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**2024-25**

**Elm Middle  
School**



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**Student  
Handbook**

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

# Elmwood Park Community Unit School District #401

## 2024-2025 School Calendar

July 2024						
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 2024						
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

September 2024						
Su	M	Tu	W	Th	F	Sa
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024						
Su	M	Tu	W	Th	F	Sa
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024						
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

December 2024						
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				

January 2025						
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	

February 2025						
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	

March 2025						
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					

April 2025						
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			

May 2025						
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

June 2025						
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					

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

**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 PARK COMMUNITY UNIT SCHOOL DISTRICT 401

708-452-7292

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

Elm Middle School 2024-2025 Bell Schedule		
Period	Start	End
1	7:55AM	8:47AM
2	8:51 AM	9:43 AM
3	9:47 AM	10:39 AM
4	10:43 AM	11:35 AM
<i>5A (6th Lunch)</i>	<i>11:39 AM</i>	<i>12:09 PM</i>
<i>5B (6th CSI)</i>	<i>12:13 PM</i>	<i>12:43PM</i>
<i>5C (6th Advisory)</i>	<i>12:47 PM</i>	<i>1:17 PM</i>
6	1:21 PM	2:13 PM
7	2:17 PM	3:09 PM
Dismissal	3:10 PM	3:15 PM

Elm Middle School 2024-2025 Early Release Bell Schedule		
Period	Start	End
1	7:55AM	8:37AM
2	8:41 AM	9:23 AM
3	9:27 AM	10:09 AM
4	10:13 AM	10:55 AM
<i>5A</i>	<i>10:59 AM</i>	<i>11:29AM</i>
<i>5B</i>	<i>11:33 AM</i>	<i>12:03 PM</i>
<i>5C</i>	<i>12:07 PM</i>	<i>12:37PM</i>
6	12:41 PM	1:23 PM
7	1:27 PM	2:09 PM
Dismissal	2:09PM	2:15PM

*\*Students will follow their regular rotation for 5th period*

# **ELM MIDDLE SCHOOL**

**(708) 452-3550**

## **ELM MIDDLE SCHOOL MISSION STATEMENT**

The faculty, staff, students and community of Elm Middle School are devoted to academic excellence. In addition, we feel it is important for students to develop a sense of self-esteem and confidence in order to ensure success in high school and to enable them to make the correct decisions that will guide them later in life. We believe in individual differences, responsible behavior and an obligation of students to serve their community.

## **ELM MIDDLE SCHOOL ADMINISTRATION**

Mrs. Ashley L. Groeneveld, Principal	ext 6227
Mr. David Parolin Assistant Principal	ext 6228
Mr. Michael Goodman, Dean of Students	ext 6238

## **BOARD OF EDUCATION**

### Board of Education Vision Statement

To inspire minds in the pursuit of excellence.

### Board of Education Mission Statement

Elmwood Park CUSD 401, a unit district in a suburban community with a small town feel, strives to cultivate:

- Individualize Social-Emotional learning processes
- Rigorous academics fostering inquisitive minds prepared for critical thinking
- Active, engaged partnerships with the community and parents
- Innovative uses of 21<sup>st</sup> century technologies for teaching and learning.

### **CURRENT BOARD MEMBERS**

Mr. Frank J. Parisi, President  
Mr. Peter A. Volpe, Vice President  
Mrs. Susan S. Capraro, Secretary  
Mrs. Jennifer P. Ranallo  
Mr. Jonathan M. Rivera  
Mr. Jason Shipinski  
Ms. Michelle J. Silver

## **DISTRICT 401 ADMINISTRATIVE TEAM**

Dr. Leah Gauthier, Superintendent of Schools	708-583-5831
Dr. Douglas Wildes, Assistant Superintendent of Finance and Operations/CSBO	708-583-5840
Dr. Kimberly Ontiveros, Executive Director of Human Resources	708-583-5834
Mr. Darek Naglak, Executive Director for Curriculum and Instruction	708-583-5835
Dr. Stephanie Daly, Executive Director for Student Services	708-583-5836

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

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

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

## ELM MIDDLE SCHOOL INFORMATION

### MAIN OFFICE

Office Phone	708-452-3550
Office Fax	708-452-0662
Attendance Hotline	708-583-6600

**Hours: 7:30 a.m. – 4:00 p.m.**

### SCHOOL HOURS

Breakfast Entrance Time	7:30 am
Morning Entrance Time	7:45 am
Warning Bell	7:51 am
First Class Starts	7:55 am
Afternoon Dismissal	3:09 pm
Bus Departure	3:15 pm
Late Bus Departure	4:15 pm
Monday Early Release	2:15 pm

Monday -Friday

### OFFICE STAFF

Ms. Maria Vargas, Principal's Secretary  
Ms. Jean Tito, Attendance Office Clerk  
Mr. Nick Anast, Head Custodian

## ELM MIDDLE SCHOOL ATTENDANCE/STUDENT IDENTIFICATION INFORMATION

The Board of Education believes that an educational system is organized on the basic premise that all students shall regularly attend school. Attendance is essential for developing the academic proficiencies required to pass coursework and earn credits. Attendance is important for developing good lifelong habits. If a student is absent, the absence shall be treated as *excused* or *unexcused*.

### Attendance

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.

### Student Identification Information

#### Swipe K12 System

To enter the building all students will need to present their valid student ID to scan into our SwipeK12 system.

### 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.

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
- Requirement of Summer Learning Academy

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.

### **TARDY TO SCHOOL AND CLASSES**

School arrival time is 7:45; this provides students with ten (10) minutes to enter the building and prepare their material for the day. Students who arrive to class or enter school after 7:55 a.m. will be considered tardy for that class period.

A student who accumulates more than three (3) tardies in a given week will receive the following progressive consequences:

1. 3-5 Tardies will equal one day of after school detention in the subsequent week
2. 5+ Tardies will receive two days of detention in the subsequent week

A student who accumulated 5 or more tardies in consecutive weeks will receive the following disciplinary action:

1. Parent meeting with tardy/attendance contract
2. In-school suspension
3. Social Probation - sports and activities

Students who arrive in excess of 10 minutes late to school or to class will receive a referral to after school support that day if it is a Tuesday or a Thursday, or the student will be referred to the subsequent session of after school interventions.

A student who accumulates two (2) more excessive tardies in a given week will receive the following disciplinary actions:

1. Parent meeting with tardy/attendance contract
2. After school academic supports
3. In-School suspension
4. Social Probation - sports and activities until tardiness improves

If a student reaches 20 total tardiness in a trimester, the student will receive the following disciplinary actions:

1. 2 days a week of after school support in order to make up missing work
2. Social Probation for the remainder of the trimester

### **ATTENDANCE PROCEDURES**

A parent or legal guardian is required to phone the Attendance Voicemail **every day** the student is absent from school. If the call is **NOT** received on the Attendance Voice Mail **before 9:00 a.m.** on the day of the absence, the absence will be considered UNEXCUSED. Parents should be prepared to leave the following information on the **Attendance Voice Mail: (708) 583-6660 or Attendance Email: [Elmattendance@epcusd401.org](mailto:Elmattendance@epcusd401.org)**. 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

## **ATTENDANCE**

- If a student calls in pretending to be a parent
  - Notify Dean
  - The Dean will contact the parent and assign discipline as needed
    - Log into PowerSchool
- Daily unexcused absences
  - Attendance Clerk will call home
  - Dean will assign discipline as needed
    - Log into PowerSchool

# **Elm Middle School Conduct of Students**

## **CONDUCT OF STUDENTS: PHILOSOPHICAL FOUNDATION**

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

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

## **CONDUCT OF STUDENTS: PERSONAL RIGHTS**

1. All individuals have the right to be safe from physical, mental, and emotional harm while at school.
2. All individuals have the right to facilitate (teachers/staff) or receive (students) an education that will promote intellectual, social, and emotional growth and development.
3. All individuals have the right to express their ideas and feelings within the bounds of good taste and with respect to the rights of other people.

## **CONDUCT OF STUDENTS: PROHIBITED**

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, vapes and other oil based vaping devices.
2. Using, possessing, distributing, purchasing, selling, or offering for sale alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school, or school functions, and are treated as though they are in possession of alcohol.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish.)
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner prescription.
  - c. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician or licensed practitioner's instructions. Parents or guardians have the ability to administer a "cannabis-infused product" to their child on school property or on a school bus if both parent and child have been cleared to use the product by the state's medical marijuana law.
  - d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.



- e. “Look-alike” or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
- f. Drug paraphernalia, including devices that are used to, or can be used to: (a) ingest, inhale, or inject cannabis or other controlled substances into the body; and (b) grow, process, store, or conceal cannabis or other controlled substances.
- g. Any substances inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet, liquid, or powdered form.

**\*Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have had the prohibited substance, as applicable, in their possession.**

1. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
2. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), Bluetooth enabled speakers or other Bluetooth enabled device, or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.”
3. Using a cell phone or any recording device to record students, teachers, or administrators without their expressed permission is prohibited. Using your cell phone or any recording device to record a physical altercation, verbal altercation, drug use, “pranks,” or use of one’s cellphones to record in the washroom at any time for any reason is prohibited.
4. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
5. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, directive to report to an office, present school identification, or submit to a search.
6. 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.
7. Engaging in or encouraging other students to engage in hazing, bullying of any kind, or any type of aggressive behavior that does physical or psychological harm to a staff member or another student. Prohibited conduct specifically includes, without limitation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, cyberbullying, or other comparable conduct.
8. 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.)
9. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), sexual communication of any kind, sharing of sexual images, and sexual assault.
10. Engaging in teen dating violence.
11. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
12. Entering school property or a school facility without proper authorization.
13. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
14. Being involved with any public school fraternity, sorority, or secret organization.
15. Being involved in a gang or engaging in gang-like activities, including gang symbols or paraphernalia.
16. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, vandalism, and hazing.
17. Engaging in any activity, on or off campus, that 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; of (b) endanger the health or safety of students, staff, or school property.
18. 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.

19. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

**\*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, cellphone, Chromebook & other district devices, or automobile; (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; or (e) in the case of drugs and alcohol, substances ingested by the person.**

#### **When and Where 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. Any activity or event that bears a reasonable relationship to, 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 school;
3. Traveling to or from school or a school activity, function, or event; or
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.

## **ELM MIDDLE SCHOOL CONDUCT OF STUDENTS: RULES AND REGULATIONS**

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

### **ACADEMIC DISHONESTY AND PLAGIARISM**

Academic dishonesty and/or plagiarism will not be tolerated. 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. The first offense will result in a failing grade for that assignment and a parent-teacher-student conference. An additional incident of cheating and/or plagiarism during a student's time at Elm Middle School may result in loss of credit with a grade of F for that course. All incidents of these infractions will be reported to the dean of students with possible disciplinary actions.

### **ATHLETIC AND EXTRACURRICULAR CODE OF CONDUCT**

All students participating in athletics and/or extra-curricular activities are expected to adhere to the Athletic and Extracurricular Code of Conduct found on the district's website and with all expectations set forth by the [Leyden-Norwood Athletic Conference](#). All student participants are representatives of our school and therefore have greater responsibilities than the average student. Participating in sports and extra-curricular activities is a privilege that provides our students with an opportunity to gain recognition and other benefits that result from participation. All students, participating in athletics and/or extracurriculars, and their parents/guardian, will be required to review and sign off on the Athletic and Extracurricular Code of Conduct. Students will not be allowed to participate until the signature form has been submitted. The Athletic and Extracurricular Code of Conduct is available on the district's website.

The Athletic and Extracurricular Code of Conduct is in effect twenty-four (24) hours a day, every day of the calendar year. The commitment that the signature forms represented by the student, and his/her parent or guardian, will remain in effect for one calendar year from the date of the last participation by the athlete. All visiting students will be required to be accompanied by an adult in order to enter an athletic event at Elm Middle School.

### **BEHAVIORAL EXPECTATIONS**

As a general policy, students are expected to:

1. Maintain regular daily attendance
2. Be on time to all of their classes
3. Conduct themselves in a manner which reflects courtesy, decency, and a sensitivity to the rights of others
4. Respond courteously and promptly to the requests of faculty and staff
5. Help keep the school clean and safe
6. Refrain from loud noises or conversations that are disruptive to the school's environment
7. Use electronics and technology appropriately and at the teacher's discretion

## **BULLYING/HARASSMENT**

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Each school district and non-public, non-sectarian elementary or secondary school shall create and maintain a policy on bullying, which policy must be filed with the State Board of Education. Click [here](#) to view the policy.

## **BUS TRANSPORTATION**

The district provides bus transportation to and from school for all students north of the Elmwood Park Metra Railway. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by a building administrator.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by a building administrator.

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to Board. Enter a single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smartphones, speakers, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.

\*Failure to adhere to all bus procedures and behavior expectations may result in a student's suspension from bus privileges\*

**\*Video and audio cameras may be active on buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.**

**\*For questions regarding school transportation issues, contact the Dean's Office (708) 583-6238..**

## **CAFETERIA BEHAVIOR/LUNCH DELIVERY**

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

Fast food may not be delivered or brought into school by anyone other than a parent/guardian wishing to drop-off lunch for their student. Additionally, for safety and cleanliness reasons we prohibit open drink containers. Ensure that your student is delivered a drink with a closed cap, this also applies to students bringing any other drinks (i.e. outside coffee).

### **DISRUPTIVE ACTS**

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

### **DRESS CODE FOR STUDENTS**

Student's dress is to be deemed appropriate by the Elm Middle School administration and in compliance with Elmwood Park Community Unit School District Board Policy 7:160.

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

1. Clothing designed for outerwear, or not suitable for school such as coats, jackets, gloves, sunglasses, blankets must be kept in lockers during the school day. Clothing must be appropriate for school and the weather.
2. Non-religious head coverings are not permitted.
3. Students that wear clothing that shows inappropriate or offensive symbols, signs, and language will be provided with alternative clothing to wear for the day.
4. Hats are not allowed to be worn in the building for student safety and identification purposes. Additionally students are allowed to wear a hooded sweatshirt, but the hood must remain off for the entire duration of the school day.
5. Appropriateness of clothing is at the discretion of the administration.

### **GUESTS**

If a parent wishes to conference with a staff member, an appointment should be made at an agreed upon time by both parties. Children living outside the district, who are not of school age, are not permitted to visit classes without an administrator's approval. All visitors are:

1. Required to check in at the security desk.
2. Must present and submit a Government issued Identification Card.
3. Will receive a guest lanyard that must be worn at all times when in the building.
4. Be escorted to and from their destination.
5. Upon leaving, visitors must check out at the security desk and will return the guest lanyard to retrieve their Government issued Identification Card that was submitted.

### **ID'S AND LANYARDS**

Students will be issued an Elm ID with an Elm Middle School Lanyard. Students are required to wear their ID cards and lanyards every day and should be worn around their necks so that the ID and lanyard are visible at all times. At the end of the day all students will leave their lanyards in their lockers. Replacements can be ordered during advisory by letting their advisor teacher know. There is a fee of \$5 for replacement ID cards and lanyards. Any student who has been found with a defaced or fraudulent ID & Lanyard will be charged \$5 and consequences accordingly. To enter the building all students will need to present their valid student ID to scan into our SwipeK12 system.

The reasons for this requirement are as follows:

- The ID shows the staff that the student is a safe person to be in the building.
- The student ID card is used as an identification of students in cases of emergencies.
- The student ID card is used to leave the cafeteria during lunch.

### **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.

## **LOCKERS**

A student's locker and lock are the property of the school and must be used for the purpose intended: a storage area for books, school supplies, and outdoor garments. If school officials believe that the student has illegal or dangerous materials or substances in their assigned locker, school officials may search the locker with or without the student's knowledge or consent. School officials or police officers may search lockers at any time. Students are responsible for **all** items in their assigned locker, and may not share lockers. Students may not use personal locks on their assigned school lockers, or PE lockers, that have not been assigned to them by the school. All backpacks, coats and athletic gear must be stored in a student's locker as these items are prohibited throughout the school day.

## **SEARCH AND SEIZURE (7:140)**

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

### ***Search and Seizure: Personal Effects of Students***

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

1. in the presence of a school administrator or adult witness;
2. by a certified employee or administrator of the same sex.

Following a search, a document will be created if the results of the search indicate a violation of school policy. The parent(s)/guardian(s) of the student shall be notified of the search as soon as possible.

### ***Search and Seizure: School Property***

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

### ***Search and Seizure: Seizure of Property***

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

## **WEAPONS PROHIBITION**

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be recommended for expulsion for a period of not less than one year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the Board on a case-by-case basis.
2. A knife, brass knuckles, pepper spray, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alike" of any firearm as defined above. The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the Board on a case-by-case basis.

## **ELM MIDDLE SCHOOL DISCIPLINARY MEASURES**

### **STUDENT CONDUCT GUIDELINES**

These guidelines apply during the school day, en route to or from school, at a school-sponsored event or activity, adjacent to the school, or on school district property.

### **OFFENSES AND DISCIPLINARY ACTION**

The following list consists of offenses which might occur in middle school and for which the school Board and administration structured a discipline policy. As per school Board policy 7:190, those grounds for disciplinary action apply whenever the student's

conduct is reasonably related to school or school activities, including, but not limited to:

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

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

In all instances, the administration may determine that a parent and/or teacher conference, behavior contract, counseling services (school), or peer mediation is necessary. Other recommendations may be made as deemed suitable for the situation. Students who are absent on days when they are assigned to detention must serve their assignment on the first day back to school, or an alternative day deemed appropriate by school personnel.

### **DISCIPLINARY MEASURES**

School officials shall limit the number and duration of expulsion 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. Student Conference
2. Notifying parents/guardians
3. Use of restorative practices
4. Disciplinary conference
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 Supervision
9. Before school, lunch, and after-school detentions provided the student's parent/guardian has been notified
10. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
11. Suspension of bus riding privileges
12. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
13. Expulsion from school and all school activities for a definite time period not to exceed two (2) calendar years. An expelled student is prohibited from being on school grounds
14. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State Law
15. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substance), "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.**

**\*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.**

**\*No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.**

### **DESCRIPTION OF DISCIPLINARY ACTIONS**

#### ***Loss of Privilege***

Attendance of extracurricular events is a privilege. Attendance to all such events are at the discretion of the Assistant Principal's

office. Criteria may include, but is not limited to: attendance, behavior, debt, and grades. Other loss of privileges during the school day may include but are not limited to: unescorted classroom breaks and passing periods, lunch in the cafeteria, bus transportation, chromebook use, and extracurricular activities.

### ***Detentions***

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

### ***Administrative Detention Procedure***

Detentions are intended to provide a method of disciplining Elm Middle School students for violations of the School Behavior and Discipline Code. Administrator-assigned detentions and teacher-assigned attendance-related detentions will be served at the designated time before or after school and during student lunch periods. Detentions are to be served either the day of the assignment, or the next school day in the assigned detention room. Consequences for failing to serve detention(s) are outlined under Class I Infractions. Students may serve detention from 7:00 - 7:45 am, during their lunch period, or 3:05 - 4:00 pm.

The following rules and regulations apply to detentions:

1. Students must arrive at the detention room on time.
2. Students must have their current student ID to the detention supervisor upon entering the detention room.
3. Students may not leave their assigned seats nor talk to other students without permission.
4. No personal entertainment devices, cell phones, iPods, cards, or other recreational items will be allowed in the room.
5. No food or beverages will be allowed in the room, unless they are serving their detention during their lunch period.
6. Students will be informed of any other reasonable rules and regulations that may be established by the detention supervisor.

### ***Detention or In-School Supervision***

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

Any violation of the Friday detention rules will result in further disciplinary action.

### **IN-SCHOOL SUPERVISION (ISS)**

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

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

A student who fails to successfully complete an ISS on the date assigned will be suspended out-of-school for the remainder of that school day. A re-entry conference involving the parent/guardian, student, and assistant principal must be held before the student is permitted to return to school.

Academic assignments must be completed during ISS and all school rules and procedures are in effect during the ISS; including the following. A student must attend ISS from 7:50 a.m. - 3:00 p.m. If the student is tardy on the day of their assigned ISS, they will stay until 4pm. In addition:

1. Students must be seated in the ISS room by 7:50 a.m. They will be released at 3 p.m.
2. On the day of the In-School Suspension, the student is NOT permitted to participate and/or attend any extracurricular events. This includes sports, practices, clubs, plays, dances, etc.
3. Students must relinquish their current school ID and cell phone to the ISS supervisor upon entering the ISS room.
4. The ISS supervisor may establish rules he/she deems necessary to maintain order and safety.
5. Student work will be checked by the ISS supervisor.
6. Students may not put their head down or sleep.
7. Students may not communicate verbally or nonverbally with other students.
8. Students will not be allowed to go to their lockers or the cafeteria.
9. Students may not bring or use cell phones, tablets, MP3 players, cards, or other recreational/entertainment devices.
10. Students may not consume food or beverages.
11. Students will be given one supervised break in the morning and one supervised break in the afternoon.

12. Lunch will be eaten in the ISS room.
13. It is the student's responsibility to come adequately prepared, i.e. books, writing utensils, papers, Chromebook & other devices; etc.
14. Students will complete a reflection assignment designed to identify their misbehavior and ways to make better choices in the future.
15. Any violation of the ISS rules will result in the student being sent to the Deans' Office and an out-of-school suspension will be assigned for the remainder of that day. The time served in ISS will be forfeited.

### **OUT OF SCHOOL SUSPENSION**

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

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

Students who are assigned an out-of-school suspension must attend a re-entry conference with their parent(s) of legal guardian(s) and dean before they will be allowed to resume their normal class schedule. Students are not to be on school property during the time of their suspension. This will be constituted trespassing and the River Grove Police Department or Elmwood Park Police Department may be contacted.

Students are not allowed to participate in co-curricular or extra-curricular activities. (This includes athletic events, musical production, and all other school-affiliated activities either home or away.) Attendance at co-curricular and extra-curricular activities is a privilege, not a right. If the suspendable offense occurs at either one of these types of activities, the administration may use their discretion to further prohibit attendance at co-curricular or extracurricular activities for the remainder of the season, semester, or school year.

Students whose behavior demonstrates their willingness to follow school rules and policies may petition the assistant principal, in writing, for permission to attend extra-curricular/co-curricular activities. .

### **EXPULSION**

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

### **CORPORAL PUNISHMENT**

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment includes reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

## **ELM MIDDLE SCHOOL GENERAL INFORMATION**

### **GENERAL EXPECTATIONS**

Elm Middle School is a PBIS school. It is proud of the appropriate behavior your child exhibits throughout the school year. We stress positive reinforcements. It is in your child's best interest that parents and teachers work together. Appropriate behaviors have positive rewards.

Elm Middle School advocates 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.

### **ACADEMIC ADVISORY PROGRAM**

The purpose of Academic Advisory is to provide students with academic as well as social/emotional support. Parents requesting a conference should contact the student's Academic Advisor.

### **ACTIVITIES**

Activities are provided so that students can participate in sports and various special interest groups. An activity bus is provided at 4:15 PM in order to provide transportation to home schools. Students participating in before-school activities must plan for their own transportation to Elm. We also have some evening activities at Elm such as PAT dances. These events are open to Elm students



only. Remember that we ask for the same quality of conduct as expected during the school day. The student must notify parents of the required pick-up time. Those students who are not picked up promptly at the conclusion of after school activities may be excluded from attending such activities in the future. Any student who leaves school grounds will not be permitted to ride the activity bus.

It is understood that 8<sup>th</sup> grade students must meet all graduation requirements to be eligible for end-of-year activities. Final approval to attend these activities will be decided by the 8<sup>th</sup> grade team and the administration. Parents need to encourage their children to behave appropriately to earn the right to participate in school-sponsored special events. Any one or all activities (including participation in graduation ceremonies) may be withheld from students up to the day of the event.

### **ASSEMBLIES**

A variety of all-school assemblies are held throughout the school year to broaden students' learning experiences. Students are to go to the assemblies as a class and to be seated as directed by teachers. While in the assembly, students are expected to honor our guests with courteous and polite behavior and refrain from excessive noise, whistling, shouting, foot stomping, etc. Also, at the conclusion of the program, students are to wait for dismissal and then exit in an orderly fashion.

### **ATHLETICS: ELIGIBILITY**

Before a student athlete may try out for any of the sports teams he/she must have a valid and current physical form on file in the nurse's office. In order to be eligible to participate in any school-sponsored or school-supported athletic or extracurricular activity, a student may not be failing any one class. Any student participant failing to meet these academic criteria will be notified of the failing grade and have one week to bring the grade up. During this week of academic probation the student athlete will attend homework club everyday until 4:05p.m. If the team the athlete is a part of has practice, the student athlete can attend and participate in practice after the homework lab is completed. If there is a home game the athlete can attend, sit with the team and watch but not dress, if the game is away the athlete will go home. If the grade is not remedied, the student shall be suspended for a minimum of one week from the activity until the specified academic criteria is met. Furthermore, any student who is ineligible for any two week period (out of an 8 week season) may be dismissed from the team. The following guidelines are also used to determine eligibility for participation in specific extracurricular activities of our school:

- Absence from school on the date of designated activity, due to illness and/or unexcused reasons will exclude students from participation in that activity. Students with a medical excuse must be in attendance for at least one half of a school day to participate in an athletic contest.
- Extreme misbehavior/disrespect toward teachers/peers or a significant number of detentions and/or any suspensions may result in exclusion from activities.
- Coaches reserve the right to impose additional eligibility requirements on their students.
- The administration will coordinate eligibility within the school building.

### **BICYCLES, ROLLER BLADES, SKATEBOARDS, SCOOTERS**

No roller blades, skateboards, or scooters are allowed to be ridden on school grounds.

### **BUS EXPECTATIONS**

Students being transported on a bus are under the direct authority of the bus driver and school administration. Expectations for student behavior on the bus are the same as for any school setting because of the public and personal danger of inappropriate bus behavior. Students are expected to stay seated, exhibit respectful behavior and keep arms and head inside of the bus. Students are not to throw objects. The principal or designee will be responsible to assign the appropriate consequence. Responses may vary depending upon the severity of the misbehavior.

Students are only allowed to ride the bus that is assigned to them. This is to ensure the proper capacity, and safety of knowing who is on which bus. Only students living north of the railroad tracks are assigned to a bus. Students may not cross the railroad tracks to board an Elm bus. Students will be given appropriate consequences if they do not follow these expectations.

### **CELL PHONES**

Cell phones are only allowed to be used before and after school and during student's lunch periods. All other times, cell phones should not be in use. All electronic devices will be stored upon entry of each class throughout the school day in a teacher caddy. All electronic devices will be retrieved at the end of the class period throughout the school day. Electronic devices include but are not limited to: cell phones, headphones, smart watches that have cellular service or phone connectivity. The administration reserves the right to amend this policy during the year. The administration reserves the right to amend this policy during the year. This is in conjunction with Elmwood Park Community School District Board Policy 7:190.

## **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.

#### ***District Homeless Liaison***

Dr. Stephanie Daly, Executive Director for Student Services  
Elmwood Park CUSD 401  
8201 W. Fullerton Ave.  
Elmwood Park, IL 60707  
708-583-5836

### ***Home & Hospital Instruction (Board Policy 6:150)***

A student who is absent from school, or whose physician, physician assistant, or advanced practice registered nurse anticipates that the student will be absent from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by State law and the Illinois State Board of Education rules governing (1) the continuum of placement options for students who have been identified for special education services or (2) the home and hospital instruction provisions for students who have not been identified for special education services. Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from: (1) a physician licensed to practice medicine in all of its branches, (2) a licensed physician assistant, or (3) a licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to coordinate course work and facilitate a student's return to school.

Documentation from the medical professional is required. For information on home or hospital instruction, contact the School Principal.

### ***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.

#### **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.

#### ***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.

### **FIELD TRIPS**

Field trips are part of our curriculum and all students are required to attend. Field trips do cost additional money for each student. Each field trip we attend or host is an essential part of a student's overall educational experience at Elm.

### **FIRE EXITS AND EMERGENCY PROCEDURES**

Teachers will advise students of the exits and proper procedures to be followed when they are asked to evacuate the school. The fire signal is a loud buzzing sound that cannot be mistaken. Students should stay with their class and move quietly in single file away from the building. Students may re-enter the building only after the all-clear signal has been given. In case of a tornado or severe weather warning, students may be asked to move to a more sheltered area of the school or "duck for cover" outside of the classroom.

### **SAFETY DRILLS**

Safety drills will occur at times established by the school administration team. Students are required to be silent and shall comply with directives of the 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.

### **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). 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.

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

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:

- A All charges required for textbooks and instructional materials.
- B All charges and deposits collected by a school for use of school property
- C Charges for field trips made during school hours, or made after school hours if the field trip is required or a customary part of a class or extra-curricular activity (e.g., annually scheduled trips to museums, concerts, places of business and industry or field trips related to instruction in social studies, the fine arts, career/vocational education, or the sciences).
- D Charges or deposits for uniforms or equipment related to varsity and intramural sports, or to fine arts programs.
- E Charges to participate in an extracurricular activity.
- F Graduation fees
- G School records 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, diploma covers or similar items. Charges for optional travel undertaken by a school club or group of students outside of school hours.
- C Charges for admission to school dances, athletic events, or other social events.
- D Optional community service programs for which fees are charged (e.g., preschool, before and after school

child care, recreation programs).

### **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/guardians by completing an application form available online on the District's website at [www.epcusd401.org](http://www.epcusd401.org) and click on Student Registration.

### **GRADING POLICY**

The following numerical scale will be utilized for 8th grade honors classes only:

*A = 90 - 100      B = 80 - 89      C = 70 - 79      D = 60 - 69      F = 0 - 59*

*LT = Late Transfer      I = Incomplete      SE = Showing Effort (Working toward standards)*

A temporary grade of Incomplete may be given if required assignments are not turned in for a particular subject during the quarter due to documented illness or other extreme circumstances beyond the student's control. Arrangements will then need to be worked out with teachers, and work must be completed within a 2-week period of time in order to receive a passing grade for that course.

Students are expected to receive passing grades in all classes. Elm offers students support through:

- Period 5 Academic Advisory classes, 30 minutes Monday through Friday
- Math and ELA Interventions
- Assistance given in the classroom
- Homework Club after school from 3:10 - 4:00 pm Monday through Friday

### **GRADUATION/PROMOTION POLICY**

In order to maintain a standard of excellence, minimal expectations of our students must be required while we strive for maximum achievement. The staff at Elm has established academic standards for our students in order to pass from one grade to another. Per Board of Education approval, our standards are described below:

Students have successful completion of core coursework (English Language Arts, Math, Science & Social Studies/Civics) as well as successfully completed their elective courses in good academic standing. 8th graders who do not pass Civics will be required to take summer learning at the high school to obtain the credit. The cost to the student's family will be \$100 to take the Civics course during the summer utilizing a credit recovery program..

Students have completed the mandated requirements from the State of Illinois.

At Elm Middle School, your preparation for graduation and promotion into high school begins with the students initial trimester of his or her 6th grade year. Students are expected to maintain a standard grade of "2" or higher in the standards addressed in each class including elective courses, in each trimester in order to earn the right to participate in graduation ceremonies and events. Students will be afforded many opportunities to improve their academic performance throughout the year including Cougar Labs, Advisory supports, Interventions during the school day, after school academic interventions, and including but not limited to Summer Learning Academy.

#### **Standard Based Grading Criteria**

Standard Grade 4: Exceeds grade level standard

Standard Grade 3: Meets grade level standard

Standard Grade 2: Approaching grade level standard

Standard Grade 1: Below grade level standard

Standard Grade NE: No evidence provided (student is not performing academically)

The use of "NE" in the gradebook means the following:

- Not assessed: student was absent and needs to make it up
- No attempt: student was in class but refused to do the task
- Not applicable: student made an attempt but there was not enough information to score what was submitted

## **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 (parents/guardians) 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 by 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.

## **HALL PASSES**

No student will be allowed to leave class without a hall pass. If a student needs to see a teacher during advisory, they should get a pre-written pass from that teacher. If a student is late to class due to a teacher detaining them, they need to get a written pass from that teacher.

## **HEALTH & MEDICATIONS**

### ***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 will be called. In the case of a severe injury, emergency personnel will be contacted.

### ***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>.

### ***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.

### ***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 Illinois Department 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, Medical cannabis infused product (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.

### ***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.

### ***Emergency Aid to Students***

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

### ***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.

### ***Food Allergies***

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the nurse at 708-452-3550. 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](#).

### ***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.

### ***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 may 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.

### **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)

### **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](#).

### **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. All medication shall be stored in an appropriate locked cabinet. In all cases, the school retains the discretion to reject a request for administering medicine. For additional information on the district's policies with respect to administering medicines to students and self-administration of medication, please click [here](#).

### **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).

### **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).

### **Vision Screenings**

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

### **HOMEWORK/MAKE-UP WORK**

Students are expected to complete and turn in all assignments on time. In order to keep up with homework, it is suggested that students and parents set up regular hours at home for students to complete the work, and turn it in faithfully as it is due. It is also the student's responsibility to go to teachers and get assignments that may be missed due to an absence from school. If a student is too ill to email teachers on their own, we recommend the student get healthy before worrying about completing makeup work. For each day spent at home due to an *excused absence*, one day is given to make up and to turn in work. For example, if out three days, a student has three days to make up the work. Parents can pick up their child's books from their locker between 7:30 AM and 4:00 PM.

### **INSTRUCTION - CONTROVERSIAL**

Throughout our courses of instruction, issues may be presented that are considered controversial. Any concerns that you may have can be handled by contacting the teacher.

### **LIBRARY MEDIA CENTER**

The Library Media Center is open during the school year from 7:45 AM to 3:05 PM, Monday through Friday. All students have a library card on file at the circulation desk. The LMC has a wide variety of materials to meet the academic and recreational needs of the middle school student. Fiction and non-fiction books may be checked out for two weeks. Reference books, older magazines and other materials may be checked out for overnight use. These materials must be returned before the first period class of the next day. Fines are imposed for each overdue book.

### **LOCKERS / BOOK BAGS**

Students are assigned a hall locker for the purpose of storing coats and books while in school. The student's advisory teacher will assign this locker. Book bags are to be left in the student's locker at all times. Advisory teachers will provide students with their lock on the first day of school. Lockers must be locked at all times when not in use. The safety and security of the locker and its contents are the sole responsibility of the student. It is important that students do NOT share locker combinations or leave their locker open and unattended. Students who do not have their lockers locked with an approved lock will be subject to consequences.

### **LOST MATERIAL POLICY**

A student will be charged, according to the following schedule, for lost materials:

	Paperback	Hardcover
Young Adult fiction	\$10.00	\$20.00
Young Adult nonfiction	\$20.00	\$30.00
Magazine	\$3.00	
Reference	Actual replacement cost of item	

### **MARKERS**

Students are not to bring permanent markers of any kind to school. Teachers will supply markers when necessary.

### **MY SCHOOL BUCKS**

Elmwood Park CUSD#401 offers MySchoolBucks.com 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 MySchoolBucks.com and register for a free account.

### **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. 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.

### **REPORT CARD / POWERSCHOOL**

Report cards are issued to students every twelve weeks during the school year. See school calendar for these dates. All students and parents have logins to PowerSchool. Both students and parents are encouraged to check grades and assignments on PowerSchool regularly. Printed Progress Reports can be made available if a parent does not have access to technology to check grades.

### **REMIND**

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.

### **RESIDENCY**

Elm Middle School will admit only students residing in Elmwood Park. Below is our current residency information that is required at the time of registration. ALL DOCUMENTS MUST CONTAIN CURRENT ELMWOOD PARK ADDRESS ALONG WITH THE NAME OF PARENT/GUARDIAN.

#### **RESIDENCY: CATEGORY A. PROVIDE ONE OF THE FOLLOWING DOCUMENTS:**

1. Real estate tax bill from current calendar year.
2. Current mortgage statement/closing statement or letter from the county assessor.
3. 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.**
4. Notarized Letter of Residence Form. (Used if you don't have a lease or live with friends or relatives.) **Include names of all persons living in the household.**

#### **RESIDENCY: CATEGORY B. ALSO PROVIDE ONE OF THE FOLLOWING DOCUMENTS:**

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

#### **RESIDENCY: CATEGORY C. ALSO PROVIDE ONE OF THE FOLLOWING DOCUMENTS**

##### **(Proof of Personal ID)**

1. 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)
2. Federal issued photo ID (passport)
3. 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.

### **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.

### **SEXUAL HARASSMENT - STUDENT OR STAFF (7:20)**

#### **Sexual Harassment: Definition**

The determination of what constitutes sexual harassment will vary with the circumstances. It may include physical assault; physical contact; threats; direct sexual propositions; subtle pressure for sexual activity; a pattern of sexually explicit statements, questions, jokes, or anecdotes; offensive personal remarks of a sexual nature; or other unwelcome sexual advances or conduct of a sexual

nature, when such conduct has the purpose or effect of unreasonably interfering with a student's learning or education, or creating a hostile learning or educational environment.

***Sexual Harassment: Violation***

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

***Sexual Harassment: Complaints***

Students or staff members who feel they have been sexually harassed may report problems or complaints to any teacher, counselor, or administrator who shall immediately report the matter to the principal. Any school personnel who believe a violation of this policy may have occurred shall immediately report the matter to the principal for review and investigation. Child Reporting Act (IL Rev. Stat. 1985 ch. 23, pars. 2051 et seq.) requires a report to be made to the Child Abuse Hotline number (1-800-25-ABUSE) whenever there is reasonable cause to believe that a student has been abused.

***Sexual Harassment: Time Limits***

The student or staff member should raise questions or complaints about sexual harassment as soon as possible while facts are known and potential witnesses are available. School personnel must report infractions to the principal within two (2) days after they have cause to believe that this policy may have been violated.

***Sexual Harassment: Administrative Action***

Upon receiving a complaint or report of a possible violation of this policy, the principal shall promptly review the incident. The principal may decide to refer the parties for counseling or mediation to resolve problems of alleged sexual harassment. If the principal determines that an administrative investigation is necessary, it shall be done promptly to determine whether the alleged violation has occurred. The investigation may include review of any relevant evidence and interviews with the student or staff member, the alleged offender, and any person believed to have pertinent knowledge. The accused shall have a full opportunity to tell his/her side of the story. The principal shall take steps to maintain the confidentiality of the investigation.

***Sexual Harassment: Penalties***

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

1. **FIRST OFFENSE:** First time violator(s) of this policy may be suspended from school for a period of up to five (5) days and a parent conference held, except where aggravated circumstances establish gross misconduct.
2. **SUBSEQUENT OFFENSE:** A second violation may constitute gross misconduct.
3. **GROSS MISCONDUCT:** Where there is a finding of gross misconduct, the offending student(s) may be indefinitely suspended pending a conference with the principal. After review by the principal, a recommendation for expulsion may be made to the Board of Education.

**SEXUAL HARASSMENT: 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.**

***Sexual Harassment: Policy of Non-Retaliation***

A student 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, 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.

**SCHOOL DAY**

The school day begins at 7:45 am and ends at 3:09 pm. Students may enter the building at 7:45 am and must exit by 3:15 pm, unless supervised by a member of the school staff. Upon arrival at school, students should enter the designated door and proceed to their hall locker. A tardy bell will ring at 7:55 am. For the remainder of the day, the bells will ring at the beginning and end of each period.

### **SCHOOL PROPERTY**

Elm Middle School belongs to the students, so students should take pride in caring for school property, and in keeping the halls and grounds clean and neat. Anyone who willfully destroys school property through vandalism, arson, or creates a hazard to the safety of other students, or steals will be subject to suspension, referred to the proper law enforcement agencies, and will be expected to pay for the repair or replacement of damaged property. Lockers are not places of absolute privacy.

### **TARDIES TO SCHOOL**

It is important for students to be on time for school. A tardy bell will ring at 7:55 am. Should a student arrive after the 7:55 am bell, they must receive a pass from the attendance clerk before going to their first class.

Tardiness to school multiple times results in the following consequences:

1-5 times tardy: Student Conference

5 or More: Phone Call Home, Lunch Detentions, After-school Detentions, Home Visits

Hallsweeps: Elm Middle School will call hall sweeps in an effort to ensure that students are in the appropriate classroom spaces they should be on time. A student who is stopped in three hall sweeps will serve an after school detention.

### **TEST RETAKES**

In order to prepare students for the summative assessments, teachers will utilize two or more **Formative Checkpoints (FC)** for students to display the necessary knowledge and skills to be successful on the summative examination. If students do not complete the **Formative Checkpoint(s)** in a manner that displays appropriate acquisition of knowledge in accordance with the teacher's expectations, the student will not be able to take the examination. Students will be referred to in school or after school intervention programs to complete the **Formative Checkpoint (FC)**.

Any student who fails a summative assessment\* has the opportunity to retake the assessment one time. Students have up to two weeks to retake a summative assessment. The most recent assessment grade will be entered into the gradebook as the final grade. The student may have to complete additional learning tasks, determined by the teacher, before they are allowed to retake the assessment.

### **LATE WORK**

Late work will be accepted for full credit until the end of the unit, chapter, or scope. Once the unit, chapter, or scope has ended, teachers will no longer accept late work.

### **VALUABLES IN SCHOOL**

Students are urged not to bring valuables and/or large sums of money to school. Musical instruments may be stored in the music area by special arrangements with the band director. If a student loses any books, cell phones, items of clothing or other belongings, he/she can check with the School Office, or Lost & Found (in the front of the school). **ELM IS NOT RESPONSIBLE FOR THE LOSS OF POSSESSIONS.**

### **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 & Other District Devices Agreement](#) which can be found 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