



EVERGREEN PARK COMMUNITY HIGH SCHOOL

DISTRICT 231 BOARD OF EDUCATION

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Mr. William McGuire Director of Facilities
Mrs. Deborah Schillo Curriculum Director
Mr. James Soldan Activities/Athletic Director

PHONE INFORMATION

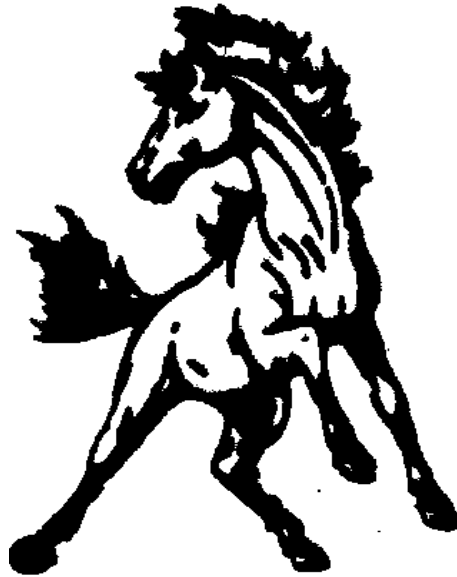
School Switchboard: 424-7400
7:00 a.m. - 4:00 p.m.
Voice mail is available 24 hours a day

OFFICE EXTENSION NUMBERS

Attendance Office253
*(Phone call for parent excused absence must be
received by 10:00 a.m. on the day of the absence).*

Superintendent 230, 231

Principal 233, 236



FOREWARD

Evergreen Park Community High School has a proud tradition of capable students, concerned parents, dedicated staff and board of education, and a remarkably supportive community. For all of us, education is the number one priority.

Visitors frequently comment on the school's quiet, friendly, and businesslike atmosphere. We share mutual respect and trust and find teaching and learning challenging and exciting. We have high expectations for our students and ourselves and seek the very best from everyone.

This handbook presents rules, regulations, and policies designed to keep the atmosphere pleasant and ensure the fullest cooperation among students, parents, and staff. An Attendance and Discipline Committee (comprising representatives from the board, administration, staff, parents, and students) reviews and revises the regulations and policies annually or as needed.

Parents/guardians and students will be notified prior to any handbook changes being implemented during the school year.

We hope that you find these rules, regulations, and policies fair, clear, and helpful.

CODE OF THE STUDENT BODY

We, the students of Evergreen Park Community High School, with the purpose of developing personal responsibility, promoting respect for ourselves and others, and encouraging the development of each individual's traits and objectives, do hereby establish this code of ethics by which we shall live now, as students, and in the future as citizens:

A student will develop self-respect by being honest with himself and his dealings with others by his actions, words, and thoughts. A student makes known his respect for others by his courtesy toward people, no matter what their position in life in relation to his own. By recognizing, accepting, and practicing duties to home, community, school and self, a student develops personal responsibility. A student attains a high scholastic standing by working to the best of his ability. By participation in social and curricular activities, a student develops a sense of leadership.

This code was adopted by the 1955-56 student body of Evergreen Park Community High School as a guide toward high ideals of character and citizenship and shall serve until additions may prove necessary.

MISSION STATEMENT

Our mission is to prepare students for future success by providing educational opportunities that promote lifelong learning, personal development, and an appreciation of diversity.

EPCHS VISION STATEMENT

Evergreen Park Community High School will provide a challenging learning environment for all students with a clear focus on developing leaders.

EPCHS DISTRICT 231 LEARNER EXIT STANDARDS

1. Lifelong Learner

- Sets goals based on changing needs.
- Acquires, organizes, and uses knowledge and skills in various situations.
- Sets priorities and goals and monitors and evaluates his/her progress.
- Pursues personal, academic, and career growth.

2. Creative and Critical Thinker

- Understands and applies the process of problem solving.
- Defines the problem or objective correctly and determines its scope.
- Gathers and analyzes information to effectively make decisions.
- Develops a wide variety of strategies for creatively solving complex issues.
- Demonstrates flexibility, persistence, creativity, and ethics in the application and evaluation of thinking strategies.

3. Responsible Citizen

- Understands and actively works toward the betterment of society.
- Demonstrates a respect for mankind and the environment.
- Makes informed decisions and takes appropriate action.
- Works to improve the welfare of others through community service.
- Understands the importance of each individual's contribution to the community.

4. Effective Communicator

- Effectively expresses and responds to written and spoken communication in various forms.
- Listens to and interprets the communication of others.
- Appropriately engages and responds to various audiences.
- Enhances communication through the use of technology.
- Acquires, organizes, and applies information appropriately.

5. Collaborative and Productive Worker

- Understands what it means to complete a task as an individual or within a group.
- Works well with others from diverse backgrounds.
- Participates as a team member in pursuit of group goals and produces a quality product.
- Possesses personal skills to lead to a productive and satisfying life.
- Demonstrates reliability, dependability, and adaptability.
- Uses appropriate resources including technology.

REGULAR BELL SCHEDULE
Monday, Tuesday, Thursday, Friday

Block 0	7:30 - 8:20 a.m.
Block 0 (Band)	7:00 - 8:20 a.m.
Block 1	8:30 - 9:53 a.m.
Block 2	9:58 - 11:21 a.m.
A Lunch	11:26 - 11:56 a.m.
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Block 3	12:00 - 1:23 p.m.
First ½ Block 3	11:26 - 12:07 p.m.
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B Lunch	12:10 - 12:40 p.m.
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Second ½ Block 3	12:43 - 1:23 p.m.
Block 3	11:26 - 12:49 p.m.
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C Lunch	12:53 - 1:23 p.m.
Block 4	1:28 - 2:51 p.m.

PLC BELL SCHEDULE – Wednesday

Block 0	CLASSES DO NOT MEET
Freshman Advisory <i>Sophomore Advisory</i> Junior Seminar	8:15 - 8:50 a.m.
Block 1	9:00 - 10:15 a.m.
Block 2	10:20 - 11:35 a.m.
A Lunch	11:40 - 12:10 p.m.
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Block 3	12:15 - 1:30 p.m.
First ½ Block 3	11:40 - 12:17 p.m.
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B Lunch	12:20 - 12:50 p.m.
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Second ½ Block 3	12:52 - 1:30 p.m.
Block 3	11:40 - 12:55 p.m.
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C Lunch	1:00 - 1:30 p.m.
Block 4	1:35 - 2:50 p.m.

SCHOOL IMPROVEMENT DAY
12:05 p.m. Dismissal

Block 0	7:30 - 8:20 a.m.
Block 0 (Band)	7:00 - 8:20 a.m.
Block 1	8:30 - 9:20 a.m.
Block 2	9:25 - 10:15 a.m.
Block 3	10:20 - 11:10 a.m.
Block 4	11:15 - 12:05 p.m.

ASBESTOS STATEMENT

The Evergreen Park High School building was inspected during the summer of 1988 and re-inspected in 1991, 1994, 1997, 2001, 2002, 2003, and 2006 for the presence of any asbestos-containing materials by an inspection firm accredited by the Illinois State Department of Public Health. Nothing was found that posed an immediate health threat. A copy of the Inspection Reports and Management Plans are available to the public for inspection at the school office during regular school hours.

ACCIDENTS OR INJURIES

Injuries that occur to students at school, or on the way to school, must be reported to the school's nurse/health aide immediately. The nurse/health aide or a staff member will direct the student for medical treatment. If the injury is outside of school hours, the nurse/health aide and/or supervising adult is to be notified as soon as possible or the claim may be ineligible for insurance.

EMERGENCY SCHOOL CLOSING

Although Evergreen Park Community High School has a history which reflects very few emergency closings, extremely hazardous weather conditions may make school closings advisable at certain times.

Should it become necessary to close school:

- Information regarding school closings will be made available by calling the school's phone system and/or checking the school website (www.evergreenpark.org).
- Local radio stations will also carry this announcement. Please turn to any of the following AM radio stations: WBBM, WGN, WMAQ, or WLS. Announcements may be made at any time; however, many stations make these announcements in conjunction with regular morning newscasts scheduled on the hour and half hour.
- Parents/Guardians will receive a message from the EPCHS Instant Alert System.
- Parents/Guardians will be notified through the EPCHS Instant Alert System if a late start (9:00 a.m.) will occur due to inclement weather.

SCHOOL FEES

A summary of the school fee waiver and collection procedures is available in the Business Office. School fees need to be completely paid by the parent/guardian prior to student's purchasing a prom ticket and participation in the graduation ceremonies.

MEDICAID

Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve special education services. Therapy and diagnostic services provided to your child are partially reimbursable. Unless you object in writing, Evergreen Park Community High School/AERO will claim Medicaid/Kid Care reimbursement for services provided. These claims will have no impact on your ability to receive Medicaid funding either now or anytime in the future. Objection to a release of information must be in writing and directed to the Business Office.

USE OF PESTICIDES

Evergreen Park Community High School District 231, as part of our maintenance program, may periodically apply pesticides to school grounds or structures. Evergreen Park Community High School District 231 maintains a registry of parents/guardians who wish to be notified prior to said application. Parents/guardians who wish to be registered to receive notification should contact the Business Office in writing.

ELIGIBILITY TO ATTEND EPCHS

5.1.0 RESIDENCY OF STUDENTS

Only resident students of District 231 may attend Evergreen Park Community High School without payment of the tuition required to be charged under Section 10-20.12a of the *Illinois School Code*. In determining residency, the residence of the person who has legal custody of a student is deemed to be the residence of the student. Any homeless child shall be immediately admitted, even if, at the time of registration, the child's parent/guardian is unable to produce records normally required to establish residency. Records that are ordinarily kept for students according to District policy and procedure will be collected for homeless students after immediate enrollment. The residence of students eligible for special education and related services shall be consistent with Article 14 of the *Illinois School Code*.

5.1.1 Proof of Legal Custody

At the time of enrollment, through the submission of all required documentation, the adult enrolling the child must establish that he/she has legal custody of the child and that he/she is a resident of District 231. The determination of legal custody shall be made in accordance with the District 231 Administrative Procedures for Student Residency.

5.1.2 Students Determined to Be Nonresidents

If the Superintendent or designee determines that a student who is attending school in District 231 on a tuition-free basis is a nonresident of District 231 for whom tuition is required to be charged, the Superintendent or designee shall notify the individual who enrolled the student of the amount of tuition due and owing. The individual may request a hearing to review the determination of the Superintendent or designee in accordance with the District 231 Administrative Procedure for Student Residency.

5.1.3 Tuition for Nonresident Students

Only students who are residents of the District may attend the District school without a tuition charge, except otherwise provided below or in state law. Resident parents/custodians of students who become nonresidents of District 231 during a school term will not be charged a tuition fee for the remainder of the school term during which they became nonresidents.

Parents/custodians who are purchasing or having residences constructed within the District's boundaries but who are not yet official residents shall pay 60 days tuition at the time they wish to enroll their children. Tuition shall be reimbursed to these parents/custodians if they close on the purchase of their residence and take occupancy within 60 days of registering their child (children) in the District. Should their closing and occupancy occur 61 days or more after registration of the child (children), the parents/custodians shall be responsible for payment of tuition until the student becomes a legal resident.

5.1.4 Fraudulent Enrollment

A person who knowingly enrolls or attempts to enroll in Evergreen Park Community High School District 231 on a tuition-free basis a student known by that person to be a nonresident of District 231 shall be subject to prosecution for said offense.

A person who knowingly or willfully presents to District 231 any false information regarding the residency of a student for the purpose of enabling that pupil to attend the high school in District 231 without payment of nonresident tuition charge shall be subject to prosecution for said offense.

Legal reference: 105 ILCS 5/10-20.12; 5/10-20.12a; 5/10-20.12b; 5/14-1.11; 5/14-1.11a; 45/1-1, et seq.

ATTENDANCE INFORMATION

ATTENDANCE POLICY

Evergreen Park Community High School is governed (as are all other schools of the state) by the state of Illinois Compulsory Attendance Law. We are not completely free to make our own attendance policies. The Compulsory Attendance Law provides that "everyone between the ages of 7 and 17 must attend school in the district wherein the child resides the entire time it is in session." Students over 17 years of age, if enrolled in a public school, also must attend during the entire time that the school is in session. Another provision of the law authorizes the principal of the school to excuse students temporarily from school for "just cause." Just cause has commonly been interpreted to mean illness of the student, death in the immediate family of the student, and any other situation which might be classified as an emergency situation.

LATE STUDENT ENTRY – Board Policy 5.2.0

Evergreen Park Community High School is on a 4-block schedule. Each school day presents 2 days of course content. If a transfer student enrolls after the tenth day of classes, the student has missed 4 weeks of class work. It is very important that all District and transfer students begin their classes on the first day of school. Students who are under 16 years of age and who attempt to register in school 10 or more school days after the beginning of a term must:

- Arrange a parent/guardian conference with the appropriate administrator.
- Provide proof of residency and custody.
- Submit a written statement giving valid cause of the late entry.
- For academic continuity, transfer students will be encouraged to finish out the semester in their former District of residence as they are entitled to do under *Illinois School Code* 10-20.12a.
- Late enrollees may be required to audit courses on a non-credit basis for the balance of the term.

Late entries will be subject to the following definitions of excused or unexcused absences. Students, other than transfers from another District, who are 16 years of age or older must display responsibility and concern for obtaining an education by full-time attendance. Late entry has an adverse effect on academic progress and will not be accepted for students who are 16 years of age or older.

A student above the age of 16 who has dropped out of school and who could not, because of age and lack of credits, attend classes during the normal school year and graduate before his/her twenty-first birthday shall be denied enrollment. If denied enrollment, the student will be afforded due process.

ATTENDANCE REGULATIONS

Regular school attendance, ***which includes freshman advisory, sophomore advisory, and junior seminar***, is important for the following reasons:

1. It is essential to succeed in school.
2. Future employers and college admissions officers look more favorably on applicants who have a record of good attendance in school.
3. Regular attendance is required by state law. Financial aid from the state is determined by the daily attendance of the students.
4. Taxpayers of this village are paying for students to attend school. When students miss school, no one - neither the taxpayers nor the students - is receiving what has been paid for.

Calling in a Student Absence: 398-1253 (24-hour voice mail)

On the day of a student's absence, the parent (or guardian) is required to call the attendance office by 10:00 a.m. (a message may be left any time prior to 10:00 a.m. on the day of the absence) and relay the following information:

- Student's name
- The name of the person calling and the relationship to the student. (Please note that calls will only be accepted from parents or legal guardians who are designated as such in the student's personal file. Calls cannot be legally accepted from siblings, neighbors, relatives or parents/guardians who do not have custodial rights.)
- The reason for the absence.
- The approximate length of the absence.
- If a student is absent for two or three days in succession, the parent should call each day.

Absences are divided into three categories: documented absences, parent excused absences, and unexcused absences.

Documented Absences

The following reasons will be considered documented absences:

- All documentation is due upon return
- Illness or injury covered by a doctor's note, hospitalization, or verification by the school nurse/health care aide
- Death in the immediate family
- Observances of religious holidays
- Authorized school activities
- College visits: college visits should be made on weekends or holidays if possible. A junior or senior student who wants to schedule a college visit should obtain a college visitation form from the attendance office. This form should be completed by the student and signed by a college representative and presented to the attendance office the next day in school. There will be a maximum of two college visits per year.
- Court appearances: it is the student's responsibility to notify the attendance office in advance of a scheduled court appearance. Appearance must be verified.
- DOCTOR'S NOTES, MEDICAL EXCUSES, COURT APPEARANCE VERIFICATIONS, RELIGIOUS OBSERVATIONS, ETC, MUST BE SUBMITTED ON THE DAY THE STUDENT RETURNS TO SCHOOL.

Parent Excused Absences

Parent excused absences are approved by the parent or guardian. Excused absences include illnesses of a noncommunicable nature and minor injuries not requiring a visit to a physician. Medical release for return to school may be requested by school. Excessive parent excused absences may be subject to review by Cook County Truancy Office **and in accordance with the Village of Evergreen Park Ordinance No. 8-2009, Section 12-306 Truancy**. Any student who is absent excused beyond 5 blocks of one class and/or 5 complete days during a term will be considered unexcused unless a written documentation is provided. Parents will be informed that future absences will be unexcused. The final decision regarding absences in question will rest with the Director of Discipline. No more than five parent excused absences will be permitted per TERM. After five parent excused absences, all future absences in same term will be considered unexcused. Parents will be notified by letter when the five absence limit has been reached.

- Vacations: parents must inform the dean's office, at least three days prior to an absence, for a student to be excused from school for a family vacation. NOTE: These days are included in the 5-absence limit.

Make-up Work

The responsibility for obtaining and completing make-up work after an absence and/or field trip rests solely with the student. Failure to complete such work in a satisfactory manner within the time limit as determined by the teacher may result in a loss of credit for each assignment missed.

Requests for Assignments

When students request assignments due to illness, a 24-hour turnaround period is necessary. Parents are urged to inform the attendance office (398-1253), early in the day, so that the assignments can be picked up the following day. Students who are absent only one day are to call classmates for assignments.

Unexcused Absences*

The following excuses will count as unexcused absences:

- Oversleeping or car trouble
- Planned absences if the student/parent/guardian does not follow the proper procedures
- Absences beyond the 5-day limit not excused by a doctor's note or recognized under documented absence explanation
- Late call (any call received after 10:00 a.m. of the absence)
- Please NOTE: Students will receive a grade of "zero" for each day of unexcused absence

*Unexcused absences are described as truancy or cutting class. Consequences for class cuts or truancy are as follows: (one block/full day)

First Offense	Parent/guardian contact by dean 1 hour detention/full day Saturday School
Second Offense	Parent/guardian contact by dean 1 hour detention/full day Saturday school
Third Offense	Mandatory student/parent/guardian conference 1 TMS (8:30 a.m. – 4:00 p.m.) In-school suspension
Fourth Offense	The student will be suspended UPC (until parent conference) is scheduled, a conference will be held with the dean, counselor, student, and parent/guardian before allowing the student to return to class 1 TMS (8:30 a.m. – 4:00 p.m.) In-school suspension
Fifth Offense	1 day out-of-school suspension A parent/guardian conference will be held
Sixth Offense & Beyond	Additional consequences to include additional days of suspension and possible withdrawal
Loss of Privilege (LOP)	Students with a combination of 3 TMS's and/or OSS's (out of school suspension) will be put on loss of privilege.

*Students are not allowed to make up work for unexcused absences and/or out-of-school suspension.

Tardies: All students are expected to come to school on time and be in their classroom. Students who enter the building late will be required to serve a ½ hour after-school detention that day. For all other blocks, students will be required to be in class when the bell rings. A verbal warning will be documented and issued by the teacher for the first and second tardies. Students with 3-5 tardies will be issued a ½ hour detention that must be served within two days at 3:00 p.m. or 7:45 a.m. Failure to clear tardy detentions within the prescribed time period will result in further disciplinary action.

Tardiness negatively affects the educational process. All late arrivals to zero hour/first block must be called in by a parent/guardian. Tardies are excused only in emergency situations. No tardy will be excused beyond 5 times per term. Excessive tardiness will result in Saturday School, in-school suspension (TMS), and/or out-of-school suspension, and future tardies will be unexcused. A parent/guardian conference will be held to determine future action.

Leaving During the School Day: EPCHS is a closed campus. Once a student is on school property, he/she may not leave the property without proper authorization. On all written requests, a parent's/guardian's phone number must be included so they can be contacted for verification. Prior to leaving the building during the school day, the student must sign out in the PPS Center. Violation of this policy will be considered a violation of closed campus (VCC) and will result in immediate disciplinary action.

If a student is not feeling well, before leaving the building, he/she **must** check out in the Health Office or the absence will be unexcused (cut).

STUDENT DISCIPLINE

Students are expected to conduct themselves in a manner that reflects self-control and a concern for the welfare of others. Students will be held accountable for actions recorded on video surveillance cameras. Students will be issued appropriate school consequences and the police department may be notified. A student who is unable to control his or her behavior in the classroom or in any activity will be referred to the PPS Center, the dean, assistant deans, the principal, and/or the superintendent for disciplinary action. High standards of student conduct are expected at all times. Students sent from the classroom for disciplinary reasons must report directly to the PPS Center/Dean's Office.

Saturday School will be assigned for cuts, multiple tardies, and behavior offenses. Detentions may be issued for minor behavior offenses. Work assignments during detention and/or Saturday School may include physical labor consisting of jobs and/or tasks to clean or repair the school environment. More serious behavior infractions and refusal to serve detentions will result in the assignment of an in-school suspension (TMS). Absences from class during the time students are serving TMS will be considered excused absences. All teachers will be notified when a student will be on TMS so that assignments will be provided and counted towards the student's grades.

At the discretion of the administration and board of education, out-of-school suspension and/or expulsion may be used for those students whose behavior infractions are extremely serious, such as gross disobedience or misconduct or other actions that place in jeopardy the safety and rights of others.

Disciplinary action could include the following: (1) before/after-school detention, (2) full lunchtime brown bag detention, (3) Saturday School, (4) assignment of Temporary Modified Schedule (TMS), (5) out-of-school-suspension, and (6) expulsion. Discipline may be assigned in a progressive manner. ***Another alternate option that we are exploring this year is the use of the Response to Intervention (RTI) approach which provides increasing levels of intervention to address academic and/or behavior concerns. This Positive Behavior Support (PBS) is a school-wide proactive approach to discipline.***

Under RTI, if a student is found performing well below peers the school will use the following steps for each individual case:

1. ***Estimate the academic skill gap between the student and typically-performing peers***
2. ***Determine the likely reason(s) for the student's depressed academic performance***
3. ***Select a scientifically based intervention likely to improve the student's academic functioning***
4. ***Monitor academic progress frequently to evaluate the impact of the intervention***
5. ***If the student fails to respond to several well-implemented interventions, consider referral to Special Education***

DETENTIONS

Detentions assigned by teachers are to be served with the teachers. Students are to report promptly at the assigned time. Failure to report to the teacher will be referred to the Dean's Office.

Detentions assigned by the Dean's Office are served in the detention room or assigned classroom. Students will receive detention guidelines that must be followed if their detentions are to be counted as served. If a student is working with a teacher, the student must bring a signed, dated, and timed pass from the teacher in order to be admitted to detention. Failure to serve detentions when assigned will result in additional disciplinary action.

SATURDAY SCHOOL

Saturday School is held from 9:00 a.m. to 12:00 p.m. in the lecture room. **Saturday School starts promptly at 9:00 a.m.** Students must show ID's to enter Saturday School, and tardy students will not be admitted. It is the responsibility of the student who has cut a class to see his/her teachers to obtain work that was assigned during classes missed. After being assigned a Saturday School, students will be excluded from extracurricular activities on that day until the Saturday School has been served and/or they have been cleared in writing by the Dean's Office. Failure to attend Saturday School when assigned will result in additional disciplinary action.

WORK OPTION

Supervisor may give students the option of fulfilling Saturday School or detention by working around the building.

TEMPORARY MODIFIED SCHEDULE (TMS) (IN-SCHOOL SUSPENSION) 8:30 A.M. – 4:00 P.M.

TMS is an in-school suspension that removes a student from his/her regular classes. The absence is excused and the student can receive full credit for work completed while in TMS. Failure to comply with the TMS rules could result in out-of-school suspension or referral for expulsion.

SUSPENSION AND EXPULSION FROM SCHOOL

The board of education may, under Illinois school laws, suspend or expel students guilty of gross disobedience or misconduct which occurs in Evergreen Park Community High School on school grounds at a school activity (home or away) or at any school related event. According to the school code (Sec. 10-22.6), no legal action can be taken against a board which suspends or expels a student.

OUT-OF-SCHOOL SUSPENSION - A student may be placed on out-of-school suspension due to gross disobedience or misconduct. Out-of-school suspensions may range from 1 to 10 days. Parent/Guardian will be contacted by phone to be informed of the suspension. Students on out-of-school suspension are excluded from the building and all school activities (home or away) for the period of time indicated on the Report of Suspension and a parent/guardian conference will be held. Suspended students found on school property during school hours or at any school activity are regarded as trespassers and will be referred to the local police. Suspensions may be assigned by the dean, assistant deans, principal, or superintendent. **Repeated out-of-school suspensions are grounds for expulsion.** Students on out-of-school suspension will be expected to **keep up with class work, but shall not receive credit for work completed during the out-of-school suspension.** Students placed on out-of-school suspension shall have the right to request a suspension review hearing as provided in *The School Code* and Board policy.

EXPULSION - As per board policy statement 5.17.01 a student may be expelled for gross disobedience or misconduct for up to 2 calendar years. The expulsion process starts with a registered or certified letter being sent to the parents/guardians and student requesting attendance at a hearing. The letter will state the time, place, and reason for the expulsion hearing. Both student/parent/guardian and the school have specific rights that must be protected by law. These rights will be clearly explained at the hearing stage of the process. Students on expulsion are excluded from the building and all school activities (home or away) for the length of the expulsion. Expelled students found on school property during school hours or at any school activity are regarded as trespassing and will be referred to the local police.

ALCOHOL, TOBACCO, AND OTHER DRUGS (A.T.O.D.)

The Evergreen Park Community High School District believes that it is in the best interest of the community to take steps to promote, enhance, and maintain an alcohol, tobacco, and other drug-free school. The possession, use, transmission, sale, distribution, or being under the influence of any narcotic drug, cannabis, inhalant, hallucinogenic drug, amphetamine, intoxicant, stimulant, depressant, look-alike drug, designer drug, alcoholic beverage, drug paraphernalia, abuse of prescription or nonprescription drugs or chemicals of any kind are not permitted at school or at any school-sponsored or school related activity, either on or off campus. If a student believes he/she has a dependency problem he/she should seek help from his/her counselor, dean, and/or social worker.

Being Under the Influence of Alcohol, Legal/Illegal Drugs or Other Prohibited Substances

If school personnel find reasonable cause to believe the student is under the influence of drugs, alcohol, or other prohibited substances, the student will be subject to discipline and a parent/guardian will be notified, and the student will be released to them. If no parent/guardian is available, the student will be turned over to the police department. Students believed to be under the influence of drugs, alcohol, or other substances will be suspended and possibly recommended for expulsion. Students and their parents/guardians will be referred to both inside and outside counseling regarding substance abuse and addiction. Students who feel that they have been incorrectly given a consequence for the use of drugs/alcohol may produce a clear drug screen. The screen must be taken no later than 4 hours after the discovery of the drug, alcohol, or prohibited substance use. Test results must be delivered to the Dean's Office within 48 hours after the consequence has been issued. The Dean may then review the results of the drug screen and determine if any further action is warranted.

Possession or Transfer of Alcohol, Drugs, Other Substances or Related Paraphernalia

Whether the alcohol, drug, prohibited substance or paraphernalia is found on the person of the student, in the locker, or in the automobile, such possession will be considered very serious misconduct. The parent/guardian will be notified, and the student will be suspended and/or recommended for expulsion. This policy is in effect at all school-related events, away as well as at home. Such away events include, but are not limited to, dances, field trips, and athletic/activity contests.

Smoking/Use of Tobacco Products

Evergreen Park Community High School students are not permitted to smoke or have in their possession any tobacco products including chewing tobacco and snuff on school premises. All school areas are off limits for tobacco use including parking lots and athletic fields. No tobacco use will be permitted at scheduled athletic events, field trips, dances including prom, club activities, fund-raising events, etc., whether at home or away.

If students are in possession of tobacco products and/or tobacco accessories (lighters, matches, etc.), such tobacco products and/or accessories will be confiscated and disciplinary action will be taken. Failure to surrender these items in a cooperative manner will be considered gross misconduct and additional disciplinary action will be taken.

Violations of tobacco use and possession regulations will lead to the following disciplinary action, which carry over the entire school year.

- First Offense** Student will receive a 1-day out-of-school suspension. A parent/guardian conference will be held. Parent/guardian and student are notified of action to be taken and of consequences for a second offense.
- Second Offense** Student will receive a 2-day out-of-school suspension and a parent/guardian conference will be held.
- After Second Offense** Any further offenses will be referred to the principal and/or superintendent for review and disciplinary action, including out-of-school suspension and/or expulsion.

GROSS DISOBEDIENCE OR MISCONDUCT

Gross disobedience or misconduct is defined as serious behaviors or activities that inhibit the educational process or threaten the safety and civil rights of the individual using the high school building. Students may be disciplined for gross disobedience or misconduct which occurs in Evergreen Park High School, on school grounds, or at a school sponsored or school related activity. These behaviors include, but are not limited to, such things as academic dishonesty, bullying, possession and/or use of alcohol, drugs, or drug-related paraphernalia, improper or unlawful possession or use of prescription drugs or over-the-counter drugs, fighting, harassment, forgery, insubordination, racial slurs, improper possession or use of school forms/equipment, misuse of computer network or internet, sexual harassment, theft, vandalism, use of vulgar, obscene language, and other similar offenses, false alarms, public display of affection, smoking, gambling, possession of a weapon or look alike weapon, and gang-related activities. Students committing these offenses will be referred to the dean and/or principal for immediate disciplinary action. Depending on the severity of the case, disciplinary action may be in-school suspension (TMS), out-of-school suspension and/or expulsion. When appropriate, a referral will be made to local police authorities.

Any student who verbally and/or physically harasses, threatens, or does property damage towards a staff member on or off of school grounds will be subject to school disciplinary action and/or referred to the appropriate police department.

ACADEMIC DISHONESTY: Students engaged in academic dishonesty such as, but not limited to, intentional plagiarism, giving or receiving help during an examination, obtaining copies of tests or scoring devices prior to an examination, tampering with the examination instrument, or impersonating another student to assist him academically, will be subject to disciplinary action.

ASSAULT OF STAFF OR STUDENT: *Any student committing assault (verbal threat or physical movement to commit battery) against a staff member or student* will be suspended for up to ten (10) days, may be recommended for expulsion, and may be referred to the local police authorities.

BATTERY OF STUDENT OR STAFF: *Any student committing battery (physical contact of an insulting or provoking nature) against a staff member or student* will be suspended for up to ten (10) days, may be recommended for expulsion, and may be referred to local police authorities.

BULLYING AND HARASSMENT: A learning environment that is free from any form of threatening and intimidating behavior is essential to maintaining a positive school climate and shall be promoted in Evergreen Park Community High School. No student shall bully, harass, or intimidate another student or staff member based upon sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status. The district will not tolerate harassing or intimidating conduct, whether verbal, physical or visual, that affects tangible benefits of education, that unreasonably interferes with a student's/staff member's education performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include, but are not limited to, name-calling, cyber-bullying, using derogatory slurs, or wearing or possessing items depicting or implying a hatred or prejudice of one of the characteristics stated above. It will be a violation of board policy for any member of the Evergreen Park Community High School District 231 student body to harass or bully another individual in the school building or on the school campus or at any school sponsored or school related activity. Violation of this policy will be considered grounds for disciplinary

action. Students and parents/guardians are encouraged to assist in preventing harassment by promptly reporting to the dean, and/or principal any instance of alleged harassment.

CLASSROOM OR SCHOOL DISRUPTIONS BY GROUPS: Students who collectively disrupt the educational process in a given classroom or area of the school or school grounds may be suspended and/or expelled. Student dissent may be expressed through other channels, such as the school newspaper or student council. Appeals and grievances may also be addressed to the principal and then to the superintendent. Dissent in the form of civil disobedience, such as sit-ins or walk-outs, will result in disciplinary action. If such action is not stopped immediately upon direction of authorized school personnel, parents will be notified.

CLASSROOM OR SCHOOL DISRUPTIONS BY INDIVIDUALS: All students are entitled to learn in a peaceful and orderly environment. Students who disrupt the learning climate for others and do not respond to a teacher's request to cease such behavior will be sent out of the classroom and receive disciplinary consequences.

CELL PHONES: The use and/or possession of a cell phone is strictly prohibited during a student's scheduled school day, including before and after school detention, TMS, **and Saturday School**. If a student is found in possession of a cell phone during the school day, it will be confiscated and given to the Director of Discipline.

First Offense Cell phone will be confiscated and student can pick up at end of day, and warning sent to parent/guardian

Second Offense Parent must come in for meeting and retrieve cell phone

Third Offense **2-day out of school** suspension

CD PLAYERS/IPODS/MP3 PLAYERS/HANDHELD VIDEO GAMES/RADIOS: The use and/or possession of CD players, iPods, MP3 players, handheld video games, and radios are strictly prohibited during a student's scheduled school day, including before and after school detentions, TMS, **and Saturday School**. If a student is found in possession of one of these items during the school day, the item will be confiscated and given to the Director of Discipline.

First Offense Device will be confiscated and student can pick it up at end of day, and warning sent to parent/guardian

Second Offense Parent/Guardian must come in for meeting and retrieve device

Third Offense and Device returned after completion of 3-hour Saturday School
Thereafter

EXTORTION: Solicitation of money, or something of value, from another student, (whether the solicitation is overt or implied and regardless of amount) in return for protection, or some desired event or object, or in connection with a threat to inflict harm is prohibited. Violation of this policy will result in disciplinary action.

FALSE ALARMS: Any student making a bomb threat or tampering with a fire alarm or other alarm system will receive disciplinary action. Police will be contacted immediately.

FIGHTING: Fighting on school grounds or at school sponsored or school related activities is considered gross misconduct. Students who engage in such activity will be suspended and may be recommended for expulsion and/or referred to the local police authorities.

FORGERY: Using passes or other materials and presenting them as being issued by school personnel when in fact they are not and/or forging the signature of a member of the school staff will result in disciplinary action.

GAMBLING: Participating in games of chance (including the playing of cards) for the express purpose of exchanging money is prohibited. Violation of this policy will result in disciplinary action.

GANG-RELATED ACTIVITIES: Gangs, cults, secret societies, and other unauthorized organizations are harmful to the educational process and threaten the safety of students. Any activity related to a gang or unauthorized organization is strictly prohibited and considered gross misconduct. Related activity includes, but is not limited to, verbal and nonverbal communication (gestures, written graffiti, gang tattoos, handshakes, hashed eyebrows, hair styles, earrings, etc.) The wearing of symbols, emblems, colors, clothing or other adornment representing or promoting a gang or unauthorized organization; engaging in any activity intended to promote a gang or unauthorized organization including, but not limited to, distributing literature, drawing or displaying unauthorized symbols on any surface, or teaching others to "represent" or act like a member of a gang or unauthorized organization; and, any effort to recruit for or further the interests of a gang or to intimidate any other students on behalf of a gang or unauthorized organization. Gang-related items will be confiscated and not returned. Students who engage in such activity will be suspended and may be recommended for expulsion and referred to the local police authorities.

INSUBORDINATION: Insubordination is the failure of a student to comply with reasonable staff directives essential to the effective, smooth operation of the school. Failure to comply constitutes serious misconduct and grounds for disciplinary action.

LASER POINTERS: Laser pointers can be dangerous; and, therefore, their possession or use by students is prohibited and may result in disciplinary action.

OFF-CAMPUS MISCONDUCT: Off-campus misconduct (anywhere and at any time of the year) may require school/disciplinary action if the conduct has caused or is reasonably forecast to be likely to cause disruption to the educational environment or has a direct effect on school functioning, school discipline, or on the general safety and welfare of the school community, including students and staff.

POSSESSION OR USE OF WEAPONS: The possession or use of any weapons or instruments, such as knives, clubs, guns, chains, explosive devices, studded accessories liquid gas or substance (noxious and/or nonlethal) or any other item that can be used to inflict bodily injury to another person is prohibited. Violation of this policy will result in out-of-school suspension and/or expulsion and notification to the police department.

PUBLIC DISPLAY OF AFFECTION: Public displays of affection that exceed standards of good taste can be disruptive to the learning environment. If such displays of affection occur, appropriate disciplinary action will result.

RACIAL SLURS: Ours is a multi-ethnic and multi-racial school, and we respect the rights of all groups to be treated with respect. Students who say or write racial or ethnic slurs will receive disciplinary action and the police department may be notified. This is considered gross misconduct. We will not tolerate abuse of the civil rights of our students or staff.

SPITTING: Spitting on the floor, in wastebaskets, or in drinking fountains, presents a serious health hazard to others. Violation of this policy will result in disciplinary action.

THEFT: Possession of stolen property or actual theft of property or money from students, staff, or the school district, is considered gross misconduct and will result in restitution, suspension, and/or expulsion, and notification to the police department.

USE OF INAPPROPRIATE LANGUAGE: The use of inappropriate language will not be allowed at school or school-related activities and may result in disciplinary action. Inappropriate language includes, but is not limited to, swearing, racial slurs, profanity, etc.

VANDALISM: Destruction or defacement of school property will result in disciplinary action as well as students being responsible for reimbursement to the school for the costs of repair or replacement of school property. Vandalism is considered gross misconduct and will result in suspension and/or expulsion.

VIOLATION OF CLOSED CAMPUS: Evergreen Park Community High School is a closed campus and students are not to leave the building at any time without prior approval from the Health Office or the PPS Center. Once a student is on school property, he/she may not leave without proper authorization during school hours. Students in violation of the closed campus policy will be subject to disciplinary action.

LOSS OF PRIVILEGES

Privileges lost include all activities that may take place during class, such as field trips, assemblies and guest speakers, or activities which take place outside the student's regularly scheduled classes (held at school or other locations), such as athletic events or club activities. Additional activities are dances, prom, fund raisers, etc. This list is not necessarily limited to the events listed but will include any other activities (such as graduation exercises) considered extracurricular by the dean, principal, or superintendent.

Any student who hosts a party where alcohol is being served to minors will be placed on LOP for the duration of the school year.

A student will lose co-curricular privileges for one grading period when he/she accumulates 3 or more days of TMS assignments and/or out-of-school suspensions any time during the school year. The loss of privilege will take effect at the beginning of the following grading period (4 ½ weeks). Additional TMS/OSS assignment will result in additional loss of privilege throughout the year. If a student earns loss of privilege during the final grading period of the fourth quarter, they are immediately put on loss of privilege. Athletes and students involved in activities may continue to participate in practice, but will not be permitted to participate in contests until the designated LOP period is concluded. This applies to students who have received LOP for minor infractions, not gross disobedience or gross misconduct. Students on loss of privilege for minor infractions, not gross disobedience or gross misconduct, may attend the prom. Repeated violations of school policies or extreme misconduct will result in immediate loss of privileges.

CORPORAL PUNISHMENT

Corporal punishment is not approved as policy or practice for student discipline in this school district.

POLICY AND PROCEDURES FOR THE USE OF BEHAVIORAL INTERVENTIONS

Policy: Evergreen Park Community High School, in accordance with Public Act 89-191, has developed the following Behavioral Interventions Policy for students attending Evergreen Park Community High School programs. A fundamental principle of this policy is that nonaversive or positive interventions designed to develop and strengthen desirable behaviors should be used to the maximum extent possible and are preferable to the use of aversive and more restrictive interventions.

The use of positive interventions is consistent with the educational goals of enhancing students' academic, social, emotional and personal growth. While positive approaches alone may not always succeed in controlling extremely inappropriate behavior, the use of more restrictive procedures should always be considered to be temporary and approached with caution and restraint. The use of restrictive interventions should maintain respect for the individual student's dignity, personal privacy and safety, and adhere to professionally accepted treatment practices.

All of the procedural protections available to students with disabilities and their parents or guardians under the Individuals With Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act, and the Illinois School Code, including notice and consent where required, opportunity for participation in meetings and the right to appeal will be observed when implementing and/or developing behavioral interventions.

This policy and procedures for implementation have been developed after review and consideration of the Behavioral Intervention Guidelines developed by the Illinois State Board of Education. Those guidelines may be requested through the Illinois State Board of Education at 100 North First Street, Springfield, Illinois 62777.

Procedures: These procedures are designed to promote the use and maintenance of the best of professional standards and practices in the use of behavioral interventions. Specifically, the use of interventions should respect the dignity and privacy of the students while promoting learning of more appropriate behaviors. These procedures apply to those students whose disability creates a need for a behavioral management plan.

Behavioral procedures such as those designed as part of the behavioral management plan represent interventions intended to enhance the benefits the student derives from the educational setting. Specific behavioral interventions are recommended based on their level of restrictiveness.

Positive and non-restrictive interventions are preferred because of the low risk of negative side effects and the high priority placed on positive behavior change rather than behavior control.

Positive and non-restrictive interventions may be used without the development of a written behavior management plan or inclusion in the student's Individualized Education Program (IEP).

Restrictive interventions may be appropriate in emergency situations or when less restrictive interventions have been attempted and failed (in accordance with Illinois School Code Section 24-24). For students with a behavioral management plan which does not include the use of restrictive interventions, this level of intervention should be used only after an analysis of behavior has been completed and documented, and a behavioral management plan developed and included in the student's IEP.

Restrictive interventions are intended to be used only for the minimum amount of time necessary to control the student's behavior. In addition, they should be used in conjunction with positive interventions and be replaced by less restrictive procedures as quickly as possible.

- Allowing student to escape task
- Calling/notifying parent
- Direct instruction
- Environmental/activity modification
- Instructional assignment
- Modeling
- Peer involvement
- Planned ignoring
- Positive reinforcement (individual/group)
- Prompting
- Proximity control
- Redirect student (verbal, nonverbal signal)
- Response-cost
- Self-management
- Shaping
- Teaching alternative behaviors
- Teaching self-reinforcement
- Token economy
- Verbal feedback
- Verbal reprimand

Non-restrictive Procedures:*

- Extinction
- Positive practice/overcorrection
- Redirect student (physically)
- Restitutional overcorrection
- Time-out (non-exclusionary)

* Depending upon the student's needs, IEP, etc., these interventions may be restrictive in nature. Refer to selected definition of terms. Refer to restrictive procedures.

Restrictive Procedures:

- Detention (before/after school, weekend)
- Exclusion from co-curricular activities
- Forced physical guidance
- Manual restraint
- Negative practice
- Possible expulsion
- Suspension (in-school)
- Suspension (out of school)

RECIPROCAL REPORTING PROCEDURES

The Board of Education in conjunction with the Attendance and Discipline Committee recognizes its legal responsibilities under the administrative procedures, 7.190-R3, Guidelines for Reciprocal Reporting of Criminal Offenses committed by students.

The following administrative procedures will be implemented when reporting suspected criminal offenses by students enrolled in Evergreen Park Community High School District #231.

REPORTING CRIMINAL OFFENSES

1. Any employee of Evergreen Park Community High School District #231 who has gained knowledge or information regarding alleged criminal activity must report the information to the principal or dean.
2. The principal or dean will contact the police department in order to file an initial incident/patrol report. At this time, the principal or dean shall verbally contact the superintendent or designee to inform him/her of the incident. A parent or legal guardian will be contacted to inform them of the criminal allegations and the initial police contact. If a child is to be questioned on school property, a parent or legal guardian must be called before the child speaks with the police department. In addition, the principal, dean, and/or superintendent or designee, shall be present at any questioning of a minor in regard to criminal allegations when such questioning is during school hours and/or on school property. The only exception to making a parent/legal guardian contact would be if a child's safety is put in jeopardy by this parent/guardian contact.

If a child poses an immediate threat to him/herself or others, a decision can be made by the principal or designee to remove the child from school premises by the police department.

3. A significant occurrence report will be filed with the Superintendent's Office within one (1) working day of the alleged criminal activity report.
4. When applicable, teachers and parents/guardians will be informed of alleged criminal activity impacting on the general school population through a written correspondence or meeting.

5. Behavioral intervention/follow-up will be provided for a student who commits a criminal offense on school property or during a school sponsored activity in accordance with the standard discipline policy of Evergreen Park Community High School District #231.
6. For a crime which would be a felony if committed by an adult, or following any adjudication of delinquency for a violation of the criminal code, the Illinois state's attorney shall ascertain whether a child is in school and, if so, shall provide a copy of the dispositional order to the principal or chief administrative officer of the school. Access to such juvenile records shall be limited to the principal or chief administrative officer of the school and any counselor assigned to him/her.

A MINOR SHALL BE AFFORDED ALL RIGHTS OF CONFIDENTIALITY AS OUTLINED IN PUBLIC ACT 88-344.

GENERAL SCHOOL REGULATIONS

AUTOMOBILE REGULATIONS

The board of education and the administration strongly recommend that students do not drive cars to school. This recommendation is based on campus safety and security factors for the total school population. A limited amount of parking is available to seniors who have demonstrated a positive academic record (minimum cumulative GPA of 2.0), good attendance, and few tardies. Students who have been on Loss of Privilege in junior year are not eligible for parking in senior year. Parking for seniors who meet this criteria will be available on a first come, first serve basis during **fee day (date and time TBA)**. Seniors who find it absolutely necessary to drive must pay a fee and obtain a parking permit and sticker. The request for a permit must include parental approval and proper filing of application forms, which may be obtained in the PPS Center. Parking permits are not transferable. Seniors must park in the designated student section.

Any vehicle parked on school property is subject to inspection and/or possible search.

Violations of parking regulations may result in privileges being suspended or revoked. Students must park only in parking places designated for student use. "No Parking" places include yellow curbs, spaces designated for handicapped, reserved for administrators and visitors, and the north staff parking lot. Tickets may be issued for illegal parking and cars may be towed at the owner's expense. Cars are not to be backed into a parking spot; pull in forward only.

There will be no loitering on school grounds. Students driving to school are to exit their vehicles immediately after pulling into a school parking spot. Sitting in cars on school property is not allowed. This policy is in effect 24 hours a day.

If it is determined that a student has driven recklessly on school property, parking privileges will be suspended or revoked.

BOOKBAGS, BACKPACKS, DUFFLE BAGS, ETC.

All backpacks, purse packs, duffle bags, book bags, etc., must be kept in lockers between the bell for first block and the closing bell for the school day. Purses with a shoulder strap or hand strap are the only bags that will be permitted during school. Students are not to carry backpacks or purse packs of any size. Failure to comply with this policy may result in items being confiscated and/or disciplinary action.

BUILDING AND GROUNDS USE

Students are to use the school building only for organized educational activities. Students should not be in the school building earlier than one half hour prior to the start of their first class or remain in the building after their last class ends unless they are supervised by a faculty member. Unauthorized entry and use of the building before or after school (loitering) will be considered trespassing, and appropriate measures will be taken by the school administration to remedy the situation.

BUILDING SECURITY

All students and visitors must enter through the main entrance during school hours (7:00 a.m. to 3:30 p.m.). For the purpose of security, no other door may be opened during school hours except in the case of emergency. Violators are subject to disciplinary action.

BUS REGULATIONS

Some time throughout the school year, students may be transported on a bus for class activities, field trips, co-curricular activities, etc. Students are expected to conduct themselves in a manner that reflects self-control and a concern for the welfare of others. When student conduct is not appropriate all of the policies and consequences of the student discipline section of the student handbook apply. Each school year, students will complete a bus safety drill to prepare for an emergency situation.

CAFETERIA AND NOON HOUR REGULATIONS

Block 3 has three designated lunch periods. Students are expected to maintain proper behavior in the cafeteria. They must clean their own area. Food or refreshments are not to be taken out of the cafeteria at any time. Food carried into the halls or classroom areas may be confiscated and thrown away.

Theft of food or drink from the cafeteria may result in suspension and notification to the police department.

Students must present their ID upon demand when entering cafeteria and other areas, i.e. gym, computer lab, and LRC.

Students are not allowed to leave the cafeteria during lunch. Students wishing to use the bathroom facilities during the lunch periods must present their ID card to the lunchroom supervisor to gain permission to use the facilities.

Faculty members, because of their busy schedules, are to be given priority in the cafeteria lines at all times.

Failure to comply with cafeteria rules may result in loss of cafeteria privileges and possible disciplinary action.

CLASS DISMISSAL

The teacher, not the bell, dismisses the class. Leaving before such permission is given will be treated as cutting out of class early, resulting in disciplinary action.

COMPUTER AND NETWORK USE STUDENT RIGHTS AND RESPONSIBILITIES

Students are provided access to computer workstations and the District's Technology System in order to enhance their educational experiences and growth in technology, information gathering and communications skills. The school's computer workstations may provide access to the Internet.

Access to the District Technology System is a privilege. Students are required to comply with all District policies, rules and guidelines for acceptable use of the District's Technology System, as well as all applicable laws. Access to the District's computers and Technology System may be suspended or revoked at any time.

All students are required to read and comply with the Guidelines for Acceptable Use of the District's Technology System by Students ("Guidelines"). Students and their parents/guardians must review the Guidelines and sign and return the enclosed Authorization Form before the student will be permitted access to the school's computers and the District Technology System.

DANCES AND PROM

Dances, including the prom, may be sponsored by various organizations. They must be approved by the principal and scheduled at least 30 days in advance. Students may not return to a dance or the prom once they have left the building. The traditional dances include the Homecoming Dance (fall), the Snow Dance (winter), and the Junior-Senior Prom (spring). Students must show school identification to enter the dance. Inappropriate dancing and public displays of affection are not permitted and students will be

immediately removed from the dance.

Prom is a formal event and specific details regarding prom are outlined in the Document of Understanding that parents/guardians sign prior to purchasing prom tickets.

Homecoming and Snow Dance are semi-formal events. The following guidelines should be followed:

- Ties are required for the boys and dresses or skirts are proper attire for the girls. No jeans or gym shoes allowed to semi-formal dances.
- Current Evergreen Park ID must be presented at the door. Valid ID for a guest is a picture ID, driver's license, or high school ID. This ID must match the name submitted on the guest pass.
- Guest passes are to be faxed to our dean's office by the dean of the guest's school by 3:00 p.m. on the Wednesday before the dance.
- Doors will close one hour after the published starting time of the dance. No student will be admitted after the doors close.
- Breathalyzers will be used if a student is under suspicion of alcohol use.
- If for any reason a guest from another high school is asked to leave the dance, the dean's office will contact the guest's school and file an incident report with them. Students found to be under the influence of alcohol or drugs may be turned over to the police department.
- All school rules apply. Any violation of the above-mentioned guidelines will result in removal from the dance for both guest and host.

DELIVERIES TO STUDENTS OR STAFF

The school will **not** accept delivery of packages/gifts/flowers, etc., for individual students and staff members. People bringing school-related items to the school for students (i.e., lunches, books, PE/sports clothing/equipment) must report to the PPS Center for instructions.

DISTRIBUTION OF MATERIALS, STUDENT SPEECH & PRESS

The board recognizes the students' right to freedom of speech and the press; however, these rights are limited when the rights are used to interfere with the very purposes to which schools are dedicated.

Students are free to express their opinion on major contemporary issues; however, freedom of student speech and the student press does not extend to making obscene, slanderous or libelous remarks about the school administration or to encourage disobedience to school authority.¹

Students or non-students are not to distribute written communications on school property which have not been approved by school authority. Courts have upheld that students can be disciplined for disobedience, if they distribute such materials on school property.²

¹Scoville v. Board of Education of Joliet Twp. H.S. District 204, 286F. Supp. 988 (1968) Ill.

²Schwartz v. Schuker, 298 F. Supp. (1969) New York

If you wish to distribute literature, leaflets, newspapers, or circulate petitions adjacent to the school or on school property, you must adhere to the following guidelines:

1. All information must be submitted to and approved by the principal.
2. If the administration permits distribution of materials on school property, the pool lobby area, main corridor, and the cafeteria will be the standard locations.
3. Regular times will be designated before and after school and during the lunch hours.
4. All material must provide a source. The name of the author(s) and/or organization must be listed.
5. If the rights of others are violated or the school day disrupted, the right to distribute literature will be forfeited, and students will be subject to disciplinary action.

FIELD TRIPS AND SCHOOL ACTIVITIES

Students participating in field trips and other school activities are representatives of Evergreen Park High School. Students may be excluded from field trips by the dean and/or teacher for disciplinary infractions, multiple absences and/or tardies, or academic concerns. Traditionally, our students have met the highest standards of conduct, a proud tradition that reflects favorably on all of us. Off-campus behavior must meet the same high standards that apply to the classroom. Misconduct and disobedience will be treated

the same as if the offense occurred at school.

HALL PASSES

Students who need to be in the corridors while classes are in session will be required to be in possession of a signed pass which is provided in the student handbook. Student handbooks will be validated by an identification label. The absence of a label will invalidate any passes. Students found to be in possession of a handbook other than their own will be issued disciplinary consequences.

HALLWAY/BUILDING BEHAVIOR

Students are expected to exhibit appropriate behavior in the hallways/building prior to, during, and after school. Conduct in the halls/building must be orderly at all times. Students should keep moving and keep to the right. There should be no running. Students should not congregate in places which would interfere with corridor and stairway traffic. Waste containers should be used for all waste. Loud and/or inappropriate behavior will be treated as a misconduct. Horseplay of any kind will not be tolerated.

IDENTIFICATION/ACTIVITY FEE CARD

All students will be issued identification cards at registration time. This card must be worn on a school issued lanyard around their neck and be visible at all time during the school day. If a student does not have an ID card, the student will be issued disciplinary consequences. Any student who loses, defaces, or mutilates the ID card and/or school issued lanyard must purchase a new one.

Students may charge out equipment and materials from the library and science area with the use of this card. The card will also be used to identify students for all school events or elections.

Lost cards should be reported immediately to the Attendance Office so that a new card can be issued for a replacement fee.

LEARNING RESOURCE CENTER (LRC)

The Learning Resource Center (LRC) is open 7:30 a.m. to 4:00 p.m., and closed during faculty meetings. The Library is also open during lunch for general library use. Available computers may be used **only** with a pass from a teacher. There is no eating, drinking, Instant Messaging, or game playing allowed at any time. The librarians reserve the right to remove a student at any time for being disruptive and/or disrespectful.

- Book check-out period is 2 weeks
- Reference book check-out period is overnight
- Late fee for reference books is .25/per book/per day
- Late fee for all other books is .05/per book/per day
- Student ID or Planner is needed to check out materials
- Students may not bring book bags and coats in to LRC at any time

LOCKER & COMBINATION LOCK REGULATIONS

Lockers remain the property of the school. Each student should only use the assigned locker, i.e. students are **not** to share lockers. Students will be responsible for all contents in their assigned locker. Students are not to choose their own lockers. If it becomes necessary for a student to change hall lockers, the Dean's Office will assign a new locker. The dean will assign a new locker if a student is found to be using the locker of another student or if the student is found to be disruptive in a certain area.

Lockers will be inspected on a random basis to ensure clean, well maintained lockers which reflect the values of the school and the community. It is the student's responsibility to remove everything from the locker at the end of each term. All items, decorations, etc., will be disposed of over the summer. Contraband will be dealt with as follows:

- Illegal items such as weapons, drugs, alcohol, drug paraphernalia, stolen property, and exploding devices will be confiscated and parents/guardians notified and disciplinary consequences, including suspension/possible expulsion will be issued. Police will be notified.

- Trash and garbage such as empty cans and bottles, open food or pop, tobacco products, matches, lighters, and indelible markers will be thrown away.
- Offensive pictures or posters will be confiscated. Examples of offensive materials are insults to racial or religious groups, drug/alcohol ads or promotions, and sexually suggestive material. If students request return of confiscated property, their parents/guardians must come to the Dean's Office to pick it up.

Lockers which are found to contain unacceptable items will be subjected to additional inspections on a more frequent basis. Such offenses may result in disciplinary action including suspension or possible expulsion. Any questions related to the appropriateness of a given item should be referred to the dean.

Hallway Combination Locks: Combination locks are distributed to the student body for use on hallway lockers. A fee is charged at the time of issuance. Only school-authorized locks are to be used with the lockers. Unauthorized locks, including gym locks, will be cut off. At the end of the school year, students will remove locks and take them home.

Locker Room Combination Locks: Combination locks are distributed to the student body for use on gym and athletic team lockers. A fee is charged at the time of issuance. Only school-authorized locks are to be used with these lockers. Unauthorized locks, including hall locks, will be cut off. Gym lockers are subject to the same rules as hall lockers.

LOITERING

Any student who remains in the building after school should be with a teacher and/or supervisor (i.e. academic assistance, clubs, sports, co-curricular activities, computer lab, or LRC). Students must not be in the building unsupervised. Students are not permitted in the building before 7:15 a.m. unless supervised by a supervisor/coach. Students who do not have a zero hour class should not arrive before 7:45 a.m. Students are not to be in the building after 3:10 p.m. unless they are with a supervisor/coach. Students are not to be in the gym, gym area, pool, pool area, or Personal Wellness Center unsupervised. Students not cooperating, or repeat offenders, will be considered to be loitering and subject to proper consequences by the Dean's Office.

SEARCH AND SEIZURE

To maintain order and security in the schools, school authorities are authorized to conduct searches of school property and equipment, as well as of students and their personal effects, under the circumstances described below. "School authorities" include school liaison police officer.

School Property and Equipment

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), without notice to or the consent of the student.

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

Students and Their Personal Effects

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, coats, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules.

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.

SKATEBOARDS, SKATESHOES (HEELIES), AND ROLLERBLADES

Skateboards, skateshoes (heelies), and rollerblades are not allowed on school grounds.

STUDENT DRESS STANDARDS

The attitude and behavior of the student body are influenced by dress and grooming. With the cooperation of parents/guardians, the school will encourage all students to dress in a fashion that reflects good taste and a style appropriate for a school day. If a style of dress or grooming appears to be disruptive to the educational process, it will not be permitted in school. Appropriate hygiene is essential and all clothing must be clean and neat in appearance.

The following are guidelines for appropriate school attire:

- Clothing or accessories including purses, hats, belt buckles, or jewelry which depict or promote any of the following are forbidden:
 - Inappropriate language
 - Skulls, skeletons, symbols of death, violence, etc.
 - Alcohol, tobacco products, drugs
 - Sexual connotations
 - Derogatory remarks directed at civil servants, ethnic, racial, or religious groups
- Top attire must touch bottom attire at all times while standing, walking, and sitting. Shirts that are excessively large or small are not permitted.
- Top attire must not extend below wrists with arms hanging to the side. Excessively large shirts must be tucked in.
- Tank tops or clothing that is low-cut, revealing, provocative, or disruptive to the educational process are inappropriate. (Examples include, but are not limited to, spaghetti straps, off the shoulder tops, see-through clothes, tight clothing, etc.)
- Pants should be the appropriate size (sagging pants, pant legs that are excessively baggy, and any clothing that is excessively large or small is not permitted). Student may be required to wear a belt, if necessary.
- Pants that have hanging accessories (straps, chains, loops) are not permitted.
- **Holes in pants must be below the fingertips/arms hanging to the side.**
- Skirts or shorts must extend below the fingertips/arms hanging to the side.
- No undergarments should be exposed at any time.
- Outer garments (coats, jackets, gloves, hats, etc.) are not to be brought or worn to class.
- Any oversized garments, including but not limited to, sweatshirts, hoodies, and shirts are not permitted.
- Hats and head coverings, including bandanas, sweat bands, and hair picks may not be worn in the building at any time before, during, or after school, including all co-curricular activities held inside the building. Exceptions may be made for health, safety, cultural, or religious reasons.
- Hair styles, **hair color outside the natural range**, makeup, etc. that disrupt the educational environment are not permitted.
- Sunglasses, unless medically prescribed, must not be worn in the building.
- Chains and spiked jewelry will not be permitted.
- Earrings may be worn by female and male students but only in the ear. Additional body piercings (e.g., tongue piercing, nose rings, brow rings, etc.) are prohibited. For safety purposes in physical education, industrial technology classes, and athletic activities, the teacher/coach may require males and females to remove their jewelry.
- Shoes must be worn per state health guidelines. Shoes must be a matched pair. House slippers are not allowed. Footwear that damages floor surfaces will not be allowed.
- **Purses carried by students should be no larger than a piece of notebook paper.**
- All backpacks, purse packs, duffle bags, book bags, etc., must be kept in lockers between the bell for first block and the closing bell for the school day. Purses with a shoulder strap or hand strap are the only bags that will be permitted during school. Students are not to carry backpacks or purse packs of any size.

Students who do not follow these guidelines will be sent to the PPS Center where they will be required to change or cover inappropriate clothing. Repeat dress code violations will result in discipline consequences and parent contact.

First Offense Written or documented warning. Dress attire must be changed to meet the dress code requirement and parent will be contacted.

After First Offense Discipline will range from detention to Saturday School to TMS or external suspension and parent will be contacted.

VISITORS AND GUESTS

Visitors must report to Security at the main entrance, provide a **valid** driver's license **or** state ID, and wear the provided identification tag throughout the visit. Upon leaving, they should sign out at the Security desk. Requests for exceptions may be directed to the dean or principal.

STUDY HALL

Study halls are normally not scheduled. All students are expected to carry a full 4 block schedule of assigned classes. Exceptions are these: (1) Students on short- or long-term medical excuse as determined by a doctor or nurse will be assigned to a designated area. It should be understood that the PE Department may require written assignments to make up for loss of classroom participation. (2) Students dropped from class and assigned to the PPS Center because of a behavior concern.

VIDEO TAPING

Students should not video tape or participate in a video tape without prior approval of the division chair and principal. In some cases, parent/guardian permission slips may be required.

WORK PERMITS

Work permits are issued to employers to put them on notice that you are a minor and that, as employers, they must obey the laws that have been passed to protect you. Students who are 14 or 15 may obtain work permits in the Principal's Office by presenting a parental consent note, a birth certificate, and a letter from the potential employer.

If you or your employer has any questions regarding employment certificates, please call the principal of Evergreen Park High School at 424-7400, ext. 233.

PUPIL PERSONNEL SERVICES - PPS

Pupil Personnel Services include services from the guidance counselor, social worker, dean and school nurse/health aide. The PPS Center is located in the center of the building on the first floor across from the district office.

GUIDANCE AND COUNSELING

Each student is assigned to a counselor and, the counselor will serve that student for all four years of high school. The counselor assists the student with current personal, social, and educational concerns. The counselor also assists the students with post-high school educational and/or employment plans. Using test data and student plans, the counselor assists the student in choosing a high school program to meet the post-high school goals. While counselors will make appointments to see students at key times (beginning of freshman year, registration times, etc.), students are always free to make an appointment with the counselor. There is a book in the Counseling Center which the student signs to request an appointment with the counselor.

BEHAVIOR INTERVENTION

A behavior intervention plan may be developed for any student receiving special education services if an eligibility team determines that it is needed. A copy of the Behavioral Intervention Policy is available in the Director of Student Services Office.

PEER MEDIATION

Peer mediation is designed to assist students in resolving their own conflicts. In cases where a student's conflict may be identified before a discipline problem results, students or staff may request the help of a student mediator to help resolve student problems.

SCHEDULING CLASSES

Current freshmen, sophomores, and juniors will register for classes during January and February for the following school year. Students should discuss course selection with their parent/guardian prior to finalizing registration. Students and parents/guardians should use the registration sheet provided and then refer to the course description catalogue on line to select courses.

SOCIAL WORKER

A school social worker is available to assist students to cope with school, family, or personal problems that may impede their ability to succeed in school. To request an appointment with the social worker, students should complete the request form in the Counseling Center.

SPECIAL EDUCATION

All students with identified disabilities have the right to a free, appropriate public education in the least restrictive environment.

Parent's and student's rights and regulations, including disciplinary regulations as they relate to special education students, are available upon request from the Director of Student Services.

SUMMER SCHOOL

Summer school may be offered depending on sufficient enrollment. Any summer school credit taken outside the district must have **prior** approval by the EPCHS guidance counselor and principal or it will not be accepted for credit.

OUTSIDE CREDIT

Correspondence Courses

A student enrolled in correspondence courses may receive high school credit for work completed, provided the course meets the following criteria: 1) The course must be approved in advance by the high school principal and counselor; 2) The course must be given by an institution accredited by the North Central Association of Colleges and Secondary Schools; 3) The student is making up failed credits or is behind in graduation credits (required credits must be taken at EPCHS if possible); 4) The student assumes responsibility for all fees.

Seniors must complete all correspondence course requirements prior to the date of graduation, and EPCHS must receive **written** verification of credit from the college/university **prior** to the date of graduation. All correspondence courses must be completed in one calendar year from the date of approval. Courses completed after the one year calendar date **will not** be accepted by the district towards meeting student graduation requirements.

Exchange Programs

The School Board may grant an honorary diploma to exchange students.

District students will receive academic credit for foreign exchange courses that meet the criteria established in the curriculum and that are approved by the building principal. International study course work not meeting District requirements may be placed in the student's permanent record and recorded as an international study experience.

College Courses

A student who successfully completes community college courses may receive high school credit provided the student is currently enrolled, the course is approved in advance by the high school guidance counselor and the principal, and the student assumes responsibility for all fees.

OBTAINING A TRANSCRIPT

Graduating seniors are entitled to one free transcript. Additional transcripts will be sent at a cost of \$3.00 per transcript. Students should request transcripts in the Counseling Center. Under some circumstances, it is necessary for the student or parent to sign a release of information form before the transcript may be sent.

STUDENT RECORDS

This policy is written to conform with the "Family Educational Rights and Privacy Act of 1974" and is consistent with the School Code of Illinois and the Illinois Student Record Act of 1975.

Student records are considered essential in accomplishing the educational objectives of our school and in promoting the welfare of our students. Only information which is pertinent to the objectives and tasks of the school will be collected.

The Illinois School Student Record Act of 1975 requires each school district to keep a student permanent record. Information in this permanent record consists of: (a) basic identifying information including student's and parents' names and address(es), birthdate, birthplace, and gender; (b) academic transcript, including grades, class rank, graduation date, grade level achieved, and scores on college entrance examinations; (c) attendance record; (d) accident reports and immunization records; (e) record of release of permanent record information. We may also include as allowable by law: (a) honors and awards received; and (b) information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations. No other information shall be placed in the student permanent record. The school will keep permanent records on file for not less than 60 years.

A student temporary record consists of information and records kept that are not required to be in the permanent record. Each student's temporary record may include the following: (1) family background information; (2) intelligence test scores, group and individual; (3) aptitude test scores; (4) reports of psychological evaluations including information on intelligence, personality and academic information obtained through test administration, observation, or interviews; (5) elementary and secondary achievement level test results; (6) participation in co-curricular activities including any offices held in school sponsored clubs or organizations; (7) honors and awards received; (8) teacher anecdotal records; (9) disciplinary information; (10) special education files including the report of the multi-disciplinary staffing on which placement or nonplacement was based, and all records and tape recordings relating to special education placement hearings and appeals; (11) any verified reports or information from noneducational persons, agencies or organizations; (12) other verified information of clear relevance to the education of the student; and, (13) record of release of temporary record information.

One year after graduation the student temporary record is destroyed, except for special education records as called for in PL 94-142 (kept for 5 years). Parents or eligible students have the right to copy the record or any part therein before it is destroyed.

The parent or eligible student has the right to review, challenge, and copy school student records. The Illinois Student Records Act defines "parent" as a person who is the natural parent of the student or other person who has primary responsibility for the care and upbringing of the student. All rights and privileges according to a parent become exclusively those of the student ("eligible student") upon his/her eighteenth birthday, graduation from secondary school, marriage, or entry into military service, whichever occurs first.

Student records are maintained in the following places:

- Permanent Record - Counseling Office central files, except health and accident records which are kept in the Health Office during the student's attendance period.
- Temporary Record - Counseling Office central files, except attendance and discipline information which is kept in the Attendance Office.
- Special Education files are maintained in the Counseling Office.

Records will be reviewed every four years or upon a student's change of attendance center. The records of students who do not graduate in four years will be reviewed and the parent/guardian or eligible student has the right to challenge or copy any information that might be deleted from the record at that time. All material contained in a student's temporary record will be kept for 1 year after graduation. After July 1 following that year, all material contained in the student temporary record will be destroyed. A student's permanent record containing grades, attendance, etc. will be maintained. A student may request the contents of the student temporary record during the year after graduation.

Students and parents/guardians should be notified of the above rights and policies upon enrollment or transfer to this school, and the school shall provide such notice to parents/guardians of children classified under Section 14, C-3 (Ill. Rev. Stat. 1975) to be of limited English-speaking ability in both English and in the language of which the child of the parents so notified possesses a primary speaking ability.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal or appropriate school official, clearly identify the part of the record they want changed and specify why it is inaccurate.

If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

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

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the US Department of Education concerning alleged failures by the School district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

HEALTH OFFICE & RELATED INFORMATION

Evergreen Park High School provides the services of a school nurse/health aide during the regular school hours. The school nurse/health aide is responsible for all injury reports, dismissals from school due to illness, and all matters related to the health of all students.

ADMISSION TO HEALTH OFFICE

A teacher's pass is required of all students who enter the Student Health Office. If a student feels ill at the beginning of a period, he/she must obtain permission from the teacher of a class he/she is going to miss before going to the Health Office. Only cases of severe illness or injury will be admitted without a pass. All visits made by students to the Health Office are recorded on files maintained by the school nurse/health aide.

ILLNESS OR INJURY DURING SCHOOL

If the school nurse/health aide determines the student must leave the building, she will notify parents or other responsible adult. If no adult is available, the school nurse/health aide will make the decision regarding care and arrange proper transportation if necessary. The student is responsible for signing out in the PPS Center.

In cases of serious illness or accident, students will be transported to the nearest hospital by the Evergreen Park Fire Department. The school nurse/health aide will notify the parents or responsible adult as soon as possible.

MEDICATION

No medicines, including aspirin, are dispensed from the Health Office. The school nurse/health aide will only dispense medication that has been prescribed by a physician when the required consent form is signed by both the physician and parent in accordance with school policy 5.41.0. Students requiring an asthma inhaler or Epi-pen may carry and self-administer with signed parent and physician approval. All students are required to bring their own medication when it is necessary. The school nurse/health aide does not diagnose illness nor prescribe treatment.

PHYSICAL EXAMINATION REQUIREMENTS

Freshmen and transfer students are required to have a physical examination and all necessary immunizations prior to entry into high school. Parents/guardians are requested to call the doctor for an appointment before June 1 and send form to Health Office for filing and review before July 15. The state of Illinois also requires immunizations of all students. These include measles, mumps, rubella, poliomyelitis, diphtheria, pertussis, tetanus, TB testing, and hepatitis B. Additionally, as required by Illinois State Board of Education, the physician's assessment of diabetes risk, along with the BMI must be completed. **Exclusion is from the first day of school.**

Medical records must indicate dates of immunizations and/or illnesses. Parents are urged to maintain records of these at home also.

Students who transfer from other schools within Illinois are required to submit completed health records from schools previously attended or may be requested to obtain a physical examination and/or immunizations. Students who fail to meet the compliancy requirements may face exclusion from school until said requirements are met.

Those students transferring from schools outside of Illinois will be required by law to obtain a new physical examination if their most current exam is not dated within a one year time frame.

All athletes involved in competitive sports and cheerleaders are required to obtain a physical before the beginning of the sport season and annually if involved in sports. These forms are maintained in the Activities/Athletic Director's Office.

Students from other countries must have a health examination completed within 1 year prior to date of entering school and must meet the immunization requirements regardless of the length of stay.

DENTAL EXAMINATION

All freshmen are recommended to have a dental form completed upon entry to school. Students with dental disorders are referred to dentists when necessary.

MEDICAL EXCUSES FROM PHYSICAL EDUCATION

Students are required by law to be in physical education classes unless excused by a physician. Medical excuses are filed in the Health Office, and these students are referred to the school nurse/health aide by the physical education teacher.

Permanent Medical Excuses

If a student is out of gym classes for an extended period of time, (such as a term or a year) because of a chronic illness or injury, he may be reassigned to another class for that period of time. He will not receive credit for physical education, but the record will show that the state requirement has been fulfilled for that period of time.

Temporary Medical Excuses

Temporary medical excuses will be issued upon presentation of a physician's request. The student will be assigned to the LRC after conferring with the school nurse/health aide and notification to the student's PE teacher. The school nurse/health aide will issue a pass to the LRC and the student will report to the LRC Director. He/she will complete whatever study materials are assigned for the period and will receive credit toward his physical education grade for that period.

Any illness or injury requiring a gym absence greater than two days needs an evaluation by a doctor to rule out a serious illness or injury. A doctor will determine if PE restrictions are in order, i.e. PE teacher will only recognize two "nurse excused" passes *per term*.

HOMEBOUND INSTRUCTION

Homebound instruction is available to students enrolled at Evergreen Park Community High School who are unable to attend school because of physical or emotional disorders. Students become eligible for homebound instruction when it has been established that they may be absent for an extended period of time, i.e. generally after absences of 10 consecutive school days due to illness. Verification required includes:

- A statement from a physician that the student will be confined to the home or hospital for an extended period.
- A statement from the parent(s)/guardian(s) that homebound instruction is requested for the extended period.

Parental requests for homebound instruction should be referred to the PPS Center, Counseling Department. The parent/guardian will be asked to send the necessary physician and parent/guardian statements to the principal. Upon receipt of the necessary statements, the principal will take appropriate action.

This action may include, but is not limited to, homebound tutoring, telephone communication, and homework assignments.

SPECIAL ACCOMMODATIONS

Any student or adult needing special accommodations to attend a school activity (i.e. wheelchair-bound, hearing impaired, visually impaired, etc.) should contact the Health Office or Principal's Office.

ACADEMIC POLICIES & PROCEDURES

ACADEMIC INTEGRITY

Evergreen Park Community High School holds all of its students to a high standard of academic integrity. Academic dishonesty of any kind is not acceptable, and may be subject to disciplinary action.

CLASS RANK

Class rank will be calculated at the end of each term. It is important to be concerned with class rank from the first day in high school as it becomes a part of the permanent record and will be referred to by employers and by college admissions counselors.

CLASS VALEDICTORIAN/SALUTATORIAN

Valedictorian (ranked first in class), salutatorian (ranked second in class), and top 10% of the graduating class will be determined using the GPA as calculated through the midterm progress report of term two in the senior year. To be considered, a student must be attending high school for eight terms (early graduates are not eligible), with at least the last two terms at Evergreen Park High School. The GPA will be carried out to the third decimal place.

GRADE LEVEL CLASSIFICATION

Students entering first year of high school will be considered ninth grade freshmen. Each term a student must be enrolled in a minimum of four courses. For the purpose of the Prairie State Achievement Exam, juniors will be defined as students who have obtained a minimum of 11 Carnegie Credits and have passed English 1 and 2 and both the algebra and geometry sequences. These credits must be completed by the beginning of junior year. Students who are ineligible to take the PSAE in junior year must take it in senior year. The PSAE is a requirement for graduation. Only juniors and seniors (students who have obtained a minimum of 11 Carnegie Credits) are permitted to purchase tickets to the prom.

HONOR ROLL

Two times per school year at the end of each term, class rank will be calculated. Student GPA will be calculated at the end of each term and Honor Roll and High Honor Roll will be published. Students achieving a 3.0 to 3.749 weighted grade point average will be listed on the Honor Roll. Students achieving a 3.75 weighted grade point average or above will be listed on the High Honor Roll. Pass/fail courses are not computed in class rank and GPA.

PROGRESS REPORTS/REPORT CARDS

Three progress reports will be mailed each term, spaced approximately four weeks apart. When appropriate, teacher comments may be included with any of the reports issued. The final grade report of each term will include the final exam grade, the final grade for the term, and the class rank, and will be mailed immediately following each term.

Parents/guardians may contact teachers about student progress by leaving voice mail or e-mail messages.

INCOMPLETE GRADES

Incompletes should be made up within the first two weeks of the term following the incomplete grade. The incomplete grade will be converted to an "F". Unless there are extenuating circumstances, incompletes are only given in unusual circumstances such as a prolonged illness, family emergency, or late transfer.

FAILURES

Students who fail a course must repeat the course if it is required for graduation. If the course is not required for graduation another class may be taken in its place.

RETAKE A COURSE

Students who retake a course which was previously failed will have the course title and grades from both course attempts posted on their transcript and calculated in their GPA.

Students will not be allowed to retake a course which they have successfully completed/passed unless there are extenuating circumstances.

EXAM POLICY

All students in grades 9 - 12 are required to participate in written exams/projects (take-home exams do not meet this requirement) for all courses during the designated exam periods. Exams will be given at the midpoint (10% of grade) and end of each term (10% of grade).

GRADING SCALE

A+	100 – 98
A	97 – 93
A-	92 – 90
B+	89 – 88
B	87 – 83
B-	82 – 80
C+	79 – 78
C	77 – 73
C-	72 – 70
D+	69 – 68
D	67 – 63
D-	62 – 60
F	59 – 0
I	Incomplete

GRADUATION REQUIREMENTS

Students take a minimum of eight courses each year with a total of 32 courses over four years. To be eligible for a diploma from EPCHS, students must have earned 28 credits and have successfully completed the requirements in the following areas of study. For students to receive the EXCEL diploma, a student must have an overall grade point average of 3.0 and complete the 32 credits listed below:

CURRICULAR AREA	REGULAR	EXCEL
English	5 ¹ credits	5 credits
Mathematics	6 credits	6 credits
Science (Biology and Earth Science or Chemistry are required)	3 credits	3 credits
Social Studies (World History ² , U.S. History 1, and U.S. History 2 are required)	3 credits (Pass Constitution exam)	3 credits (Pass Constitution exam)
Physical Education/Health	4 credits (Pass health and create a personal wellness plan)	4 credits (Pass health and create a personal wellness plan)
Microcomputer Applications	1 credit	1 credit
Business Technology, Fine Arts, Industrial Technology, World Languages	1 credit	1 credit
World Languages	~ ~ ~	2 credits
12 th Grade – Department Course or Elective/Career Elective Equivalent for Mathematics, Science, and Social Studies (1 credit for each)	3 credits	3 credits
Career Electives/Electives (ACT-PSAE Course)	6 credits	4 credits
Prairie State Achievement Exam (PSAE)	Taken	Taken
	32 credits	32 credits
TOTAL Credits Needed for Graduation	28 credits	32 credits

¹ One credit for an intensive writing course

² (Intensive writing class)

EVERGREEN PARK COMMUNITY HIGH SCHOOL CAREER ELECTIVE SEQUENCES

BUSINESS	Secretarial	520 Microcomputer Applications
		523 Advanced Microcomputer Applications
		530 Web Page Design/Publishing
		534 Accounting 1
		533 Workplace Strategies Internship
	Accounting	520 Microcomputer Applications
		523 Advanced Microcomputer Applications
		534 Accounting 1
		535 Accounting 2
		533 Workplace Strategies Internship
	Marketing/Management	520 Microcomputer Applications
		522 Advanced Microcomputer Applications
		531 Business Principles
		534 Accounting 1
		533 Workplace Strategies Internship
INDUSTRIAL TECHNOLOGY	Automotive	800 Introduction to Industrial Technology
		801 Electronics
		805 Power Mechanics
		533 Workplace Strategies Internship
	Architecture/Engineering	800 Introduction to Industrial Technology
		806 CAD 1
		807 CAD 2
	Computer Repair	800 Introduction to Industrial Technology
		801 Electronics
		808 Computer Servicing
	Construction	800 Introduction to Industrial Technology
		803 Building Trades 1
		804 Building Trades 2
		801 Electronics
		802 Metals Technology
	Graphics Communications	800 Introduction to Industrial Technology or 600 Art 1
		608 Computer Graphics 1
	609 Computer Graphics 2	
	607 Photography	
	614 Studio Arts – Computer Graphics	
AGRICULTURE		251 Intro to Horticulture
		533 Workplace Strategies Internship

VISUAL COMMUNICATIONS	INSTRUMENTAL COMMUNICATION	VOCAL COMMUNICATION
600 Art 1	649 Beginning Band	666/667/668 Mixed Chorus
601 Art 2	650/651 Concert Band	669/670/671 Concert Choir
602 Art 3	654/655 Symphonic Wind (H)	672/673 Madrigals/Choir
603 Art 4	656 Jazz Ensemble	674/675 Madrigals/Choir (H)
611-614 Studio Art	657 Jazz Combo	
610 Art History H/AP	659 Percussion Performance	

EVERGREEN PARK COMMUNITY HIGH SCHOOL PATHWAYS/SEQUENCE

Courses per School Year	9	10	11	12
1	English 1	English 2	English 3 and Intensive Writing	English 4
2	World History (Intensive Writing)	US History 1	US History 2	Department Course or Elective/Career Elective Equivalent
3	Biology	Chemistry or Earth and Space Science	Physics or Chemistry	Department Course or Elective/Career Elective Equivalent
4	Algebra	Geometry	Advanced Math Course	Department Course or Elective/Career Elective Equivalent
5	Physical Ed/Health	Physical Ed/ Driver Ed	Physical Ed [Personal Wellness Plan]	Physical Ed
6	Microcomputers/ Reading/ Fine Arts/ Industrial Technology/ World Languages	Career Elective/ Elective	Career Elective/ Elective	Career Elective/ Elective
7	Microcomputers/ Fine Arts/ Industrial Technology/ World Languages	Career Elective/ Elective	Career Elective/ Elective	Career Elective/ Elective
8	Intermediate Algebra or Geometry	Intermediate Geometry or Advanced Math	Advanced Math Course	Career Elective/ Elective

- Excel Diploma – 2 world language courses + 30 credits
- All students must write a personal wellness plan

STUDENT AIDE POSITIONS

A junior or senior may choose to be a student aide and receive credit once in his/her four years of high school. Student aide positions require recommendation of dean and counselor.

AUTHORIZED STATE EXEMPTIONS FROM PHYSICAL EDUCATION

Eleventh and twelfth graders, on an individual basis, may be excused from physical education if they:

- Need to enroll in an extra class which is required as an entrance requirement for a college she/he wishes to attend. All classes contained within the student's schedule must also be required for college entrance.
- Participate in interscholastic athletics. Students must be included in two sports.
- Need a course she/he previously failed to complete or just transferred into the district and needed the additional course for graduation.
- Participate in marching band (in grades 9 - 12).

EQUAL EDUCATIONAL OPPORTUNITIES

No student shall be denied equal access to programs, activities, services or benefits, or be limited in the exercise of any right, privilege, advantage or opportunity on the basis of color, race, national origin, sex and disability or other factors as applicable.

Students and parents/guardians shall be notified annually of their right to initiate a grievance or complaint of illegal discrimination and of the process by which complaints can be followed up.

Within seven calendar days of receiving a grievance or complaint of illegal discrimination, the coordinator shall send a copy of the district's written grievance procedure to the complainant. The coordinator shall investigate the nature and validity of the grievance with those responsible for the program or activity cited by the complainant. The coordinator may seek advice from related state agencies or legal counsel. Within 60 days of receiving the grievance, the coordinator shall render a written decision, including the steps to be taken for further appeal of that decision.

The written decision may be appealed to the school board by submitting a written request for hearing before the board, addressed to the superintendent.

The decision of the school board may be further appealed to the regional superintendent of schools pursuant to Section 3-10 of the School Code of Illinois, as provided in Section 200.90 (b) of the Sex Equity Rules.

GRIEVANCE PROCEDURES - STUDENT

A grievance is an allegation raised by a student or group of students that the civil rights of such student(s) under state or federal legislation (including Sect. 504 and Title IX) are being violated.

This procedure is not intended to limit the option of the district and a grievant(s) to resolve any grievance mutually and informally. Hearings and conferences under this procedure shall be conducted at a time and place which will afford a fair and equitable opportunity for all persons. The grievance procedure is not required if the grievant(s) prefers other alternatives such as the Office of Civil Rights (OCR) or the courts.

It is the policy of this district that all civil rights grievances be resolved quickly and at the lowest step possible.

More detailed information is available in the following offices: Administration Office and equal opportunity coordinator (superintendent). Time limits refer to days when school is in session.

Step I

The student(s) and/or parent(s) shall discuss the matter with the division head within 14 days of the time when a reasonably alert person should have been aware of the event giving rise to a grievance. An oral response must be made within 5 days.

Step II

If the problem is not resolved, the grievance shall be referred informally to the principal. A meeting must be held within 5 days from notification of referral unless agreed otherwise and an oral response made within 5 days.

Step III

If the grievance is still not resolved, it may at the option of the grievant(s) be submitted in writing within 10 days to the equal opportunity coordinator (superintendent). This is the formal hearing stage which shall be chaired by the coordinator or his designee. The grievance shall be described as specifically and completely as possible by the grievant(s). A thorough investigation of the issue will be documented. A transcript of the hearing shall be prepared. A hearing must be held between the grievant and district representative within 10 days and a written response made within 5 days. Extra time, if needed, can be mutually agreed upon. A complete record of this meeting shall be kept and signed by both parties for possible future reference. The due process that shall exist at this step of the procedure includes right to: (1) representation; (2) present witnesses and evidence; (3) confidentiality; (4) review relevant records; and, (5) proceed without harassment and/or retaliation.

DUE PROCESS AT STEP III

1. Right to Representation. The grievant(s) may choose to be represented by an attorney or other person such as a relative or advocate.
2. Right to Present Witnesses and Evidence. The grievant(s) shall be allowed to present the grievance with relevant evidence and pertinent witnesses. Both parties shall have the opportunity for hearing and questioning witnesses.
3. Time Limits. All participants shall adhere to the time limits prescribed for each level. Failure by the administration at any step of the procedure to communicate the decision on the grievance within the specified time limit shall permit the grievant(s) to proceed to the next step. Failure on the part of the grievant(s) to appeal the decision to the next step within the specified time limits shall be deemed to be an acceptance of the decision rendered at that step.
4. Privacy. At the Step III grievance procedure, the grievant(s) shall have the right to designate whether the procedure and hearing will be confidential, including names and related information. Meetings at Steps I and II shall not be public.
5. Reprisals/Retaliation. Participants in a grievance submitted in this district shall not be subjected to reprisals, retaliation, or different treatment because of such participation. Participation shall not be recorded in the student file(s) or used to affect equal opportunity for access and equity in educational programs and services.

DIRECTIONS

At each step, the school authority shall acknowledge in writing the date of receipt of the written grievance with the statement that the issue will be considered promptly.

At Step III, the grievance must be submitted in writing, dated and signed with name and the grade level of the grievant(s). The issue should be described as specifically and completely as possible. Include the name of anyone who will represent the grievant(s). A statement of possible relief necessary to resolve the issue should be offered.

EMERGENCY DRILLS

Because emergency drills are preparations for real emergencies, quiet orderliness and cooperation are required. Acts of misconduct will be treated as gross disobedience and suspension or expulsion may result. A sign is posted in every classroom indicating the outside exit to be used in case of fire or a fire drill as well as the assigned interior area for disaster drills. When an emergency signal sounds, students rise immediately, leaving all books and materials on desks. The nearest student opens the door and students file quickly and directly to the assigned area, without stopping at lockers on the way. There should be no talking or running. The teacher will make sure all students are out of the classroom and follow the class to the assigned area. Students must stay with their assigned teacher at all times and follow the teacher's instructions. When the all-clear signal is given, students will return with their teachers to class.

Fire Drills: Everyone must leave the building, making sure that entrances are clear by 50 to 100 feet and that access driveways that could be used by emergency vehicles are not blocked. While outside, students must stay with their classes. Students must not sit in cars, smoke, or cross the street. If it should be necessary to move farther away from the building, an official will stop traffic and give instructions.

Disaster Drills: Disaster drills require people to go to safe interior areas of the building in the event of a disaster such as a tornado. The signal which denotes a disaster drill is different from that which signifies a fire drill. A series of three short bursts on the regular bell system marks the start of a disaster drill.

EXTRACURRICULAR ACTIVITIES

ACADEMIC ELIGIBILITY

Participation in co-curricular activities is a privilege. To be eligible to participate in co-curricular activities, students must meet minimal requirements in a Block 4 schedule of classes. A student must earn at least a grade of "D" in each of three classes the previous term. A student must earn at least a grade of "D" in each of three classes during each week that they are involved in activities. Transfer students must receive a grade of "D" in an equivalent number of classes in a traditional schedule. Students not meeting the above requirements will be ineligible for a corresponding time (i.e., 1 term or 1 week). When an activity is not part of the required curriculum, all eligibility requirements apply.

The term "three classes" means three 1.0 Carnegie credit classes. Note: Zero block classes are 0.5 Carnegie credits and do not count the same as passing a 1.0 Carnegie credit class.

ATTENDANCE REQUIREMENT

In order to participate in any co-curricular activity, a student must attend a minimum of two blocks with the exception of the prom. To attend the prom, a student must be in attendance all day.

CO-CURRICULAR CODE

The primary purpose of the Evergreen Park Community High School co-curricular program is to:

1. Foster the development of wholesome attitudes and leadership qualities.
2. Create and maintain loyalty both to the school and team.
3. Improve physical and mental conditioning and playing skills.
4. Encourage respect for rules and authority.
5. Establish the ideals for good sportsmanship.

It is our philosophy that: It is a privilege to participate in co-curricular activities and that with privileges come responsibilities. Those who accept the privilege of participating in co-curricular activities are expected to uphold the co-curricular code for the entire school year. Consequences will be given to those who do not uphold the code.

Student conduct is closely observed in many areas of life. It is essential that his/her behavior be above reproach. Therefore, we will not tolerate the following types of behavior.

- ◆ Insubordination
- ◆ Possession of or use of alcohol, tobacco, drugs or other substance
- ◆ Attendance at a party where alcohol is being served to minors
- ◆ Intimidation
- ◆ Fighting and/or possession of weapons
- ◆ Intentional damage of or theft of school property or the property of others
- ◆ Verbal abuse or profane gestures
- ◆ Repeated misbehavior
- ◆ Acts which directly or indirectly jeopardize the health, safety, and welfare of school personnel or other students.
- ◆ Violations of school rules and regulations which could generally be regarded as being unbecoming of a student participating in co-curricular activities as determined by the coach, club/activity sponsor, athletic director, or other school officials.

Those students who do not follow the code and knowingly violate this code are responsible to turn themselves in to the activities/athletic director and will be disciplined in accordance with the co-curricular code. Offenses accumulate over the course of four years:

- A. First Offense in high school career: Suspension from a co-curricular participation for 2 weeks. (Practice is required).
- B. Second Offense in high school career: Suspension from a co-curricular participation for 4 weeks. (Practice is required).
- C. Third Offense in high school career: Suspension from all co-curricular participation, including practice, for the remainder of the student's high school career.

Serious violation of the co-curricular code may result in immediate and/or permanent suspension from co-curricular participation, practice, and contests per the discretion of the administration.

PARTIES/DRINKING POLICY

Any athlete/co-curricular participant who attends a party where alcohol is being served to minors will be suspended from that team **in accordance with the** co-curricular code. Any athlete/co-curricular participant who hosts a party where alcohol is being served to minors will be placed on LOP for the duration of the school year.

QUITTING A TEAM OR COACH REMOVAL

You cannot quit a team or be removed from a team and join another team during the same season after the first contest has been played. If an athlete/co-curricular participant quits a team or has been removed from a team, he cannot go out for another sport until the conclusion of the next sport/season unless released. For an athlete to be released a committee made up of coaches and the athletic director will make a ruling on the situation based on set criteria. For example: a student quits or is removed from a team in the winter (after the first contest has been played), this student is not eligible to participate in another sport until the fall season of the following year.

ATHLETIC BANNED-SUBSTANCE DRUG TESTING POLICY

Beginning with the 2008-09 school term, any student-athlete who ingests or otherwise uses substance from the Association's banned drug classes, without written permission by a licensed physician to treat a medical condition, violates IHSA By-law 2.170 and its subsections, and is subject to IHSA penalties, including ineligibility from competition. The IHSA will test certain randomly selected individuals and teams that participate in state series competitions for banned substances. The results of all tests shall be considered confidential and shall only be disclosed to the student, his or her parents, and his or her school.

In conjunction with the new IHSA policy, the South Suburban Conference and its member schools have consented to have any of our student athletes drug-tested at a sport's state playoffs. No student-athlete may participate in IHSA state series competition unless the student and the student's parent/guardian consent to random testing. A complete list of the current IHSA Banned Drug Classes can be accessed at: http://www.ihsa.org/initiatives/sportsMedicine/files/IHSA_banned_list-2007-08.pdf. It is the student athlete's responsibility to check this list to see if he or she is putting any of them into their body.

CLUBS & ACTIVITIES

Following is a list of clubs and activities available at Evergreen Park High School. Activities generally meet after school or as scheduled. It is contrary to school policy for activities to meet without a sponsor present.

Special activities include fall play, spring musical, members of the Homecoming Court, Snow Dance queen and king, Prom king. Also included are clubs approved to meet on a trial basis.

AFS/INTERNATIONAL CLUB

The student International/AFS Club cooperates with the local community chapter to promote and sustain the AFS Foreign Exchange Program and the domestic exchange program in Evergreen Park. Its various activities are directed to help our guest foreign and domestic exchange students in the school. It also raises money and support for our exchange program to other countries.

ART CLUB

Membership is open to all students interested in art. Some activities include trips to nearby places of interest and art fairs and exhibition. Officers call for and run meetings.

ATHLETIC MANAGERS & STATISTIC TAKERS

Students who wish to participate should contact the coach for the particular sport in which they are interested. This is an opportunity for students who are not athletically inclined to participate as a member of the Sports Department.

AUTOMOTIVE TECHNICIANS & ENGINEERS CLUB (ATE)

The ATE Club is for students who intend to seek employment in the auto industry. It is designed to supplement classroom learning with trips and activities. Some activities the club has sponsored include model car show, car wash, Show 'N' Shine, field trips, etc.

CHESS CLUB

The Chess Club is for individuals interested in learning and competing in chess competitions with other schools in the SSC Conference. Students will also compete in the IHSA state competition.

CLASS OFFICERS

Each class votes to elect class officers to represent their respective classes.

DRAMA

There are various opportunities to participate in the theatre department. These include the fall play, spring musical, drama club, crew for stage productions, and technical support (lights and sound).

INTERSCHOLASTIC ATHLETICS

Athletics is an integral part of the curriculum. It involves the development of physical skills, mental alertness, social ability, and emotional maturity. Evergreen Park High School competes interscholastically in the following boys sports: football, golf, basketball, wrestling, track, cross country, baseball, soccer, and swimming. Girls compete in swimming, volleyball, golf, basketball, softball, track, bowling, soccer, cheerleading, and cross country. All athletes are governed by an athletic code and IHSA requirements, which are contained in the Student/Athletic Handbook which will be shown to all athletics and parents/guardians in the form of a presentation from the Athletic Director's Office at the start of the season.

LANGUAGE/INTERNATIONAL CLUB

Language/International Club enables students to celebrate the world languages, countries, and culture. Students have the opportunity to visit restaurants, museums, and participate in fundraisers.

LITERARY GUILD

The Literary Guild is a group of young writers who share their creative talents through writing and publishing of a quarterly literary magazine.

MATHLETES

The Mathletes is for any student interested in mathematics, math as it relates to real life, and participating in math competitions. Activities include participating in math competitions, planning and conducting a competition for 8th grade students, and other in-school activities. The Mathletes, the competitive team, is participating in SSC. Mathletes compete in in-school and out-of-school math competitions.

MUSIC

Opportunities for instrumental and choral music include performances and competitions outside of school hours. The marching band also includes flag girls who perform during football games and march in parades.

MUSTANG MONITOR

The newspaper staff studies principles of journalism and applies them in the publication of the Mustang Monitor. Any student interested in journalism may apply. Members of the Mustang Monitor staff participate as a co-curricular activity. Work involved includes reporting, copy-editing, feature and sports writing, editorial writing, page make-up, headline writing, advertising, and photography. All students are welcome to submit letters, feature stories, poetry, publicity releases, alumni news, essays, and any other items suitable for publication.

NATIONAL HONOR SOCIETY (NHS)

The Evergreen Park Chapter of the National Honor Society has been organized to honor those students who are considered outstanding in leadership, character, and service. In accord with policies recommended by the National Association of Secondary School Principals, these students are selected by the entire faculty. Even though a grade average of 3.25 is necessary for eligibility, a candidate must also be considered outstanding in leadership, character, and service.

OPERATION SNOWBALL

Operation Snowball is an alcohol and other drug use prevention program focusing on leadership development and self-awareness to empower youth to lead drug-free lives. The name originates from the idea that "If I have a positive impact on you, you can have a positive impact on someone else and the effect of snowballs." Out of this concept emerges "A Community of Caring" – the success of Operation Snowball.

POM PONS

Any student is eligible to try out for Pom Pons. Poms must follow their constitution, which includes rules on appropriate behavior and good grades. Pom try-outs will be held in the fall. Each member will be expected to contribute to fund-raising efforts to support field trip activities.

PROM COMMITTEE

The prom committee organizes an evening of formal activities for the junior/senior prom. This includes choosing the theme, location, menu, disc jockey, and all related details.

SADD (Students Against Destructive Decisions)

Students Against Destructive Decisions is a club whose goal is to raise awareness about some of the dangers around us. Meetings are usually once a week at which ideas about upcoming national SADD events are discussed. SADD sponsors the annual CRASH assembly as well as many other activities to raise awareness about the dangers of topics as alcohol, drugs, and suicide.

SCHOLASTIC BOWL

Scholastic Bowl is an Academic competition between schools. It consists of 5 players facing off against 5 players from another school on a range of academic topics, such as Math, Science, Social Studies, Literature, English, etc. The teams play similar to "Jeopardy" with the first person to buzz in having the first chance to answer the question. When someone gets a question right their team gets a multiple part question they work on together. Matches consist of 18-30 questions plus multiple part questions.

SCIENCE CLUB

Science club members explore hands-on science applications, as well as participating in contests which may include WYSE, Rube Goldberg, and conference competition.

STUDENT GOVERNMENT

All students are members of the Student Government. To be elected to the governing board of the Student Government is one of the highest honors a class can give one of its members.

Student Government executive officers are elected in April. Class officers and class cabinets are elected in May. Freshman class officers and class cabinet are elected in September. Students are eligible to place their names in nomination for any position. Each class elects, by ballot, those students who are

considered best suited to contribute constructive thought and sound judgment in the promotion of school affairs.

The work of the Student Government is carried on by the commissions. All commissioners are selected by interview and vote of the old and new Student Government officers. Any student in the school may volunteer to work on any commission projects. Following are the commissions and their responsibilities:

Election Commission is responsible for all school elections. They supervise the polling place, count ballots, and conduct workshops for all prospective office candidates.

Special Events Commission coordinates homecoming activities, is responsible for all Student Government school dances, and plans other special activities for the entire student body.

Communications Commission arranges for announcers for daily all-school announcements, publicizes school events through posters and outdoor display sign, etc. This commission conducts open "rap" sessions to get student opinions.

Activities Commission coordinates the activities of all the clubs in school and arranges all assemblies, including pep assemblies, with a student-faculty committee. This commission is also responsible for scheduling all club activities on the school calendar.

Education Commission works on any problems concerning curriculum, library, and school policy changes, and represents the students at meetings of the board of education.

Welfare Commission is responsible for all activities that concern the welfare of students, like orientation of new students, recommending school policy changes, and suggesting all-school welfare projects.

STUDENT LEADERSHIP

The Student Leadership Team will be comprised of student leaders throughout the school. Student leadership activities include Freshman Mentoring, Open House and Step-Up Day tour guides, leadership activities in elementary schools, and general volunteerism throughout the school and community.

TECHNOLOGY CLUB

The Technology Club will focus on hardware and software technology with computers, as well as service and repair.

WOODS

Woods Club is open to all students. Projects may range from arts and crafts to cabinet-making. All students will learn to work safely with supervised instruction.

YEARBOOK

The yearbook staff publishes the ETA PHI CHI each year. The advisor works with the yearbook staff in developing each year's theme, basic organization, color and typography, layouts, art work, etc.

EPCHS SCHOOL SPIRIT

School Colors: Forest Green and Grey
School Mascot: The Mustang

School Song

EP Victory March

Written by Mr. James Oberto

Come on and cheer for the school
That's the best in the land.
We're loyal to you
In all that we do.
Come on and fight, Mustangs, fight!
You can win if you try.
So cheer for vict'ry for EP High,
V-l-c-t-o-r-y. Victory.

Get in and fight, fight, team fight
'Cause we're all in the game.
We're cheering for you
To score for our school.
Get in and drive, Mustangs, drive,
All the way to the end.
So let's all fight for
A victory.

PARENT TEACHER STUDENT ASSOCIATION

EPCHS has a Parent Teacher Student Association (PTSA) affiliated with, and governed by, the objectives and policies of the Illinois Congress of Parents and Teachers and its national organization.

In addition to the regular meetings and programs, volunteers assist with August registration, college night, Back-to-School Night, and phone surveys. The PTSA presents programs to help parents communicate more effectively with their school and children.

All parents/guardians are invited to attend meetings of the organization and to join in volunteer services. Volunteers are always needed and appreciated. Further information about the PTSA and its functions will appear in newsletters and letters may be obtained from the PTSA president or the principal.

FORMAT OF AN ESSAY

Introduction

Attention Getter –Possible Starters
Ask the reader a rhetorical question
Provide a personal anecdote-story
Give some statistics about the subject
Use a famous quote or proverb
Write an interesting fact about the subject
Challenge the reader
Use loaded or charged words related to the subject

Attention Holder or Background information

The reader must have some information to help establish a reference.

Thesis statement

This sentence is the topic and all the aspects or qualities of that topic that will be discussed in the essay.

Body Paragraphs #1

Transition

Your paper needs to flow smoothly from one paragraph to the next

Topic Sentence: **First Aspect**

General statement #1

Specific Support - examples (What do you mean?)

Specific Support – explanation (Why is it important?)

General statement #2 –internal transition word

Specific Support - examples (What do you mean?)

Specific Support – explanation (Why is it important?)

General Statement #3– internal transition word

Specific Support - examples (What do you mean?)

Specific Support – explanation (Why is it important?)

Concluding sentence – Make an evaluation or judgment

Body Paragraph #2

Repeat Model #1 for Remaining Body Paragraphs

Conclusion

Restate the thesis

Use other words to express the main topic.

Make an evaluation or judgment about the topic (without using “I”)

Use a closer – same as attention getters

Leave a lasting impression. Raise an issue related to the topic that may be developed in another essay.

Words to avoid

I believe

I feel

I think

In my opinion

This paper will be about

These are

Those are

There are

A lot or a lot

Is like

Is when

Is because

To BE verb—use action verbs to enhance your writing

TELEPHONE DIRECTORY
(708) 398-1(and the 3-digit extension below)
Example: to contact the attendance office, dial 398-1253
Voice mail messages may be left 24 hours a day

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