truancy persists after interventions and other resources are made available, the school and district will take further action, including:

- Parent Contact (may include phone call, letter, and/or home visit)
- Conference with student and parent
- Referral to the West 40 Truancy Outreach Advocate
- Reporting to officials under the Juvenile Court Act
- Appropriate school discipline

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

### **Section Three: Standards Based Grading**

Students in grades K-8 utilize standards-based grading (also known as standards-based reporting). The purpose of standards-based grading is to identify what a student knows, or is able to do, in relation to these learning targets, as opposed to simply averaging grades or scores over the course of a grading period. Standards-based report cards separate academic performance from work performance and behavior in order to provide parents a more accurate view of a student's progress. For additional information regarding standards-based grading, please reference the [District's Website](#).

## **Section Four Student Fees and Lunch**

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

School fees were approved by the School Board with the expectation that they would be paid by each family at registration. A \$30 fee will be assessed for all returned and NSF checks. The registration fees along with other monies due to the school (lost books, book fines, miscellaneous fines, etc.) must be paid in full by **October 1** (or 30 days after registering a new student to the District).

School fee refunds will be calculated as follows:

- Less than or equal to 1st week of school 75%
- Less than or equal to 2nd week 50%
- Less than or equal to 3rd week 25%
- Less than or equal to 4th week 0

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

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

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

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

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

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

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

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

### **Lunch and Breakfast**

Students need to maintain a positive account balance. Cash or checks made payable to Quest are accepted. Please note a \$30.00 fee will be assessed for all returned checks. Notifications of student account balances are emailed via Myschoolbucks with the students when their accounts are \$5.00 or less. Students will be charged for a meal each time. If you need to drop off a student's lunch, please make sure to let them know ahead of time to ensure they receive their lunch before their lunch time. Regardless of payment, no student will be denied a first lunch. Fast food may not be delivered to the school. Energy drinks (60 mg or more of caffeine per 12oz) are not permitted to be consumed by students. Outside of the lunchroom, refillable or disposable water bottles may only contain water.

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

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

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

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

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

Parking is not permitted in drop off lanes.

Any student not picked up 10 minutes after the dismissal bell will be brought to the office and parents/guardians will be contacted. Continued late pick up will result in a meeting with school administration.

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

## **Section Six: Health and Safety**

### **Health and Immunizations**

All students are required to present appropriate proof of a health examination and immunizations against, and screenings for, preventable communicable diseases within one year prior to:

Entering kindergarten or first grade;

Entering the sixth and ninth grades; and

Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the ages of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

### **Eye Examination**

All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

### **Dental Examination**

All students entering kindergarten, second, sixth and ninth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

### **SAFE2HELP**

Safe2Help Illinois is available 24/7, and at no cost to all school districts in the state. In the absence of a trusted adult, students can use a free app, text/phone, or the website to share school safety issues in a confidential environment.

Call: 1-844-4-SAFE- IL

Text: Safe2

Website: [www.Safe2HelpIL.com](http://www.Safe2HelpIL.com)

### **Student Medication**

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a *School Medication Authorization Form*.

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure. For additional information on the district's policies with respect to administering medicines to students and self-administration of medication, please click [here](#).

### **Self-Administration of Medication**

A student may possess an epinephrine injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a *School Medication Authorization Form*. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector and/or asthma inhaler, or the storage of any medication by school personnel.

Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Students who are diabetic must also have a *Diabetes Care Plan* on file with the school. For additional information on the district's policies with respect to administering medicines to students and self-administration of medication, please click [here](#).

### **Designated Caregiver Administration of Medical Cannabis**

The Compassionate Use of Medical Cannabis Pilot Program Act allows a parent/guardian of a student who is a minor to register with the Ill. Dept. of Public Health (IDPH) as a designated caregiver to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a medical cannabis infused product to a child who is a student on the premises of his or her school or on his or her school bus if:

Both the student and the designated caregiver possess valid registry identification cards issued by IDPH:

Copies of the registry identification cards are provided to the District; and

That student's parent/guardian completed, signed, and submitted a School Medication Authorization Form.

Medical cannabis infused products (Product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

After administering the product to the student, the designated caregiver shall immediately remove it from school premises or the school bus. The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

### **Undesignated Medications**

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

### **Accident Care**

Students who have injuries or are not feeling well will be sent to the school nurse. The school nurse, principal, or principal designee will treat minor injuries and send students back to class. Moderately sick or injured students will be provided care and parents/guardians will be called. In the case of a severe injury, emergency personnel will be contacted.

### **Emergency Aid to Students**

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

### **Safety Drills**

Safety drills will occur at times established by the School Board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. The district will follow what is required by the Illinois State Board of Education including fire drills, severe weather (shelter-in-place) drill, law enforcement drill, and bus evacuation drill each school year. There may be other drills at the direction of the administration. At times our school may notify that a drill is occurring, but at times at the discretion of the principal or principal designee.

### **Communicable Disease**

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases. Parents are required to notify the school nurse if they suspect their child has a communicable disease. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

### **CPR/AED Training Video (105 ILCS 25/1.10)**

The Illinois High School Association has posted, on their website, a training video on hands-only cardiopulmonary resuscitation and automated external defibrillators. Parents/guardians are encouraged to view the video which can be accessed at:

<https://www.ihsa.org/Resources/Sports-Medicine/CPR-Training>.

### **Head Lice**

Parents are required to notify the school nurse if they suspect their child has head lice. Per the Illinois State Board of Education, head lice is not a basis to exclude students from school.

### **Food Allergies**

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the school nurse. Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan may be developed and implemented to provide the needed support so that your student can access his or her education as effectively as students without disabilities. Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means. For additional information on the district's policies with respect to the Food Allergy Management Program, please click [here](#).

### **Diabetes Care**

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a *Diabetes Care Plan* must be submitted to the building principal. Parents/guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the *Diabetes Care Plan* on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the *Diabetes Care Plan*.
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the *Diabetes Care Plan*.

### **Suicide and Depression Awareness and Prevention**

The district has a suicide and depression awareness and prevention policy. The policy can be found by clicking [here](#). Additionally, the district's webpage that contains suicide prevention resources can be found [here](#). If a student expresses suicidal ideation or thoughts of hurting themselves or others, the student may be referred to the School Threat Assessment Team and/or a SASS (Screening, Assessment and Support Services) agency. When a student requires medical/mental health care, parents/guardians are responsible for obtaining appropriate care for the student. In instances of medical neglect, school personnel (as mandated reporters) will be required to report the situation to the Department of Children and Family Services (DCFS). A student who experiences a mental health crisis at school may be required to provide a doctor's note before returning to school, in order to ensure that it is safe and appropriate for the student to return. For additional information, see Board of Education Policy 4:190 (Targeted School Violence Prevention) and Policy 7:290 (Suicide and Depression Awareness and Prevention).

## **Section Seven: Discipline**

### **General Expectations**

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

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

### **General Consequences**

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

### **School Dress Code**

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

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal or legalized drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, sunglasses and costumes may not be worn in the building during the school day unless there is a spirit day or medical need which has been communicated to building administration.
- Dress, and accessories that pose a safety hazard are not permitted.
- Clothing showing skin and/or undergarments may not be worn at school.
- The length of shirts, shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times. Please do not wear shoes or boots with heels. Please consider putting a spare pair of gym shoes in your child's locker for gym days or if their shoes become uncomfortable.



- If there is any doubt about dress and appearance, the building administration will make the final decision.
- Students whose dress or hair causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.
- Apple Watches/ Smart Watches that have cellular services or phone connectivity are not permitted to be worn during the school day.

### **Student Behavior**

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the *Weapons Prohibition* section of this handbook procedures.
3. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), Apple Watch, Smart Watch or similar electronic device in any manner that disrupts the educational environment. Students may bring these devices to school, but they must be turned off and stored in the student’s locker. The school is not responsible for lost or stolen devices. Failure to follow these rules will result in disciplinary consequences, and the loss of the privilege to bring these devices to school. If you need to contact your child during the day, please call the main office.
4. Disobeying rules of student conduct or directives from staff members or school officials.
5. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores. All student work must be original. The use of Generative AI technologies (like ChatGPT) to create content that is passed off as the student’s original work is not permitted.
6. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
7. Engaging in any inappropriate contact.
8. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
9. Entering school property or a school facility without proper authorization.
10. False Alarms.
11. Being absent without a recognized excuse.

12. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function.
13. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
14. Students must conduct themselves in a safe manner. This includes walking in the school building.
15. Physical violence is prohibited.
16. Unless participating in an afterschool activity, students must leave the school grounds unless otherwise supervised by a parent.
17. Do not bring animals to school. This includes bringing pets including dogs when dropping off or picking up your children.
18. No smoking of any kind is allowed on school premises.
19. Motorized scooters, motorized skateboards or pedal boards of any kind are not permitted on school property, in accordance with the Elmwood Park Municipal Code.
20. Using hate speech of any kind, this includes and is not limited to verbal expressions, written expressions, visual representations, and/or innuendo that may be offensive. This is applicable to each student in the building regardless of ethnicity, race, religion, or persuasion. (Hate speech: abusive or threatening speech or writing that expresses prejudice on the basis of ethnicity, religion, sexual orientation, or similar grounds.

For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack; (c) in a school’s student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

### **Isolated Time Out, Time Out and Physical Restraint**

Isolated time out, time out, and physical restraint shall only be used if the student’s behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others

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

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

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event;
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

### **Disciplinary Measures**

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

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

The above list of disciplinary measures is a range of options that will not always be applicable in

every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

### **Weapons Prohibition**

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

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

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important district and school goals. Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is **prohibited** in each of the following situations:

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

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

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

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

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

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

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

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

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

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

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

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

#### **Students**

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

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

### **Seizure of Property**

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

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

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

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

### **Athletics**

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

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

We know how valuable such care is to working parents. If you think your child qualifies for Action for Children assistance, please contact [Picket Fence](#). Before and After School Extended Care (BASEC) for District 401 will be managed by [Picket Fence](#).

For information about the program, please use this link: [Before and After School Extended Care](#).

### **After School Activities**

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

## **Section Ten: Student Services**

### **McKinney-Vento (Students who are Homeless; Board Policy 6:140)**

Children who are homeless are provided equal access to the district's educational programs in accordance with the *McKinney-Vento Act* and State law. District procedures are intended to remove barriers to enrollment by homeless children. In addition, the district has designated a liaison for children who are homeless. The liaison coordinates services to facilitate the enrollment of children who are homeless and the provision of opportunities for academic success.

The District's Homeless Liaison is:  
 Stephanie Daly, Executive Director for Student Services  
 Elmwood Park CUSD 401  
 8201 W. Fullerton Ave.  
 Elmwood Park, IL 60707  
 708-583-5836

**Accommodating Individuals with Disabilities (Board Policy 8:70)**

Elmwood Park CUSD 401 accommodates individuals with disabilities with the opportunity to participate in all school-sponsored services, programs, and activities on an equal basis as those without disabilities. Individuals with disabilities should notify the building principal or Superintendent if they have a disability that requires special assistance or services, and what services are required. The notification should take place as far as possible before the school-sponsored function, program or meeting.

**Section 504/Education of Children with Disabilities (Board Policy 6:120)**

The School District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals with Disabilities Education Act (IDEA) and implementing provisions of the School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act.

If it is determined that a child has a disability (as defined under IDEA) and needs special education and related services by reason of the disability, an Individualized Education Program (IEP) will be developed for the child. This applies to children between ages 3 and 21 (inclusive). For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the ISBE *Special Education* rules.

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

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

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

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

Parents/guardians may contact the Student Services Department at 708-583-5854 with any questions or complaints about interpretation services.

In addition, it is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 (Section 504) are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 even though they do not require services pursuant to the IDEA. A student who does not qualify for an IEP under IDEA may qualify for services under Section 504 if the student has a physical or mental impairment that substantially limits one or more major life activities, or has a record of a physical or mental impairment, or is regarded as having a physical or mental impairment.

The District has established a system of procedural safeguards for those students who, because of disability as defined by Section 504, need or are believed to need special instruction or related services. The procedural safeguards cover students' identification, evaluation, and educational placement. The system includes notice, an opportunity for the student's parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), representation by counsel, and a review procedure.

The District may maintain membership in one or more cooperative associations of school districts that shall assist the District in fulfilling its obligations to the District's disabled students. If necessary, students may also be placed in nonpublic special education programs or education facilities.

Copies of publications explaining the procedural safeguards under IDEA and Section 504 may be obtained from the District Office.

Inquiries regarding the identification, assessment, and placement of children with disabilities should be directed to:

Department for Student Services  
 Elmwood Park CUSD 401  
 8201 W. Fullerton Ave.  
 Elmwood Park, IL 60707  
 708-583-5854

### **Students with Disabilities/Individualized Education Plans**

Per Illinois legislation, the following serves as a notice for the parents/guardians of students with disabilities who may receive related services as part of their individualized education programs (IEPs). District 401 will maintain related service logs that record the delivery and number of minutes of the related service(s) administered to such students.

Parents/guardians of students with disabilities may request copies of their child's related service logs at any time. If you have any questions, please contact your student's related services provider or the Student Services Department at 708-583-5854.

### **Misconduct by Students with Disabilities (Board Policy 7:230)**

The School District complies with all applicable legal requirements governing discipline of students with disabilities, including the *Individuals With Disabilities Education Improvement Act of 2004* and the Illinois State Board of Education's *Special Education* rules. A student with a disability will not be expelled from school if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

The School District has developed and implemented policies and procedures on the use of behavioral interventions for students with disabilities. Behavioral interventions will be used with students with



disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. A copy of the District's policies and procedures on the use of behavioral interventions for students with disabilities may be obtained from the School District office.

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

#### **Instructional Material**

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

#### **Student Records**

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

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

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

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

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

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

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her

tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

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

### **Grievance Procedure**

The Board of Education of School District 401 recognizes that every student who attends a school within the district, should have equal access to participate in all appropriate educational offerings of the district as well as access to the district facility in which the educational offering is provided. The Board does not guarantee that each facility shall be equally accessible to the disabled, but that within the school district, a disabled student will be able to receive equal educational opportunities. If the building to which a student would normally be assigned for reason of residence does not provide the accessibility necessary for a disabled student, that student may be assigned to another school for convenience of accessibility and shall be transported to that school.

The parent of a disabled student shall forward to the Superintendent a letter from a licensed physician qualified to practice medicine in the State of Illinois, stating the type and severity of the disability and his/her recommendation as to specific architectural needs.

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

When a student or an adult (parent/guardian) or staff member believes that some phase of the educational program is inaccessible to him/her, the following grievance procedure shall be followed:

1. The student, parent/guardian, or staff member shall discuss the alleged case of discrimination with the immediate supervisor of the facility.

2. If the case of the alleged discrimination is not satisfactorily dealt with in step 1, the alleged case of discrimination shall be submitted in writing to the person designated by the Superintendent to handle grievances.
3. Following administrative review of the Superintendent, alleged cases of discrimination which still remain unresolved shall be referred in writing to the Board of Education for review.
4. If there is still no resolution to the problem after the Board of Education review, the case shall be referred to the State Board of Education review, the case shall be referred to the State Board of Education.

### **Technology Policy-District**

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

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

#### **Chromebooks & Other District Devices**

Students and their parents should carefully review [Board Policy 6:235 Access to Electronic Networks](#) and the *Acceptable Use and Internet Safety* regarding permissible use of District technology resources. Parents and students acknowledge this Agreement during registration. The District's rules and regulations are 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. Students and their parents/guardians are responsible for reviewing the [Chromebook Agreement](#) which can be found in the district's website.

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

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

All District students, regardless of grade level, are issued a District-owned Chromebook or other district device.

Chromebooks, Chromebook chargers, and Chromebook cases not returned to the District, when

requested, and in unsatisfactory condition will be charged a reasonable fee for needed repairs, which will not exceed the replacement cost of the Chromebook, Chromebook charger, and Chromebook case. Failure to return the Chromebook will result in a theft report filed with the police department.

**Charges for the replacement of lost or damaged equipment are as follows:**

- Chromebook lost or not returned \$300
- Chromebook Damaged \$50
- Replacement Power Supply \$20
- Replacement Stylus \$20
- Replacement Bag \$20