

# EVERGREEN PARK COMMUNITY HIGH SCHOOL

## DISTRICT 231 BOARD OF EDUCATION

Thomas Sinon ..... President  
Larry Symanski ..... Vice President  
Mary Zofkie..... Secretary

Chris Brett  
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## ADMINISTRATION

Mr. Tom O'Malley ..... Superintendent  
Mr. William Sanderson ..... Assistant Superintendent/Principal  
Mr. Timothy Donohoe ..... Director of Facilities  
Ms. Julie Egan ..... Director of Student Services  
Mr. Robert McCarthy ..... Assistant Principal  
Mrs. Deborah Schillo ..... Curriculum Director  
Mr. James Soldan ..... Athletic Director  
Ms. Elizabeth Spezia ..... Activities/Assistant Athletic Director

## SCHOOL DEANS

Dr. Jason Dunneback  
Ms. Anna Tsoukatos  
Mr. Dan Wyack

## PHONE INFORMATION

School Switchboard: 424-7400  
7:00 a.m. - 3:30 p.m.  
Voicemail is available 24 hours a day

## OFFICE EXTENSION NUMBERS

Attendance Office..... 253  
*(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

## **REGULAR BELL SCHEDULE**

**Monday, Tuesday, Thursday, Friday**

Block 0	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. -----
Block 3	12:00 - 1:23 p.m.
First ½ Block 3 -----	11:26 - 12:07 p.m. -----
B Lunch -----	12:10 - 12:40 p.m. -----
Second ½ Block 3	12:43 - 1:23 p.m.
Block 3 -----	11:26 - 12:49 p.m. -----
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 Seminar (Term 1) Sophomore Seminar (Term 2) Junior Seminar (Term 2) Senior Seminar (Term 1)	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. -----
Block 3	12:15 - 1:30 p.m.
First ½ Block 3 -----	11:40 - 12:17 p.m. -----
B Lunch -----	12:20 - 12:50 p.m. -----
Second ½ Block 3	12:52 - 1:30 p.m.
Block 3 -----	11:40 - 12:55 p.m. -----
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	7:00 - 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.

## BACK TO SCHOOL NIGHT PARENT SCHEDULE

7:00 - 7:15 p.m.	Block 1
7:20 - 7:35 p.m.	Block 2
7:40 - 7:55 p.m.	Block 3
8:00 - 8:15 p.m.	Block 4
8:20 - 8:35 p.m.	Block 0
8:20 p.m.	Refreshments

# FOREWORD

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 (comprised of representatives from the board, administration, staff, parents, and students) reviews and revises the regulations and policies annually or as needed.

This handbook is only a summary of Board policies governing the District; Board policies are available on the District website and the handbook may be amended during the year without notice. All students are expected to comply with school rules and policies at all times.

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

## **BOARD POLICY DEVELOPMENT (BOARD POLICY 2.240)**

The Board of Education governs using written policies. Written policies ensure legal compliance, establish Board processes, articulate District ends, delegate authority, and define operating limits. Board policies also provide the basis for monitoring progress toward District ends.

### **Policy Development**

Anyone may propose new policies, changes to existing policies, or deletion of existing policies. Staff suggestions should be processed through the Superintendent. Suggestions from all others should be made to the Board President or the Superintendent, who will forward to the Policy Committee's Chairperson.

The Board Policy Committee will consider all policy suggestions and provide information and recommendations to the Board.

The Superintendent is responsible for: (1) providing relevant policy information and data to the Board, (2) notifying those who will implement or be affected by or required to implement a proposed policy and obtaining their advice and suggestions, and (3) having policy recommendations drafted into written form for Board deliberation. The Superintendent shall seek the counsel of the Board Attorney when appropriate.

### **Policy Adoption and Dissemination**

Policies or policy revisions will not be adopted at the Board meeting at which they are first introduced, except when: (1) appropriate for a consent agenda because no Board discussion is required, or (2) necessary or prudent in order to meet emergency or special conditions or to be legally compliant. Further Board consideration will be given at a subsequent meeting(s) and after opportunity for community input. The adoption of a policy will serve to supersede all previously adopted policies on the same topic.

The Board policies are available for public inspection in the District's main office during regular office hours. Copy requests should be made pursuant to Board policy 2:250, Access to District Public Records. Policies are available through the District's website at no charge.

### **Board Policy Review and Monitoring**

The Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required.

### **Superintendent Implementation**

The Board will support any reasonable interpretation of Board policy made by the Superintendent. If reasonable minds differ, the Board will review the applicable policy and consider the need for further clarification.

In the absence of Board policy, the Superintendent is authorized to take appropriate action.

### **Suspension of Policies**

The Board, by a majority vote of members present at any meeting, may temporarily suspend a Board policy except those provisions that are controlled by law or contract. The failure to suspend with a specific motion does not invalidate the Board action.2:240LEGAL REF.: 105 ILCS 5/10-20.5.

### **PARENTAL INVOLVEMENT (BOARD POLICY 8:95)**

In order to assure collaborative relationships between students' families and the District, and to enable parents/guardians to become active partners in their children's education, the Superintendent shall develop administrative procedures to:

1. Keep parents/guardians thoroughly informed about their child's school and education.
2. Encourage parents/guardians to be involved in their child's school and education.
3. Establish effective two-way communication between parents/guardians and the District.
4. Seek input from parents/guardians on significant school-related issues.
5. Inform parents/guardians on how they can assist their children's learning.

The Superintendent shall periodically report to the Board of Education on the implementation of this policy.

### **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 create a diverse learning environment that fosters lifelong learning, maximizes educational opportunities for all students, and lays the foundation for respectful, responsible citizenship.

# **EPCHS VISION STATEMENT**

EPCHS graduates:

- Embrace lifelong learning
- Value physical and emotional health
- Give back to their community
- Achieve their full potential
- Inspire those around them

## **CORE VALUE STATEMENTS**

- We provide a curriculum meant both to enlighten and to challenge – an educational foundation that offers each student the opportunity to reach his or her full academic potential.
- We monitor the social and emotional well-being of all students and maintain a safe learning environment.
- We promote acceptance, respect, and an appreciation of diversity.
- We maintain transparency and accountability with all stakeholders, including students, staff, parents, and members of the Evergreen Park community.

## **GENERAL SCHOOL ADMINISTRATION**

### **GOALS AND OBJECTIVES (BOARD POLICY 3.10)**

The Superintendent directs the administration in order to manage the School District and to facilitate the implementation of a quality educational program in alignment with Board of Education policy.

**School District Philosophy. Specific goals and objectives are to:**

1. Provide educational expertise.
2. Plan, organize, implement, and evaluate educational programs that will provide for students mastery of the Illinois Learning Standards.
3. Meet or exceed student performance and academic improvement goals established by the Board.
4. Develop and maintain channels for communication between the school and community.
5. Develop an administrative procedures manual and handbooks for personnel and students that are aligned with Board policy.
6. Manage the District's fiscal and business activities to ensure financial health, cost effectiveness, and protection of the District's assets.
7. Provide for the proper use, reasonable care, and appropriate maintenance of the District's real and personal property, including buildings, equipment, and supplies.

## **HANDBOOK POLICIES**

### **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](http://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 Honeywell Instant Alert System.
- Parents/Guardians will be notified through the EPCHS Honeywell Instant Alert System if a late start (9:00 a.m.) will occur due to inclement weather. Due to the late start all sports, activities, and seminars/advisories and other morning meetings will be canceled for the morning. The LRC will also be closed in the morning. Students are asked not to arrive until after 8:30.

## **WAIVER OF STUDENT FEES (BOARD POLICY 4:140)**

The Superintendent will recommend to the Board of Education for adoption what fees, if any, will be charged for the use of textbooks, consumable materials, extracurricular activities, and other school fees. Students will pay for loss of school books or other school-owned materials.

Fees for textbooks and driver education are waived for students who meet the eligibility criteria for fee waiver contained in this policy. In order that no student is denied educational services or academic credit due to the inability of parents/guardians to pay fees and charges, the Superintendent will recommend to the Board for adoption what additional fees, if any, the District will waive for students who meet the eligibility criteria for fee waiver. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

### **Notification**

The Superintendent shall ensure that applications for fee waivers are widely available and distributed according to State law and ISBE rule and that provisions for assisting parents/guardians in completing the application are available.

### **Eligibility Criteria**

A student shall be eligible for a fee waiver when the student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act, 42 U.S.C. §1758; 7 C.F.R. Part 245

### **Verification**

The Superintendent or designee must follow the verification requirements of 7 C.F.R. 245.6a when using the free lunch or breakfast eligibility guidelines pursuant to The National School Lunch Act as the basis for waiver of the student's fee(s).

When using a District established or other independent verification process, the Superintendent or designee may not require verification more often than every 60 calendar days. The Superintendent or designee shall not use any information from any independent verification process to determine free lunch or breakfast eligibility pursuant to The National School Lunch Act.

### **Determination and Appeal**

The Superintendent or designee will notify the parent(s)/guardian(s) promptly as to whether the fee waiver request has been granted or denied. The denial of a fee waiver request may be appealed to the Superintendent by submitting the appeal in writing to the Superintendent within 14 days of the denial. The Superintendent or designee shall respond within 14 days of receipt of the appeal. The Superintendent's decision may be appealed to the School Board. The decision of the School Board is final and binding. Questions regarding the fee waiver request process should be addressed to the Superintendent's office.

## **SCHOOL FEES**

Outstanding fees and/or any monies owed to the district must be completely paid by the parent/guardian prior to student's purchasing a prom ticket, or attending prom, taking Behind the Wheel instruction and participating in the graduation ceremony.

## **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.

## **ENVIRONMENTAL QUALITY OF BUILDINGS AND GROUNDS (BOARD POLICY 4:160)**

The Superintendent shall take all reasonable measures to protect: (1) the safety of District personnel, students, and visitors on District premises from risks associated with hazardous materials and (2) the environmental quality of the District's buildings and grounds. Before pesticides are used on District premises, the Superintendent or designee shall notify employees and parents/guardians of students as required by the Structural Pest Control Act, 225 ILCS 235/, and the Lawn Care Products Application and Notice Act, 415 ILCS 65/.

The Superintendent or designee shall notify all employees who must be offered, according to State or federal law, District-paid hepatitis B vaccine and vaccination.

## **SCHOOL ADMISSIONS AND STUDENT TRANSFERS TO AND FROM NON-DISTRICT SCHOOLS (BOARD POLICY 7:50)**

### **Admission Procedure**

All students must register for school each year on the dates and at the place designated by the Superintendent.

Parents/guardians of students enrolling in the District for the first time must present:

1. A certified copy of the student's birth certificate. The school shall promptly make a copy of the certified copy for its records, place the copy in the student's temporary record, and return the original to the person enrolling the child. Upon the failure of a person enrolling a student to provide a copy of the student's birth certificate, the Building Principal shall immediately notify the local law enforcement agency and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case shall be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10-day period, the Principal shall so refer the case. The Principal shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.
2. Proof of residence, as required by Board policy 7:60, *Residence*.
3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy 7:100, *Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students*.

## **LATE STUDENT ENTRY (BOARD POLICY 7:52)**

Evergreen Park 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 17 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, through the submission of all required documentation.
- 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 previous definitions of excused and unexcused absences. Students, other than transfers from another District, who are 17 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 17 years of age or older.

## **RESIDENCE (BOARD POLICY 7:60)**

### **Resident Students**

Only students who are residents of the District may attend the District school except as provided below or in State law. A student's residence is the same as the person who has legal custody of the student.

A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement, stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the District, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. If the District knows the current address of the child's natural or adoptive parent, the District shall request in writing that the person complete a signed statement or Power of Attorney stating: (a) the role and responsibility of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

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 their child (children), the parents/custodians shall be responsible for payment of tuition until the student becomes a legal resident.

A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition.

When a student's change of residence is due to the military service obligation of the student's legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation if the student's custodian made a written request. The District, however, is not responsible for the student's transportation to or from school.

If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District, but will be living within the District within 60 days after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of State law, and must not be charged tuition.

### **Challenging a Student's Residence Status**

If the Superintendent or designee determines that a non-resident student is attending a District school, he or she on behalf of the Board shall notify the person who enrolled the student of the tuition amount that is due and immediately begin proceedings to ban the student from future attendance. The notice shall be given by certified mail, return receipt requested. The person who

enrolled the student may challenge this determination and request a hearing as provided by The School Code, 105 ILCS 5/10-20.12b.

### **EDUCATION OF HOMELESS CHILDREN (BOARD POLICY 6.140)**

Each child of a homeless individual and each homeless youth have equal access to the same free, appropriate public education, as provided to other children and youths. A “homeless child” is defined as provided in the McKinney Homeless Assistance Act and State law. The Superintendent shall act as or appoint a Liaison for Homeless Children to coordinate this policy’s implementation. A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school’s attendance area may attend that school.

The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. Transportation shall be provided in accordance with the McKinney Homeless Assistance Act and State law. The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school. If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian to the ombudsperson appointed by the appropriate Intermediate Service Center and provide the child or his or her parent/guardian with a written explanation for the denial. Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children shall, after the passage of 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with State law.

### **ATTENDANCE AND TRUANCY (BOARD POLICY 7:70)**

#### **Compulsory School Attendance**

This policy applies to individuals who have custody or control of a child: (a) between the ages of 7 and 17 years of age (unless the child has graduated from high school), or (b) who is enrolled in any of grades, kindergarten through 12, in the public school regardless of age. These individuals must cause the child to attend the District school wherein the child is assigned, except as provided herein or by State law. Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school,

(2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed,

(4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because his or her religion forbids secular activity on a particular day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student’s absence. A valid cause for absence includes illness, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student, other circumstances that cause reasonable concern to the parent/guardian for the student’s safety or health, or other reason as approved by the Superintendent or designee.

### **Absenteeism and Truancy Program**

The Superintendent or designee shall manage an absenteeism and truancy program in accordance with The School Code and Board of Education policy. The program shall include but not be limited to:

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified.
2. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in The School Code, Section 26-2a.
3. Methods for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information.
4. The identification of supportive services that may be offered to truant or chronically truant students, including parent-teacher conferences, student and/or family counseling, or information about community agency services. See Board policy 6:110, *Programs for Students at Risk of Academic Failure and/or Dropping out of School and Graduation Incentives Program*.
5. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.
6. A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, *Student Records*, as well as State and federal law concerning school student records.
7. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a chronic truant for his or her truancy unless available supportive services and other school resources have been provided to the student.
8. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.
9. A process for a 17 year old resident to participate in the District's various programs and resources for truants. The student must provide documentation of his/her dropout status for the previous 6 months. A request from an individual 19 years of age or older to re-enroll after having dropped out of school is handled according to provisions in 7:50, *Students School Admissions and Student Transfers To and From Non-District Schools*.
10. A process for the temporary exclusion of a student 17 years of age or older for failing to meet minimum academic or attendance standards according to provisions in State law. A parent/guardian has the right to appeal a decision to exclude a student.

### **DENIAL OF ENROLLMENT FOR ACADEMIC OR ATTENDANCE REASONS (BOARD POLICY 7:72)**

A student 17 years of age or older may be denied enrollment for one semester for failure to meet minimum academic standards if all of the following conditions are met:

1. The student achieved a grade point average of less than "D" (or its equivalent) in the semester immediately prior to the current semester.

2. The student and the student's parent or guardians are given written notice warning that the student is failing academically and is subject to denial from enrollment for one semester unless a "D" average (or its equivalent) or better is attained in the current semester.
  3. The parent or guardian is provided with the right to appeal the notice, as determined by the State Board of Education in accordance with due process.
  4. The student is provided with an academic improvement plan and academic remediation services.
  5. The student fails to achieve a "D" average (or its equivalent) or better in the current semester.
- A student 17 years of age or older may be denied enrollment for one semester for failure to meet minimum attendance standards if all of the following conditions are met:
1. The student was absent without valid cause for 20% or more of the attendance days in the semester immediately prior to the current semester.
  2. The student and the student's parent or guardian are given written notice warning that the student is subject to denial from enrollment for one semester unless the student is absent without valid cause less than 20% of the attendance days in the current semester.
  3. The student's parent or guardian is provided with the right to appeal the notice, as determined by the State Board of Education in accordance with the due process.
  4. The student is provided with attendance remediation services, including without limitation assessment, counseling and support services.
  5. The student is absent without valid cause for 20% or more of the attendance days in the current semester.

A student who is at least 17 years of age or older, but not more than 19 years of age, will not be denied enrollment (or reenrollment for a previously dropped student) for more than one consecutive semester for failure to meet academic or attendance standards.

No student will be denied enrollment or reenrollment in violation of the *Individuals with Disabilities Education Act* or the *Americans with Disabilities Act*.

A student or parent who wishes to appeal any notice sent pursuant to this Policy will be provided with a hearing before a hearing officer appointed by the Board of Education, and the Board of Education will decide the matter at its next regular meeting after the receipt of the hearing officer's report.

### **RELEASE TIME FOR RELIGIOUS INSTRUCTION/OBSERVANCE (BOARD POLICY 7:80)**

A student shall be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the Building Principal at least 5 calendar days before the student's anticipated absence(s). This notice shall satisfy the District's requirement for a written excuse when the student returns to school.

The Superintendent shall develop and distribute to teachers appropriate procedures regarding student absences for religious reasons and include a list of religious holidays on which a student shall be excused from school attendance, how teachers are notified of a student's impending absence, and the State law requirement that teachers provide the student with an equivalent opportunity to make up any examination, study, or work requirement.

### **RELEASE DURING SCHOOL HOURS (BOARD POLICY 7:90)**

EPOCHS is a closed campus. For safety and security reasons, a prior written or oral consent of a student's custodial parent/guardian is required before a student is released from school: (1) at any time other than the regular dismissal times or other times when a school is officially closed, and/or (2) to any person other than the custodial parent/guardian.

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).

## **Early Dismissal Announcement**

The Superintendent shall make reasonable efforts to issue an announcement whenever it is necessary to dismiss school early due to inclement weather or other reason.

## **ATTENDANCE REGULATIONS**

Regular school attendance, which includes freshman seminar, sophomore seminar, 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, social worker
- 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 signed and dated letter from the college representative when they visit. The letter must be presented to the attendance office when the student returns to 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. Parents/Guardians are encouraged to use the skyward family access to view their students attendance.

- 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.

### **STamPede Perfect Attendance**

In order to qualify for the (STamPede) Perfect Attendance Award, a student must have perfect attendance all four years. Absences which are documented such as a doctor's appointment or a college visit / post-secondary visit are still considered absences and will disqualify a student from receiving this award. School sponsored field trips are the only acceptable absences.

### **Make-Up Work**

The responsibility for obtaining and completing make-up work after an absence and/or field trip rests solely with the student. I understand that since this is an optional event and I have chosen to attend, I am responsible for completing and turning in all of my assignments for all my classes prior to leaving for the event. I am also responsible for any and all notes, assignments, and homework for the day that I am not in attendance. Failure to comply with this policy may result in a zero for the assignment and a lower class grade. 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. In case of out-of-school suspensions, students can receive full credit for all their make-up work. Upon receipt of the OSS, the student and /or parent must contact their teachers for their work, which will be due upon their return to school.

### **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. On the day of the absence)
- Please NOTE: Students will receive a grade of "zero" for each day of unexcused absence

**Tardies:** All students are expected to come to school on time and be in their classroom. Students will be required to be in class when the bell rings. A verbal warning will be issued to the student for the first and second tardies, as well as documented in attendance. Students with 3-4 tardies will be issued a ½ hour detention that must be served 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 Friday School, in-school suspension (TMS), and future tardies will be unexcused. A parent/guardian conference will be held to determine future action. An excessive amount of tardies may lead to truancy.

**Social Suspension:** After a student reaches 7 unexcused tardies in one class, they will be placed on **Social Suspension**. These students will not be able to attend dances at EPCHS or another school, certain field trips and will not be able to take the Behind the Wheel component of Driver's Education at Evergreen Park High School. This suspension will take place immediately upon receipt of the 7 unexcused tardy and will continue throughout the following term. Students will be removed from social suspension if they attend thirty school days in a row without a tardy. If a student fails to obtain this goal they must complete the remainder of their social suspension. Students who meet the goal of thirty days tardy free will be removed from social suspension and will earn three unexcused tardies for the remainder of the term. If a student exceeds three unexcused tardies they will be immediately placed back on social suspension for the remainder of the term and the following term, with no opportunity to earn their way off.

### **SUSPENSION PROCEDURES (BOARD POLICY 7:200)**

The Superintendent shall implement suspension procedures that provide, at a minimum, for the following:

1. Before a student may be suspended, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.
2. A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule that was violated, and a notice to the parent(s)/guardian(s) of their right to a review of the suspension.
  - The Board of Education must be given a summary of the notice, including the reason for the suspension and the suspension length.
4. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate.

### **EXPULSION PROCEDURES (BOARD POLICY 7:210)**

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request should include:
  - a. The reasons for the proposed expulsion as well as the conduct rule the student is charged with violating.
  - b. The time, date, and place for the hearing.
  - c. A short description of what will happen during the hearing.

- d. A statement indicating that The School Code allows the Board of Education to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case by case basis.
  - e. A request that the student or parent(s)/guardian(s) inform the District if the student will be represented by an attorney and, if so, the attorney's name.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board of Education or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.
  3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

### **Senate Bill 100**

#### **Short Term Suspensions (1-3 Days)**

- A threat to school safety; or
- A disruption to other students learning opportunities.

#### **Long Term Suspension, Expulsion & Removals to Alternative Schools**

- A threat to the safety of other students, staff or the school community; or
- Substantially disrupts, impedes, or interferes with the operation of the school.

### **STUDENT DISCIPLINE (BOARD POLICY 7:190)**

#### **Prohibited Student Conduct**

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
  - b. Any anabolic steroid unless being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.



- f. “Look-alike” or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
- g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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

- 4. Using, possessing, controlling, or transferring a “weapon” as that term is defined in the *Weapons* section of this policy, or violating the *Weapons* section of this policy.
- 5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in the locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitations, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- 6. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
- 7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member’s request to stop, present school identification, or submit to a search. **Violation of this policy will result in further disciplinary actions.**
- 8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
- 9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct. Prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, hazing, or other comparable conduct.
- 10. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person’s personal property.
- 11. Being absent without a recognized excuse; State law and Board of Education policy regarding truancy control will be used with chronic and habitual truant.
- 12. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
- 13. Being involved in gangs or gang-related activities, including displaying gang symbols\* or paraphernalia. \*Symbols include any graffiti. *Note additional school policy: Any handshakes, hand gestures, or hand symbols that look like, or are, gang-related.*

14. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
15. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
16. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

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

Efforts, including the use of early intervention and progressive discipline, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or physiological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

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

The grounds for disciplinary action, including those described more thoroughly later in this policy, apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

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

## **DISCIPLINARY MEASURES**

Disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities for up to 10 days, provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges, provided that appropriate procedures are followed.

6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.
7. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons.
8. Notifying parents/guardians.
9. Temporary removal from the classroom.
10. In-school suspension for a period not to exceed 10 consecutive school days. The Building Principal or designee shall ensure that the student is properly supervised.
11. After-school study provided the student's parent/guardian has been notified.  
If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
12. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure giving the student and/or parent/guardian the choice.

A student may be immediately transferred to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.

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

## **WEAPONS**

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

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

Additional weapons to include, but not limited to: explosive devices, liquid gas or substance (noxious and/or nonlethal).

## **REQUIRED NOTICES**

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or

was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

### **DELEGATION OF AUTHORITY**

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, or Assistant Principal is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

### **COMMUNITY RELATIONS (BOARD POLICY 8.30)**

#### **Visitors to and Conduct on School Property**

The following definitions apply to this policy:

**School property** - District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a School Board meeting, school athletic event, or other school-sponsored event.

**Visitor** - Any person other than an enrolled student or employee.

All visitors to school property are required to report to the Security Desk and provide valid identification, and wear a visitor's badge. When leaving the school, visitors must return their badge. On those occasions when large groups of parents and friends are invited onto school property, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

The Superintendent or designee shall manage a program to allow community use of the following facilities on non-school days, provided they are not being used for school purposes: auditorium, gym, pool, and athletic fields.

Except as provided in the next paragraph, any person wishing to confer with a staff member should contact that staff member by telephone or email to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee.

The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, a Board member, sports official or coach, police liaison officer, or any other person;
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language;
3. Possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon or any dangerous device; however, an individual licensed to carry a concealed firearm under the Illinois Firearm Concealed Carry Act is permitted to carry a concealed firearm within a vehicle into a parking area controlled by a school or District and may store a firearm or ammunition concealed in a case within a locked vehicle or locked container out of plain view within the vehicle in the parking area;
4. Damage or threaten to damage another's property;
5. Damage or deface school property;
6. Violate any Illinois law, or town or county ordinance;
7. Smoke or otherwise use tobacco products;
8. Consume, possess, distribute, or be under the influence of an alcoholic beverage or illegal drug.
9. Use or possess medical cannabis.
10. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);
11. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board;
12. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive;
13. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding;
14. Violate other District policies or regulations, or a directive from an authorized security officer or District employee; or
15. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

Convicted Child Sex Offender (See Board Policy 4:175)

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender meets either of the following two exceptions:

1. The offender is a parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
2. The offender received permission to be present from the Board, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal. In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

Exclusive Bargaining Representative Agent

Authorized agents of an exclusive bargaining representative, upon notifying the Building Principal's office, may meet with a school employee (or group of employees) in the school building during free- times of such employees.

**Also, please refer to the current Agreement between the Board of Education, Evergreen Park Community High School District 231 and Evergreen Park High School Education Association.**

Enforcement

Any staff member may request identification from any person on school property; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification.

Any person who engages in conduct prohibited by this policy may be ejected from school property. The person is also subject to being denied admission to school events or meetings for up to one calendar year.

Procedures to Deny Future Admission to School Events or Meetings

Before any person may be denied admission to school events or meetings as provided in this policy, the person has a right to a hearing before the Board. The Superintendent may refuse the person admission pending such hearing. The Superintendent or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least 10 days before the Board hearing date. The hearing notice must contain:

1. The date, time, and place of the Board hearing,
2. A description of the prohibited conduct,
3. The proposed time period that admission to school events will be denied, and
4. Instructions on how to waive a hearing.

LEGAL REF.: Nuding v. Cerro Gordo Community Unit School Dist., 730 N.E.2d 96 (Ill.App.4,2000).

Pro-Children Act of 1994, 20 U.S.C. §7181 et seq.

105 ILCS 5/10-20.5b, 5/24-24, and 5/24-25.

410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program.

430 ILCS 66/, Firearm Concealed Carry Act.

720 ILCS 5/11-9.3.

CROSS REF.: 4:170 (Safety), 5:50 (Drug and Alcohol-Free Workplace; Tobacco Prohibition), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:190 (Student Discipline), 8:20 (Community Use of School Facilities)

ADOPTED: December 17, 2013

**STUDENT HANDBOOK**

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

### **VANDALISM (BOARD POLICY 7:170)**

The Board of Education will seek restitution from students and their parents/guardians for vandalism or other student acts that cause damage to school property.

## **OTHER STUDENT DISCIPLINE**

### **PROHIBITED STUDENT CONDUCT**

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. **CYBER BULLYING:** No student shall engage in cyber bullying inside or outside of school which is the use of different forms of technology to hurt, spread gossip, threaten, embarrass, frighten, belittle, exclude or ridicule a person. The school has the duty to maintain an environment in which teachers can teach and students can learn. When the educational environment and/or the ability of a student to feel safe and secure are disrupted, the school will take appropriate measures.
2. **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.
3. **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.
4. **FIGHTING:** Fighting on school grounds or at school sponsored or school related activities are considered gross misconduct. Students who engage in such activity may be suspended and may be recommended for expulsion and/or referred to the local police authorities.
5. **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.
6. **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.
7. **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.
8. **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.
9. **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.
10. **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.
11. **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.

12. **SEXTING:** The act of sending pictures of a sexual nature between cell phones, or other electronic media such as the Internet. Prohibited and often unlawful conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Such violations will result in disciplinary actions. Discipline can be issued at school even if the pictures were not taken at school. Any conduct that may be viewed as unlawful will also be forwarded to the Evergreen Park Police Department.

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 Counseling office, the dean, assistant principal, 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 Counseling office/Dean's Office.

Friday 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 Friday 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) Friday School, (4) assignment of Temporary Modified Schedule (TMS), (5) out-of-school-suspension, and (6) expulsion. Discipline may be assigned in a progressive manner.

## **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.

## **FRIDAY SCHOOL**

Friday School is held from 3:00 p.m. to 6:00 p.m. in the lecture room. **Friday School starts promptly at 3:00 p.m.** Students must show ID's to enter Friday 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 Friday School, students will be excluded from extracurricular activities on that day until the Friday School has



been served and/or they have been cleared in writing by the Dean's Office. Failure to attend Friday School when assigned will result in additional disciplinary action.

## **WORK OPTION**

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

## **TEMPORARY MODIFIED SCHEDULE (TMS) (IN-SCHOOL SUSPENSION) 8:30 A.M. – 2:51 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.

## **BUS CONDUCT (BOARD POLICY 7:220)**

All students must follow the District's School Bus Safety Guidelines. The Superintendent, or any designee as permitted in The School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Prohibited student conduct as defined in Board of Education policy, 7:190, *Student Discipline*.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the Board of Education may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

## **MISCONDUCT BY STUDENTS WITH DISABILITIES (BOARD POLICY 7:230)**

### **Behavioral Interventions**

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The Board of Education will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

### **Discipline of Special Education Students**

The District shall comply with the Individuals with Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's *Special Education* rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

## **PROCEDURES FOR THE USE OF BEHAVIORAL 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.

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.

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 N. First St., Springfield, IL 62777.

## **HARASSMENT PROHIBITED (BOARD POLICY 7:20)**

### Bullying, Intimidation, and Harassment Prohibited

No person, including a District employee or agent, or student, shall harass, intimidate, or bully a student or staff member on the basis of actual or perceived: race; color; nationality; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

### Sexual Harassment Prohibited

Sexual harassment is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
  - a. Substantially interfering with a student's educational environment;
  - b. Creating an intimidating, hostile, or offensive educational environment;
  - c. Depriving a student of educational aid, benefits, services, or treatment; or
  - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

### Making a Complaint; Enforcement

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that a student was a victim of any prohibited conduct perpetrated by another student shall be referred to the Building Principal, Assistant Building Principal, or Dean of Students for

appropriate action.

## **BULLYING**

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

**Students are encouraged to report bullying immediately.** A report may be made orally or in writing to Dean or any staff member with whom the student is comfortable speaking. Incident reports may be filled out in the Dean's Office. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report such conduct.

Reports can be made in person to Dean's Office, by telephone conversation at (708) 398-1291, anonymously via phone at (708) 398-1303, or by emailing the assistant principal at [rmccarhy@evergreenpark.org](mailto:rmccarhy@evergreenpark.org)

### **Bullying Report Form**

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

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

The following school district policies address bullying: 7:20, *Harassment of Students Prohibited*, and 7:180, *Prevention of and Response to Bullying, Intimidation and Harassment*.

## **Students**

### **PREVENTING BULLYING, INTIMIDATION, AND HARASSMENT (BOARD POLICY 7:180)**

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important District goal.

Bullying on the basis of actual or perceived race, color, nationality, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated School bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

For purposes of this policy, the term *bullying* means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student in reasonable fear of harm to the student's person or property.
2. Causing a substantially detrimental effect on the student's physical or mental health.

3. Substantially interfering with the student's academic performance.
4. Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying, intimidation, and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

The Superintendent or designee shall develop and maintain a program that:

1. Fully implements and enforces each of the following Board policies:
  - a. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on an actual or perceived characteristic that is identified in the policy. Each of those characteristics is also identified in this policy's second paragraph.
  - b. 7:190, *Student Discipline*. This policy prohibits students from engaging in hazing, bullying, or any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct; prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, or other comparable conduct.
  - c. 7:310, *Restrictions on Publications*. This policy prohibits students from: (i) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (ii) creating and/or distributing written, printed, or electronic material, including photographs and Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.
  - d. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use. It subjects any individual to the loss of privileges, disciplinary action, and/or appropriate legal actions for violating the District's *Authorization of Electronic Network Access*.

Full implementation of the above policies includes: (a) conducting a prompt and thorough investigation of alleged incidents of bullying, intimidation, harassing behavior, or similar conduct, (b) providing each student who violates one or more of these policies with appropriate consequences and remedial action, and (c) protecting students against retaliation for reporting such conduct.

2. Examines the appropriate steps to understand and rectify conditions that foster bullying, intimidation, and harassment; this contemplates taking action to eliminate or prevent these disruptive behaviors beyond traditional punitive disciplinary actions.
3. Includes bullying prevention and character instruction in all grades in accordance with State law and Board policy 6:60, *Curriculum Content*. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
4. Fully informs staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes: (a) communicating the District's expectation – and the State law requirement – that teachers and other certificated employees maintain discipline, and (b) establishing a process for staff members to fulfill their obligation to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.
5. Encourages all members of the school community, including students, parents, volunteers, and visitors, to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.

6. Actively involves students' parents/guardians in the remediation of the behavior(s) of concern. This includes ensuring that all parents/guardians are notified, as required by State law, whenever their child engages in aggressive behavior.
7. Communicates the District's expectation that all students conduct themselves with a proper regard for the rights and welfare of other students. This includes a process for commending or acknowledging students for demonstrating appropriate behavior.
8. Annually communicates this policy to students and their parents/guardians. This includes annually disseminating information to all students and parents/guardians explaining the serious disruption caused by bullying, intimidation, or harassment and that these behaviors will be taken seriously and are not acceptable in any form.
9. Engages in ongoing monitoring that includes collecting and analyzing appropriate data on the nature and extent of bullying in the District's schools and, after identifying appropriate indicators, assesses the effectiveness of the various strategies, programs, and procedures and reports the results of this assessment to the Board along with recommendations to enhance effectiveness.
10. Complies with State and federal law and is in alignment with Board policies. This includes prompting the Board to update the policy beginning every 2 years after its initial adoption and filing this policy with the Illinois State Board of Education after the Board adopts or updates it.

### **Teen Dating Violence Prohibited (BOARD POLICY 7:185)**

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

The Superintendent or designee shall develop and maintain a program to respond to incidents of teen dating violence that:

1. Fully implements and enforces each of the following Board policies:
  - a. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).
  - b. 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.
2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:
  - a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence.
  - b. The Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager identified in policy 7:20, *Harassment of Students Prohibited*.

3. Incorporates age-appropriate instruction in grades 7 through 12, in accordance with the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager.
5. Notifies students and parents/guardians of this policy.

## **RTI/PBS**

Evergreen Park Community High School employs the Response to Intervention (RtI) approach that provides an increasing level of academic and behavioral interventions to address the learning needs of all of our students. The RTI Initiative is proactive and prevention focused and encompasses academic, behavior and social emotional growth and health. It's unifying belief is that all children can learn.

The Fundamental Principles of RtI include

- Problem Solving and Problem-Analysis
- Universal screening of academic, behavioral and social emotional indicators of success.
- Evidenced based interventions with fidelity of implementation
- Ongoing and sensitive progress monitoring of student response to interventions
- Data based decision making
- Multi-tiered system increasing levels of intensity

Positive Behavior Support (PBS) is a school wide proactive approach to discipline. PBS is designed around the idea that sometimes students do not understand the behavioral expectations in school and therefore do not consistently meet those expectations. With PBS, students are taught the expectations and then are given incentives for reaching those expectations.

## **STUDENT SUPPORT SERVICES (BOARD POLICY 7:250)**

The following student support services may be provided by the School District:

1. Health services supervised by a qualified nurse. The Superintendent or designee may implement procedures to further a healthy school environment and prevent or reduce the spread of disease, including head lice (*Pediculus Humanus Capitis*).
2. Educational and psychological testing services and the services of a psychologist as needed. In all cases, written permission to administer a psychological examination must be obtained from a student's parent(s)/guardian(s). The results will be given to the parent(s)/guardian(s), with interpretation, as well as to the appropriate professional staff.
3. The services of a social worker. A student's parent(s)/guardian(s) must consent to regular or continuing services from a social worker.
4. Guidance and counseling services.

The Superintendent or designee shall develop protocols for responding to students with social, emotional, or mental health problems that impact learning ability. The District, however, assumes no liability for preventing, identifying, or treating such problems.

This policy shall be implemented in a manner consistent with State and federal laws, including the Individuals with Disabilities Education Act, 42 U.S.C. §12101 *et seq.*

## **EDUCATION OF CHILDREN WITH DISABILITIES (BOARD POLICY 6:120)**

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

of The School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. The term "children with disabilities," as used in this policy, means children between ages 15 and 21 (inclusive) for whom it is determined, through definitions and procedures described in the Illinois State Board of Education's *Special Education* rules, that special education services are needed.

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education's *Special Education* rules. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), representation by counsel, and a review procedure.

The District may maintain membership in one or more cooperative associations of school districts that shall assist the District in fulfilling its obligations to the District's disabled students.

If necessary, students may also be placed in nonpublic special education programs or education facilities.

## **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.

A student will lose co-curricular privileges for 4 consecutive weeks 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 each week. A student can be put on LOP for the remainder of the school year in cases of gross misconduct. 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 dances pending administrative review. Repeated violations of school policies or extreme misconduct will result in immediate loss of privileges.

Suspension may be reduced if the student seeks and completes a school approved restorative justice program. Possible examples include but are not limited to alcohol/drug awareness classes, counseling, psychological counseling/therapy, drug testing/screening, community service, restitution. Approval of programs must be given by principal or designee. Program must include resources outside of Evergreen Park Community High School District 231. Program fees are the

responsibility of the student and their parent/guardian. A written appeal must be received within 10 school days of notification of the proceeding decision.

## **GENERAL SCHOOL REGULATIONS**

### **AGENCY AND POLICE INTERVIEWS (BOARD POLICY 7:150)**

The Superintendent shall manage requests by agency officials or police officers to interview students at school through procedures that: (1) recognize individual student rights and privacy, (2) minimize potential disruption, (3) foster a cooperative relationship with public agencies and law enforcement, and (4) comply with State law.

### **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 and should be no larger than a piece of notebook paper (see student dress code standards) 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 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. The North door in the band hallway will be open in the morning for student entrance only when a school official or security guard is present.

## **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 any kind from the cafeteria may result in disciplinary action 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 without prior approval. 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. Students must use the bathroom by the main entrance.

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

Parents are not allowed to bring in outside food (e.g., McDonalds, Subway) to their child during the school day.

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

Money may be deposited into the student's lunch account to be accessed by I.D. Individuals wishing to deposit money into the student's lunch account may do so by either accessing the school website and clicking on Mealtime Online Payments, or calling Quest at 708-424-7400 ext. 219.

## **Cell Phones/ Electronic Devices**

The use of electronic devices and other technology at school is a privilege, not a right. Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school, during the student's lunch period, and during passing periods. Cell phone and ear bud use is prohibited during class time and in office areas. Students are permitted to wear ear buds in one ear only during previously mentioned times. The ear bud must go into the ear and not surround it. If wearing ear buds, students must be able to hear outside noises. During instructional time, which includes class periods, electronic devices must be kept out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP) (504); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals. Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting). The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school. Students in violation of this procedure are subject to disciplinary measures including the violator being banned from having these privileges. School officials may conduct an investigation and/or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule and/or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

**Social Suspension.** These students will not be able to attend dances at EPCHS or another school, certain field trips and will not be able to take the Behind the Wheel component of Driver's Education at Evergreen Park High School.

Students will be removed from social suspension if they are referral free for thirty school days in a row. If a student fails to obtain this goal they must complete the remainder of their social suspension.

### **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 Authorization Form before the student will be permitted access to the school's computers and the District Technology System.

### **ACCESS TO ELECTRONIC NETWORKS (Board Policy 6:235)**

Electronic networks, including the Internet, are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent shall develop an implementation plan for this policy and appoint system administrator(s).

The School District is not responsible for any information that may be lost or damaged, or become unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

#### Curriculum and Appropriate Online Behavior

The use of the District's electronic networks shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. As required by federal law and Board policy 6:60, *Curriculum Content*, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyber-bullying awareness and response. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum. The District's electronic network is part of the curriculum and is not a public forum for general use.

#### Acceptable Use

All use of the District's electronic networks must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic networks or District computers. General rules for behavior and communications apply when using electronic networks. The District's *Authorization for Electronic Network Access* contains the appropriate

uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

#### Internet Safety

Technology protection measures shall be used on each District computer with Internet access. They shall include a filtering device that protects against Internet access by both adults and minors to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator. The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Ensure staff supervision of student access to online electronic networks,
2. Restrict student access to inappropriate matter as well as restricting access to harmful materials,
3. Ensure student and staff privacy, safety, and security when using electronic communications,
4. Restrict unauthorized access, including "hacking" and other unlawful activities, and
5. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

#### Authorization for Electronic Network Access

Each staff member must sign the District's *Authorization for Electronic Network Access* as a condition for using the District's electronic network. Each student and his or her parent(s)/guardian(s) must sign the *Authorization* before being granted unsupervised use.

All users of the District's computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

The failure of any student or staff member to follow the terms of the *Authorization for Electronic Network Access*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

### **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. Maximum age of guests must be under the age of 21. If the student is still in high school and 21 years of age, then that student will be allowed to attend prom (i.e., Special Education). Inappropriate dancing and public displays of affection are not permitted and students will be immediately removed from the dance.

A freshman must have successfully completed 4 credits, including all core classes by progress report # 6, to be eligible to attend prom.

A sophomore must have successfully completed 10 credits by progress report # 6 sophomore year, including all core classes, to be eligible to attend EPCHS prom.

A junior must have successfully completed 18 credits by progress report # 6 junior year, including all core classes, to be eligible to purchase an EPCHS prom ticket or attend EPCHS prom.

A senior must have successfully completed 24 credits by progress report # 6 senior year including all core classes to be eligible to purchase an EPCHS prom ticket or attend EPCHS prom.

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 High School 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 including dress code rules and guidelines. Any violation of the above-mentioned guidelines will result in removal from the dance for both guest and host.

## **DELIVERIES TO STUDENTS**

The school will **not** accept delivery of packages/gifts/flowers, or food for individual students. People bringing school-related items to the school for students (i.e., lunches, books, PE/sports clothing/equipment) must report to counseling for instructions. Any exception must have administrative approval.

## **RESTRICTIONS ON PUBLICATIONS (BOARD POLICY 7:310)**

### **School-Sponsored Publications and Web Sites**

School-sponsored publications, productions, and web sites are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material that is inconsistent with the District's educational mission.

All school-sponsored communications shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated. The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

### **Non-School Sponsored Publications Accessed or Distributed On-Campus**

For purposes of this section and the following section, a publication includes, without limitation: (1) written or electronic print material, and (2) audio-visual material, on any medium including electromagnetic media (e.g. images, MP3 files, flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, CD-ROM, etc.) or on-line (e.g., any website, social networking site, database for information retrieval, etc.).

Creating, distributing and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing and/or accessing at school any publication that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;

3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbooks; or
4. Is reasonably viewed as promoting illegal drug use.

Accessing or distributing "on-campus" includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

#### **School Sponsored Publications Accessed or Distributed Off-Campus**

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing publications that cause: (1) substantial disruption or a foreseeable risk of substantial disruption to school operations or (2) interferes with the rights of other students or staff members.

### **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.

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.

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

2. Schwartz 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. I understand that since this is an optional event and I have chosen to attend, I am responsible for completing and turning in all of my assignments for all my classes prior to leaving for the event. I am also responsible for any and all notes, assignments, and homework for the day that I am not in attendance. Failure to comply with this policy may result in a zero for the assignment and a lower class grade.

## **FOOD AND BEVERAGE**

Students may have food and/or beverage prior to the start of the regular school day. Students must dispose of food/beverage properly at the start of the school day. Only student lunches should be stored lockers. There should be no outside food/beverage or opened/unopened food stored in student lockers at any time. Water bottles will be allowed in the classroom at the discretion of the teacher. Individual classroom policies will apply for special occasions, pending administrative approval.

## **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 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 only, 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, mutilates the ID card and/or school issued lanyard, or is in possession of another student's ID 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.

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.

## **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.

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

In order to maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

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

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. This paragraph applies to student vehicles parked on school property. In addition, Building Principals shall require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of his or her vehicle, and personal effects therein, without notice and without suspicion of wrongdoing.

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**

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

When feasible, the search should be conducted as follows:

1. Outside the view of others, including students,
2. In the presence of a school administrator or adult witness, and
3. By a certificated employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent.



## **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.

The school reserves the right to search any electronic communication devices, including but not limited to, laptops, notebooks, and cell phones.

## **SKATEBOARDS, SKATESHOES (HEELIES), AND ROLLERBLADES, HOVERBOARD**

Skateboards, skate shoes (heelies), rollerblades and hoverboards are not allowed on school grounds.

## **STUDENT APPEARANCE (BOARD POLICY 7:160)**

A student's appearance, including dress and grooming, must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. Procedures for handling students who dress or groom inappropriately will be developed by the Superintendent and included in the Student Handbook.

## **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:

- Anything carried or worn by the student depicting any of the following is 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. No skin should be exposed from the shoulder to the fingertip. (Examples include, but are not limited to, spaghetti straps, off the shoulder tops, see-through clothes, etc.)
- Pants, shorts, skirts or other bottom wear that are too tight or revealing and deemed disruptive to the educational process are not allowed.
- Any garment 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.
- Pajama pants are not allowed to be worn during the school day.
- Skirts, shorts, and skorts (combination skirts and shorts) must extend down the leg at least far enough that the student's fingertips touch the front of the garment. The top of the slits on skirts and scoop on the side of shorts must be fist length.
- Jackets/Coats are not to extend past fingertip length. (Puffer coats, down jackets, gloves, hats, ear coverings, hoods, etc.) Are not to be brought or worn to class.
- 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, makeup, etc. that disrupt the educational environment are not permitted. This includes any type of hashing or cut-in designs on the scalp or eyebrows.
- Sunglasses, unless medically prescribed, must not be worn in the building.
- Contacts must be of normal eye color and allow the pupil to be visible.
- Chains and spiked jewelry will not be permitted.
- Earrings may be worn by female and male students. In addition to ear piercing, one facial piercing is allowed. This piercing cannot be a surface piercings, and it must be limited to a tiny, inconspicuous stud or a small hoop located on the outer edge of the nose. 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 Friday School to TMS and parent will be contacted.

## 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.

## TRANSCRIPTS

Counselors will send transcripts for current students when requested. Most will be mailed or faxed from the school as required by receiving agencies. If the student needs an official transcript that he/she will submit with other papers, the transcript will be given to the student in a sealed, stamped envelope. There is no charge for current students' transcripts. Graduating seniors will receive one free transcript. Additional transcripts will be sent at a cost of \$3.00 and must be requested from the counseling secretary. A release of information may be required before a transcript can be sent.

## TRANSPORTATION (BOARD POLICY 4:110)

The District shall not provide student transportation except for special education students and any student to and from school-sponsored activities. Homeless students shall be transported in accordance with the McKinney Homeless Assistance Act.

No school employee may transport students in school or private vehicles unless authorized by the administration, and in possession of a valid driver's license.

Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with State law and Illinois Department of Transportation regulations. The strobe light on a school bus may be illuminated any time a bus is bearing one or more students.

All contracts for charter bus services must contain the clause prescribed by State law regarding criminal background checks for bus drivers.

#### Pre-Trip and Post-Trip Vehicle Inspection

The Superintendent or designee shall develop and implement a pre-trip and post-trip inspection procedure to ensure that the school bus driver: (1) tests the two-way radio and ensures that it is functioning properly before the bus is operated, and (2) walks to the rear of the bus before leaving the bus at the end of each route, work shift, or work day, to check the bus for children or other passengers in the bus.

### **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.

### **SCHOOL VISITATION RIGHTS NOTICE (BOARD POLICY 8:20, 8:30)**

#### **COMMUNITY USE OF SCHOOL FACILITIES**

School facilities are available to community organizations during non-school hours when such use does not: (1) interfere with any school function or affect the safety of students or employees, or (2) affect the property or liability of the School District. The use of school facilities for school purposes has precedence over all other uses. The District reserves the right to cancel previously scheduled use of facilities by community organizations and other groups. The use of school facilities requires the prior approval of the Superintendent or designee and is subject to applicable procedures.

Persons on school premises must abide by the District's conduct rules at all times.

Student groups, school-related organizations, government agencies, and non-profit organizations are granted the use of school facilities at no costs during regularly staffed hours. Facilities and grounds will not be made available to individuals for personal or social reasons or to business enterprises for commercial gain. All non-school sponsored groups, before using the facilities during non-regularly staffed hours, must provide a certificate of insurance naming the District as an additional insured or otherwise show proof of insurance. Fees and costs shall apply during non-regularly staffed hours and to other organizations granted use of facilities at any time. A fee schedule and other terms of use shall be prepared by the Superintendent and be subject to annual approval by the Board.

## **Visitors to and Conduct on School Property**

The following definitions apply to this policy:

School property - District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a School Board meeting, school athletic event, or other school-sponsored event.

Visitor - Any person other than an enrolled student or employee.

All visitors to school property are required to report to the Security Desk and provide valid identification, and wear a visitor's badge. When leaving the school, visitors must return their badge. On those occasions when large groups of parents and friends are invited onto school property, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

The Superintendent or designee shall manage a program to allow community use of the following facilities on non-school days, provided they are not being used for school purposes: auditorium, gym, pool, and athletic fields.

Except as provided in the next paragraph, any person wishing to confer with a staff member should contact that staff member by telephone or email to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee.

The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, a Board member, sports official or coach, police liaison officer, or any other person;
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language;
3. Possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon or any dangerous device; however, an individual licensed to carry a concealed firearm under the Illinois Firearm Concealed Carry Act is permitted to carry a concealed firearm within a vehicle into a parking area controlled by a school or District and may store a firearm or ammunition concealed in a case within a locked vehicle or locked container out of plain view within the vehicle in the parking area;
4. Damage or threaten to damage another's property;
5. Damage or deface school property;
6. Violate any Illinois law, or town or county ordinance;
7. Smoke or otherwise use tobacco products;
8. Consume, possess, distribute, or be under the influence of an alcoholic beverage or illegal drug.
9. Use or possess medical cannabis.
10. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);
11. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board;
12. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive;
13. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding;

14. Violate other District policies or regulations, or a directive from an authorized security officer or District employee; or
15. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

### **Convicted Child Sex Offender**

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender meets either of the following two exceptions:

1. The offender is a parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
2. The offender received permission to be present from the Board, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

### **Exclusive Bargaining Representative Agent**

Authorized agents of an exclusive bargaining representative, upon notifying the Building Principal's office, may meet with a school employee (or group of employees) in the school building during free-times of such employees.

Also, please refer to the current Agreement between the Board of Education, Evergreen Park Community High School District 231 and Evergreen Park High School Education Association.

### **Enforcement**

Any staff member may request identification from any person on school property; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification.

Any person who engages in conduct prohibited by this policy may be ejected from school property. The person is also subject to being denied admission to school events or meetings for up to one calendar year.

### **Procedures to Deny Future Admission to School Events or Meetings:**

Before any person may be denied admission to school events or meetings as provided in this policy, the person has a right to a hearing before the Board. The Superintendent may refuse the person admission pending such hearing. The Superintendent or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least 10 days before the Board hearing date. The hearing notice must contain:

1. The date, time, and place of the Board hearing,
2. A description of the prohibited conduct,
3. The proposed time period that admission to school events will be denied, and
4. Instructions on how to waive a hearing.

### **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.

## **STUDENT AND FAMILY PRIVACY RIGHTS (BOARD POLICY 7:15)**

### **Surveys**

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students must advance or relate to the District's educational objectives as identified in Board of Education policy 6:10, *Educational Philosophy and Objectives*, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

### **Surveys Created by a Third Party**

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent(s)/guardian(s) may inspect the survey or evaluation, upon their request and within a reasonable time of their request.

This section applies to every survey: (1) that is created by a person or entity other than a District official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

### **Survey Requesting Personal Information**

School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the District) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent(s)/guardian(s) may:

1. Inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or
2. Refuse to allow their child or ward to participate in the activity described above. The school shall not penalize any student whose parent(s)/guardian(s) exercised this option.

### **Instructional Material (SEE BOARD POLICY 6:210)**

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

The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

### **Physical Exams or Screenings**

No school official or staff member shall subject a student to a non-emergency, invasive physical examination or screening as a condition of school attendance. The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

The above paragraph does not apply to any physical examination or screening that:

1. Is permitted or required by an applicable State law, including physical examinations or screenings that are permitted without parental notification.

2. Is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 et seq.).
3. Is otherwise authorized by Board policy.

### **Selling or Marketing Students' Personal Information Is Prohibited**

No school official or staff member shall market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term "personal information" means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

The above paragraph does not apply: (1) if the student's parent(s)/guardian(s) have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's "personal Information" to a business organization or financial institution that issues credit or debit cards.

### **Notification of Rights and Procedures**

The Superintendent or designee shall notify students' parents/guardians of:

1. This policy as well as its availability upon request from the general administration office.
2. How to opt their child or ward out of participation in activities as provided in this policy.
3. The approximate dates during the school year when a survey requesting personal information, as described above, is scheduled or expected to be scheduled.
4. How to request access to any survey or other material described in this policy.

This notification shall be given parents/guardians at least annually, at the beginning of the school year, and within a reasonable period after any substantive change in this policy.

The rights provided to parents/guardians in this policy transfer to the student when the student turns

18 years old, or is an emancipated minor.

### **STUDENT RECORDS (BOARD POLICY 7:340)**

School student records are confidential. Information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction by a school employee, regardless of how or where the information is stored, except as provided in State or federal law.

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a



parent/guardian shall have the right to object to the release of information regarding his or her child. However, the District will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the student's parent/guardian.

The Superintendent shall implement this policy with administrative procedures. The Superintendent shall also designate a *records custodian* who shall maintain student records. The Superintendent or designee shall inform staff members of this policy, and shall inform students and their parents/guardians of it, as well as their rights regarding student school records.

The Superintendent or designee shall develop procedures to implement this policy consistent with State and federal law.

## **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.

### **ADMINISTERING MEDICINES TO STUDENTS (BOARD POLICY 7:270)**

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent/guardian. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

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

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parents/guardians of students.

#### Self-Administration of Medication

A student may possess an epinephrine auto-injector (EpiPen®) and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent/guardian has

completed and signed a "School Medication Authorization Form." The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel.

#### School District Supply of Epinephrine Auto-Injectors

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of epinephrine auto-injectors in the name of the District and provide or administer them as necessary according to State law. This section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for school epinephrine auto-injectors and a standing protocol from a physician licensed to practice medicine in all its branches, or (2) fill the District's prescription for school epinephrine auto-injectors.

Upon implementation of this subsection and Section 22-30(f) of the School Code, the protections from liability and hold harmless provisions as explained in Section 22-30(c) of the School Code apply.

No one, including without limitation parents/guardians of students, should rely on the District for the availability of an epinephrine auto-injector. This policy does not guarantee the availability of an epinephrine auto-injector; students and their parents/guardians should consult their own physician regarding this medication.

#### **Food Allergy Management Program (BOARD POLICY 7:285)**

School attendance may increase a student's risk of exposure to allergens that could trigger a food-allergic reaction. A food allergy is an adverse reaction to a food protein mediated by the immune system which immediately reacts causing the release of histamine and other inflammatory chemicals and mediators. While it is not possible for the District to completely eliminate the risks of exposure to allergens when a student is at school, a Food Allergy Management Program using a cooperative effort among students' families, staff members, and students helps the District reduce these risks and provide accommodations and proper treatment for allergic reactions.

The Superintendent or designee shall develop and implement a Food Allergy Management Program that:

1. Fully implements the following goals established in the School Code: (a) identifying students with food allergies, (b) preventing exposure to known allergens, (c) responding to allergic reactions with prompt recognition of symptoms and treatment, and (d) educating and training all staff about management of students with food allergies, including administration of medication with an auto-injector, and providing an in-service training program for staff who work with students that is conducted by a person with expertise in anaphylactic reactions and management.
2. Follows and references the applicable best practices specific to the District's needs in the joint State Board of Education and Ill. Dept. of Public Health publication Guidelines for Managing Life-Threatening Food Allergies in Schools, available at: [www.isbe.net/nutrition/pdf/food\\_allergy\\_guidelines.pdf](http://www.isbe.net/nutrition/pdf/food_allergy_guidelines.pdf).

Complies with State and federal law and is in alignment with Board policies.

#### **Student Support Services (BOARD POLICY 7:250)**

The following student support services may be provided by the School District:

1. Health services supervised by a qualified nurse. The Superintendent or designee may implement procedures to further a healthy school environment and prevent or reduce the spread of disease.

2. Educational and psychological testing services and the services of a psychologist as needed. In all cases, written permission to administer a psychological examination must be obtained from a student's parent(s)/guardian(s). The results will be given to the parent(s)/guardian(s), with interpretation, as well as to the appropriate professional staff.
3. The services of a social worker. A student's parent(s)/guardian(s) must consent to regular or continuing services from a social worker.
4. Guidance and counseling services.

The Superintendent or designee shall develop protocols for responding to students with social, emotional, or mental health problems that impact learning ability. The District, however, assumes no liability for preventing, identifying, or treating such problems.

This policy shall be implemented in a manner consistent with State and federal laws, including the Individuals with Disabilities Education Act, 42 U.S.C. §12101 et seq.

## **HEALTH AND EYE EXAMINATIONS; IMMUNIZATIONS; AND EXCLUSION OF STUDENTS (BOARD POLICY 7:100)**

### **Required Health Examinations and Immunizations**

A student's parent(s)/guardian(s) shall present proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health, within one year prior to:

1. Entering the ninth grade; and
2. Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, headstart programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

As required by State law:

1. Health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening must be included as a required part of each health examination; diabetes testing is not required.

Unless the student is homeless, failure to comply with the above requirements by the first day of school of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by the first day of school, the student must present, by the first day of school, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice nurse, physician assistant, or local health department responsible for administering the immunizations.

Until June 30, 2015, a student transferring from out-of-state who does not have the required proof of immunizations by the first day of school may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

### **Eye Examination**

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required.

Parents/guardians of students entering an Illinois school for the first time shall present proof before the first day of school of the current school year that the student received an eye examination within one year prior to entry of the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination.

If a student fails to present proof by the first day of school, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after the first day of school. The Superintendent or designee shall ensure that parents/guardians are notified of this eye examination requirement in compliance with the rules of the Department of Public Health. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

### **Exemptions**

In accordance with rules adopted by the Illinois Department of Public Health, a student will be exempted from this policy's requirements for:

1. Religious or medical grounds if the student's parents/guardians present to the Superintendent a signed statement explaining the objection;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. Eye examination requirement if the student's parents/guardians show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist.

### Homeless Child

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. Board of Education policy 6:140, *Education of Homeless Children*, governs the enrollment of homeless children.

### **ATHLETES**

All athletes involved in competitive sports 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.

### **FOREIGN STUDENTS**

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.

### **EXEMPTION FROM PHYSICAL ACTIVITY (BOARD POLICY 7:260)**

In order to be excused from participation in physical education, a student must present an excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. State law prohibits a Board of Education from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

Special activities in physical education will be provided for students whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents their participation in the physical education courses.

### **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*.

### **COMMUNICABLE AND CHRONIC INFECTIOUS DISEASE (BOARD POLICY 7:280)**

A student with or carrying a communicable and/or chronic infectious disease has all rights, privileges, and services provided by law and the Board of Education's policies. The Superintendent will develop procedures to safeguard these rights while managing health and safety concerns.

### **HOMEBOUND INSTRUCTION (SEE BOARD POLICY 6:150)**

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.

### **ACCOMMODATING INDIVIDUALS WITH DISABILITIES (BOARD POLICY 8:70)**

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities and will not be subject to illegal discrimination. When appropriate, the District may provide to persons with disabilities aids, benefits, or services that are separate or different from, but as effective as, those provided to others.

The District will provide auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity.

Each service, program, or activity operated in existing facilities shall be readily accessible to, and useable by, individuals with disabilities. New construction and alterations to facilities existing before January 26, 1992, will be accessible when viewed in their entirety.

The Superintendent or designee is designated the Title II Coordinator and shall:

1. Oversee the District's compliance efforts, recommend necessary modifications to the Board of Education, and maintain the District's final Title II self-evaluation document and keep it available for public inspection for at least 3 years after its completion date.

2. Institute plans to make information regarding Title II's protection available to any interested party.

Individuals with disabilities should notify the Superintendent or Building Principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Individuals with disabilities may allege a violation of this policy or federal law by reporting it to the Superintendent or designated Title II Coordinator, or by filing a grievance under the Uniform Grievance Procedure.

## **ACADEMIC POLICIES & PROCEDURES**

### **SEMINARS (FRESHMAN, SOPHOMORE, JUNIOR, SENIOR)**

EPCHS has instituted seminars to work with students on topics pertinent to grade level (adjustment to school, post-secondary investigation and planning, leadership and social issues, special topics, career exploration, etc.) Attendance at freshman, sophomore, junior, and senior seminars are mandatory.—Senior seminars and freshman seminars are held first term on Wednesdays. Junior seminars and sophomore seminars are held second term on Wednesdays. Students who are tardy two times, absent two times, or have a combination of one tardy and one absence will receive the consequence of a Friday School. If the Friday School is not served, the student will receive a T.M.S. As in any other progression of discipline in the school, three T.M.S.'s will result in loss of privilege.

### **CHEATING/PLAGIARISM**

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. When students present the work or ideas of others as their own, or use unfair methods to improve their grades, they have, in effect, failed to complete an assignment. This is defined as academic dishonesty, and can be reason for failure. Examples of academic dishonesty may include one or more of the following: plagiarism (submitting another person's writing as one's own or having someone else prepare homework, papers, projects, reports or take home exams for which credit is given); permitting another student to copy one's own work or ideas; obtaining or illegally accepting a copy of a test or test key; giving or receiving test questions or answers to or from other students; copying from another student's test or knowingly permitting another student to copy during a test; using materials or means which are not permitted during a test; changing grades in a grade book (electronic or printed); and engaging in any action intended to obtain credit for work not one's own. Students who engage in academic dishonesty will receive a zero grade for the assignment involved. The teacher will note "academic dishonesty" on the assignment and retain the assignment for future reference. In addition, the teacher will notify the parent/guardian of the infraction and penalty. Repeated offenses in a class may result in withdrawal from the class with a failing grade.

### **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.

### **CREDIT REQUIREMENTS**

#### **Beginning school year 2016-2017:**

A freshman must have successfully completed 7 credits, including all core classes prior to the start of term one sophomore year, to be eligible for Sophomore PE/Driver Education.

A sophomore must have successfully completed 10 credits at the end of term one sophomore year, including all core classes, to be eligible to attend EPCHS prom.

A junior must have successfully completed 18 credits at the end of term one junior year, including all core classes, to be eligible to purchase an EPCHS prom ticket or attend EPCHS prom.

A senior must have successfully completed 24 credits at the end of term one senior year including all core classes to be eligible to purchase an EPCHS prom ticket or attend EPCHS prom.

## **EDUCATIONAL PHILOSOPHY AND OBJECTIVES (BOARD POLICY 6.10)**

### **Learner Exit Standards**

The Superintendent directs the administration in order to manage the School District and to facilitate the implementation of a quality educational program in alignment with Board policy 1:30 (School District and Philosophy). Specific goals and objectives are to develop graduates who meet the following Learner Exit Standards.

#### **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.
- Develops a healthy lifestyle both physically and mentally.

#### **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.

#### **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.

#### **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.

#### **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 a productive and satisfying life.
- Demonstrates reliability, dependability, and adaptability.
- Uses appropriate resources including technology.

## **CURRICULUM CONTENT (BOARD POLICY 6.60)**

The curriculum shall contain instruction on subjects required by State statute or regulation as follows:

1. In each grade, subjects include: (a) language arts, (b) writing intensive course, (c) science, (d) mathematics, (e) social studies including U.S. history, (f) foreign language, (g) music, (h) art, (i) driver and safety education, and (j) vocational education.
2. Students otherwise eligible to take a driver education course must receive a passing grade in at least 8 courses during the previous 2 semesters before enrolling in the course. The Superintendent or designee may waive this requirement if he or she believes a waiver to be in the student's best interest. The course shall include classroom instruction on distracted driving as a major traffic safety issue. Automobile safety instruction covering traffic regulations and highway safety must include instruction on the consequences of alcohol consumption and the operation of a motor vehicle. The eligibility requirements contained in State law for the receipt of a certificate of completion from the Secretary of State shall be provided to students in writing at the time of their registration.
3. In each grade, as well as in interscholastic athletic programs, steroid abuse prevention must be taught.
4. In each grade, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence.
5. In all grades, age-appropriate Internet safety must be taught, the scope of which shall be determined by the Superintendent or designee. The curriculum must incorporate policy 6:235, Access to Electronic Networks and, at a minimum, include: (a) education about appropriate online behavior, (b) interacting with other individuals on social networking websites and in chat rooms, and (c) cyberbullying awareness and response.
6. In all grades, character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship in order to raise students' honesty, kindness, justice, discipline, respect for others, and moral courage. Instruction in all grades should include educating students about behaviors that violate Board policy 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment. In addition, in all grades, gang resistance education and training must be taught.
7. In all schools, citizenship values must be taught, including: (a) patriotism, (b) democratic principles of freedom, justice, and equality, (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process.
8. In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage daily during the school day, except on block scheduled days for those schools in block scheduling, in a physical education course. For exemptions and substitutions, see policies 6:310, High School.

**Credit for Non-District Experiences; Course Substitutions; Re-Entering Students and 7:260, Exemption from Physical Activity.**

1. In all schools, health education must be stressed, including: (a) proper nutrition, (b) physical fitness, (c) components necessary to develop a sound mind in a healthy body, (d) dangers and avoidance of abduction, and (e) age-appropriate sexual abuse and assault awareness and prevention education in all grades. The Superintendent shall implement a comprehensive health education program in accordance with State law.



- 2 In all schools, career/vocational education must be taught, including: (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal education, (c) good work habits and values, (d) the relationship between learning and work, and (e) if possible, a student work program that provides the student with work experience as an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels.
- 3 In grades 9 through 12, consumer education must be taught, including: financial literacy; installment purchasing; budgeting, savings, and investing; banking; simple contracts; income taxes; personal insurance policies; the comparison of prices; homeownership; and the roles of consumers interacting with agriculture, business, labor unions, and government in formulating and achieving the goals of the mixed free enterprise system.
- 4 In all schools, conservation of natural resources must be taught, including: (a) home ecology, (b) endangered species, (c) threats to the environment, and (d) the importance of the environment to life as we know it.
  - 5 In all schools, United States history must be taught, including: (a) the principles of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, and (e) the role and contributions of ethnic groups, including but not limited to, the African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics, (including the events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression), Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovaks in the history of this country and State.
  - 6 In addition, all schools shall hold an educational program on the United States Constitution on Constitution Day, each September 17, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.
  - 7 In all high school courses concerning U.S. history or a combination of U.S. history and American government, students must view a Congressional Medal of Honor film made by the Congressional Medal of Honor Foundation, provided there is no cost for the film.
  - 8 In all schools, the curriculum includes a unit of instruction on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.
  - 9 In all schools, the curriculum includes a unit of instruction on the history, struggles, and contributions of women.
  - 10 In all schools, the curriculum includes a unit of instruction on Black History, including the history of the African slave trade, slavery in America, and the vestiges of slavery in this country, as well as the struggles and contributions of African-Americans.
  - 11 In all schools offering a secondary agricultural education program, courses as required by 105 ILCS 5/2-3.80.
  - 12 In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement.

## **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.

### **EQUAL EDUCATIONAL OPPORTUNITIES (BOARD POLICY 7:10)**

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

#### **Sex Equity**

No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student may file a sex equity complaint by using Board policy 2:260, *Uniform Grievance Procedure*. A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

#### Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and grievance procedure.

### **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). Students taking H/AP courses will take the AP exam in place of a final exam and will be exempt from the term final exam.

### **EXEMPTIONS FROM PHYSICAL EDUCATION (105 ILCS 5/27-6) (105ILCS 5/27-22.05)**

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 (11-12).
- 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).

## **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.

## **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. The PSAE is a requirement for graduation (confirmed as of May, 2014, this rule still applies)

## **GRADING AND PROMOTION (BOARD POLICY 6:80)**

The Superintendent shall establish a system of grading and reporting academic achievement to students and their parents/guardians. The system shall also determine when promotion and graduation requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance on the Illinois Partnership for Assessment of Readiness for College and Careers (PARCC) and/or other assessments. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted.

Every teacher shall maintain an evaluation record for each student in the teacher's classroom. A District administrator cannot change the final grade assigned by the teacher without notifying the teacher. Reasons for changing a student's final grade include:

- A miscalculation of test scores,
- A technical error in assigning a particular grade or score,
- The teacher agrees to allow the student to do extra work that may impact the grade,
- An inappropriate grading system used to determine the grade, or
- An inappropriate grade based on an appropriate grading system.

Should a grade change be made, the administrator making the change must sign the changed record.

Also, please refer to the current Agreement between the Board of Education, Evergreen Park Community High School District 231 and Evergreen Park High School Education Association.

# GRADING SCALE

## 2017-18 Grade Scale/Weightedness

### GRADUATION REQUIREMENTS

#### Organization of Instruction (BOARD POLICY 6.300)

The School District has instructional levels for grades 9 through 12. The Superintendent shall annually present to the Board of Education a plan for organizing instructional levels and assigning them to school facilities in order to:

1. Support the District's educational program,
2. Maximize facility usage without undue overcrowding, and
3. Provide substantially comparable instructional programs across the District.

Students, for instructional purposes, may be placed in groups within a school that do not necessarily follow grade level designations. For purposes of attendance reporting and other records, however, each student is assigned a grade-level placement.

#### Class Assignments

The Superintendent or designee shall assign students to classes.

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 on the next page:

CURRICULAR AREA	REGULAR	EXCEL
English	*6 credits	*6 credits
Mathematics	6 credits	6 credits
Science	**4 credits	**4 credits
Social Studies (World History, U.S. History 1, and U.S. History 2 are required)	3 credits (Pass Constitution exam)	3 credits (Pass Constitution exam)

Letter Grade	Grading Scale	Standard	Honors (H)	Advanced Placement (AP)
A+	98-100	4.333	4.833	5.333
A	93-97	4.000	4.500	5.000
A-	90-92	3.667	4.167	4.667
B+	88-89	3.333	3.833	4.333
B	83-87	3.000	3.500	4.000
B-	80-82	2.667	3.167	3.667
C+	78-79	2.333	2.833	3.333
C	73-77	2.000	2.500	3.000
C-	70-72	1.667	2.167	2.667
D+	68-69	1.333	1.333	1.333
D	63-67	1.000	1.000	1.000
D-	60-62	.667	.667	.667
F	0-59	0	0	0

Physical Education/Health	4 credits (Pass health and create a personal wellness plan)	4 credits (Pass health and create a personal wellness plan)
Computer Concepts Financial Literacy ( class of 2020)	1 credit	1 credit
Business Technology, Fine Arts, Industrial Technology, World Languages	1 credit	1 credit
World Languages	~ ~ ~	2 credits
12th Grade – Department Course or Elective/Emphasis Course for Mathematics, Science, and Social Studies (1 credit for each)	3 credits	3 credits
Career Electives/Electives (ACT-PSAE Course)	Varies	Varies
Prairie State Achievement Exam (PSAE)	Taken	Taken
TOTAL Credits Needed for Graduation	28 credits	32 credits

\*5 credits are required for the students in the Honors sequence.

\*\*3 credits are required for the students in the Honors sequence, however 4 credits are highly recommended.

## 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/Emphasis Course
3	Biology Honors or Scientific Inquiry	Biology and Chemistry or Earth and Space Science	Integrated Chemistry/Physics or Physics	Department Course or Elective/Emphasis Course
4	Algebra	Geometry	Advanced Alg./Trig.	Advanced Math Course/Emphasis Course
5	Physical Ed/Health	Physical Ed/ Driver Ed	Physical Ed [Personal Wellness Plan]	Physical Ed
6	Computer Concepts/Financial Literacy(class Of 2020)Reading/Fine Arts/Industrial Technology/World Languages	Career Elective/ Elective	Career Elective/ Elective	Career Elective/ Elective
7	Computer Concepts/financial Literacy(class of 2020) Fine Arts/Industrial Technology/World Languages	Career Elective/ Elective	Career Elective/ Elective	Career Elective/ Elective
8	Algebra H or Geometry H (skippers only)	Geometry H or Advanced Math Course	Advanced Math Course	Advanced Math Course/Emphasis Course

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

### 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.

### 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, missing a final exam, family emergency or late transfer.

## **Teacher Qualifications (BOARD POLICY 5.190)**

A teacher, as the term is used in this policy, refers to a District employee who is required to be licensed under State law. The following qualifications apply:

1. Each teacher must:
  - a. Have a valid Illinois Professional Educator License issued by the State Superintendent of Education with the required endorsements as provided in the School Code.
  - b. Provide the District Office with a complete transcript of credits earned in institutions of higher education.
  - c. To qualify for a lane change, the certificated employee must submit required documentation in the form of official transcripts by September 30 for semester/term 1 and February 15 for semester/term 2. All coursework to be applied to a lane change must be approved in advance by the Superintendent.
2. All teachers with primary responsibility for instructing students in the core academic subject areas (science, the arts, reading or language arts, English, history, civics and government, economics, geography, foreign language, and mathematics) must be highly qualified for those assignments as determined by State and federal law.

The Superintendent or designee shall:

1. Monitor compliance with State and federal law requirements that teachers be appropriately licensed and highly qualified for their assignments;
2. Through incentives for voluntary transfers, professional development, recruiting programs, or other effective strategies, ensure that minority students and students from low-income families are not taught at higher rates than other students by unqualified, out-of-field, or inexperienced teachers; and
3. Ensure parents/guardians of students in schools receiving Title I funds are notified: (a) of their right to request their students' classroom teachers' professional qualifications, and (b) whenever their child is assigned to, or has been taught for 4 or more consecutive weeks by, a teacher who is not highly qualified.

## **OUTSIDE CREDIT (BOARD POLICY 6:310)**

### **Classes for High School Credit**

A student enrolled in outside 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 outside 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 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.

### **REPORT CARDS/PROGRESS REPORTS**

All progress reports will be available on line. 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.

### **GRADE ADJUSTMENT OPTION**

If a student receives a grade of "F" at the end of term 1, they can have that grade "Adjusted" by earning a grade of "C-" or better in their term 2 grade in courses that run two terms in the same school year. The following courses are eligible for this "Grade Adjustment": English 1, English 3 with Composition, Reading 2 with English 2, Algebra, Algebra H, Geometry, Geometry H, Algebra 2, Advanced Algebra/ Trigonometry H with Pre-Calculus H.

### **RETKING 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.

## **SEMINARS (JUNIOR AND SENIOR)**

### **SEE SEMINARS**

### **STUDENT AIDE POSITIONS**

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

### **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.

### **UNIFORM GRIEVANCE PROCEDURE (BOARD POLICY 2:260)**

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the Board of Education, its employees, or agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding any one of the following:

1. Title II of the Americans with Disabilities Act
2. Title IX of the Education Amendments of 1972
3. Section 504 of the Rehabilitation Act of 1973
4. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.
6. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972)



7. Bullying, 105 ILCS 5/27-23.7
8. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
9. Curriculum, instructional materials, and/or programs
10. Victims' Economic Security and Safety Act, 820 ILCS 180
11. Illinois Equal Pay Act of 2003, 820 ILCS 112
12. Provision of services to homeless students
13. Illinois Whistleblower Act, 740 ILCS 174/.
14. Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/ and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. §2000ff et seq.)
15. Employee Credit Privacy Act, 820 ILCS 70/.

The Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. All deadlines under this procedure may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, "school business days" means days on which the District's main office is open.

#### **Filing a Complaint**

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s).

The Complaint Manager shall assist the Complainant as needed.

#### **Investigation**

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the Complainant is a student, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law, this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board, which will make a decision in accordance with the following section of this policy. The Superintendent will keep the Board informed of all complaints.

#### **Decision and Appeal**

Within 5 school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant by U.S. mail, first class, as well as the Complaint Manager.

Within 10 school business days after receiving the Superintendent's decision, the Complainant may appeal the decision to the Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board. Within 30 school business days, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within 5 school business days of the Board's decision, the Superintendent shall inform the Complainant of the Board's action.

This grievance procedure shall not be construed to create an independent right to a Board hearing.

The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

#### **Appointing Nondiscrimination Coordinator and Complaint Managers**

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others.

The Superintendent shall appoint at least one Complaint Manager to administer the complaint process in this policy. If possible, the Superintendent will appoint 2 Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

The Superintendent shall insert into this policy and keep current the names, addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers.

#### Nondiscrimination Coordinator:

Superintendent

9901 S. Kedzie, Evergreen Park, IL 60805

708.424.7400

#### Complaint Managers:

Director of Student Services

9901 S. Kedzie, Evergreen Park, IL 60805

708.424.7400

Principal

9901 S. Kedzie, Evergreen Park, IL 60805

708.424.7400

### **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.

## **EXTRACURRICULAR ACTIVITIES**

### **2.0 GPA FOR ALL STUDENT ATHLETES:**

- A grade check will take place at the end of each progress report period. If a student is below 2.0GPA in his current term, they are placed in a tutoring program for the duration of the next progress report period.

Three tutoring sessions per week (Tuesday, Wednesday, and Thursday) will be offered and students falling below the 2.0 GPA must attend a minimum of two sessions per week from 3:00-3:40 p.m. until the next progress report period. If a student misses two unexcused sessions within the progress report period they may be dropped from their co-curricular activity. If students follow the guidelines of the program, they will be eligible to participate in all practices and contests.

## **IHSA ELIGIBILITY REQUIREMENTS:**

- IHSA requires a weekly grade check for all co-curricular participants.
- If a student does not meet the IHSA requirements on the Thursday weekly eligibility check, per IHSA they will not be eligible to participate in a contest or contests the following week. During the week of ineligibility these students must attend two tutoring sessions and raise their grade by the next Thursday weekly eligibility check to become eligible again.
- If a student does not meet the requirements of the tutoring program, they may be ineligible to participate in the next contest or may be dropped from their co-curricular activity.

## **EXTRACURRICULAR ATHLETICS (BOARD POLICY 7:300)**

Student participation in school-sponsored extracurricular athletic activities is contingent upon the following:

1. The student must meet the academic criteria set forth in the Board of Education policy on school sponsored extracurricular activities.
2. The parent(s)/guardian(s) must provide written permission for the student's participation, giving the District full waiver of responsibility of the risks involved.
3. The student must present a certificate of physical fitness issued by a licensed physician, an advanced practice nurse, or a physician assistant who assures that the student's health status allows for active athletic participation.
4. The student must show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent(s)/guardian(s) written statement that the student is covered under a family insurance plan.
5. The student and his or her parent(s)/guardian(s) must complete forms required by the Illinois High School Association (IHSA) concerning its performance-enhancing substance testing program, implemented in accordance with State law, before the student may participate in an athletic competition sponsored or sanctioned by IHSA.

The Superintendent or designee shall maintain the necessary records to ensure student compliance with this policy.

## **OPERATIONAL SERVICES (BOARD POLICY 4:170)**

### **Safety and Security**

All District operations, including the education program, shall be conducted in a manner that will promote the safety and security of everyone on District property or at a District event. The Superintendent or designee shall develop, implement, and maintain a comprehensive safety and security plan that includes, without limitation:

1. An emergency operations plan(s) addressing prevention, preparation, response, and recovery for each school;
2. Provisions for a coordinated effort with local law enforcement and fire officials, emergency medical services personnel, and the Board Attorney;
3. A school safety drill plan;
4. Instruction in safe bus riding practices; and
5. A clear, rapid, factual, and coordinated system of internal and external communication.

In the event of an emergency that threatens the safety of any person or property, students and staff are encouraged to follow the best practices discussed for their building regarding the use of any available cellular telephones.

### **School Safety Drill Plan**

During every academic year, each school building that houses school children shall conduct, at a minimum, each of the following in accordance with the School Safety Drill Act, 105 ILCS 128/:

1. Three school evacuation drills
2. One bus evacuation drill
3. One severe weather and shelter-in-place drill
4. One law enforcement drill

#### Automated External Defibrillator (AED)

The Superintendent or designee shall implement a written plan for responding to medical emergencies at the District's physical fitness facilities in accordance with the Fitness Facility Medical Emergency Preparedness Act. The plan shall provide for an automated external defibrillator (AED) to be available according to State law requirements. This policy does not create an obligation to use an AED nor is it intended to create any expectation that an AED will be present or a trained person will be present and/or able to use an AED.

#### Soccer Goal Safety

The Superintendent or designee shall implement the Movable Soccer Goal Safety Act in accordance with the guidance published by the Illinois Department of Public Health. Implementation of the Act shall be directed toward improving the safety of movable soccer goals by requiring that they be properly anchored.

#### Unsafe School Choice Option

The unsafe school choice option provided in State law permits students to transfer to another school within the District in certain situations. This transfer option is unavailable in this District because each grade is in only one attendance center. A student, who would otherwise have qualified for the choice option, or such a student's parent/guardian, may request special accommodations from the Superintendent or designee.

#### Emergency Closing

The Superintendent is authorized to close school(s) in the event of hazardous weather or other emergency that threatens the safety of students, staff members, or school property.

#### Annual Review

The Board or its designee will annually review each school building's safety and security plans, protocols, and procedures, as well as each building's compliance with the school safety drill plan.

### **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. For a student to be able to participate in practice or an athletic event, he/she must attend two class periods on that day. This would not include an athlete who is out of the building due to school sponsored field trips, family funeral/wakes, college visits. Any other exceptions must be approved by the athletic director.

**NOTE:** *On October 24, 2017, the Board of Education approved changes to the Student Handbook, effective immediately. Revisions begin at "Conduct Code for Participants in Extracurricular Activities" through "Parties/Drinking Policy" and replace the previous language.*

### **CONDUCT CODE FOR PARTICIPANTS IN EXTRACURRICULAR ACTIVITIES (See Board Policy 7:240)**

The Administration, in cooperation with the Handbook Committee, shall develop a conduct code for all participants in extracurricular activities consistent with Board of Education policy and the rules adopted by any association in which the School District maintains a membership. The conduct code shall (1) require participants in extracurricular activities to conduct themselves as good citizens and

exemplars of their school at all times, including after school, on days when school is not in session, and whether on and off school property; (2) emphasize that hazing and bullying activities are strictly prohibited; and (3) notify participants that failure to abide by it could result in removal from the activity. The conduct code shall be reviewed by the Administration periodically at their discretion and presented to the Board.

All coaches and sponsors of extracurricular activities shall annually review the rules of conduct with participants and provide participants with a copy. In addition, coaches and sponsors of interscholastic athletic programs shall provide instruction on steroid abuse prevention to students participating in these programs.

### **Performance-Enhancing Drug Testing**

State law requires the Illinois High School Association (IHSA) to prohibit a student from participating in an athletic competition sponsored or sanctioned by IHSA unless the student has agreed (a) not to use any performance-enhancing substances on IHSA's current banned drug list, and (b) to submit to random testing for these substances in the student's body if the student is in high school. In addition, the student's parent/guardian must sign a statement for IHSA containing specific acknowledgments including that the student, if in high school, may be subject to random performance-enhancing substance testing and that violating the laws regulating the use of performance-enhancing substances is a crime.

IHSA, with oversight from the Illinois Department of Public Health, administers a performance-enhancing substance testing program under which high school participants in athletic competition sponsored or sanctioned by IHSA are tested at multiple times throughout the athletic season for the presence in their bodies of performance-enhancing substances on the IHSA's banned drug list.

### **Student Athlete Concussions and Head Injuries (See Board Policy 7:305)**

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. IHSA policy requires athletes to provide their school with written clearance from either a physician licensed to practice medicine in all its branches or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches prior to returning to play or practice following a concussion or after being removed from an interscholastic contest due to a possible head injury or concussion and not cleared to return to that same contest. In accordance with state law, all IHSA member schools are required to follow this policy. You should also inform your child's coach if you think that your child may have a concussion. Remember it's better to miss one game than miss the whole season. And when in doubt, the athlete sits out. For current and up-to-date information on concussions you can go to: <http://www.cdc.gov/ConcussionInYouthSports>.

### **EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES CODE**

The primary purpose of the Evergreen Park Community High School extracurricular and 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 extracurricular and co-curricular activities and that with privileges come responsibilities. Those who accept the privilege of participating in

extracurricular and co-curricular activities are expected to uphold the extracurricular and 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 extracurricular and co-curricular activities as determined by the coach, club/activity sponsor, athletic director, or other school officials

## **CONSEQUENCES**

Those students who do not follow the code and knowingly violate this code will be disciplined in accordance with the extracurricular and co-curricular code. The following consequences are guidelines which will be followed by the coaches, Athletic Director, Activities Director, and the Administration. If the coaches, Athletic Director, Activities Director and/or the Administration agree in determining that the violation or violations committed are sufficiently serious to warrant such, any step may be omitted and any more serious consequence, up to and including permanent removal from athletics/activities, may be imposed. The code does not apply to events, activities, or requirements that are a part of the course expectations or the restorative justice program.

**Step 1** The student shall have a mandatory parent meeting with the administration. The student will be required to meet with the social worker. The student will be required to complete a mandatory restorative justice component (6-10 hours). The restorative justice component must be completed within two weekends from being placed on this step.

**Step 2** The student shall have a mandatory parent meeting with the administration. The student will be required to meet with the social worker. The student shall lose eligibility for the next 2 weeks from their current season and/or the next season they compete in (minimum 2 contests/events, not to exceed 4 contests/events) from their athletic/activity contests/events but must still attend practice. The student can reduce the suspension to 1 week (minimum 1 contest/event, not to exceed 2 contests/events) by completing a restorative justice program that pertains to their violation that is preapproved by the administration prior to the suspension being reduced (10-15 hours). The restorative justice component must be completed within two weekends from being placed on this step.

**Step 3** The student shall have a mandatory parent meeting with the administration. The student shall lose eligibility for the next 4 weeks from their current season and/or the next season they compete in (minimum 4 contests/events, not to exceed 8 contests) from their athletic/activity contests but must still attend practice. The student can reduce the suspension to 2 weeks (minimum 2 contests, not to exceed 4 contests) by completing a restorative justice program that pertains to their violation that is preapproved by the administration prior to the suspension being reduced (15-20 hours). The restorative justice component must be completed within three weekends from being placed on this step.

**Step 4** The student shall have a mandatory parent meeting with the administration. The student shall lose eligibility for the remainder of the current season and the next extracurricular season (maximum 2 seasons). The student can regain eligibility based on a recommended restorative justice from the administration (15-20 hours). The restorative justice component must be completed within three weekends from being placed on this step.

**Step 5** The student shall have a mandatory parent meeting with the administration. The student shall be permanently suspended from extracurricular activities for the remainder of their high school career. The student may appeal to the administration in writing for reinstatement after 1 calendar year.

- The extracurricular and co-curricular activities code begins with the first day for fall IHSA sports/activities and ends with the last day of spring sports/activities for the school year.

Serious violation of the extracurricular and co-curricular code may result in immediate and/or permanent suspension from extracurricular and/or co-curricular participation, practice, and contests per the discretion of the Administration. Gross misconduct/disobedience will be at administrative discretion.

### **PARTIES/DRINKING POLICY**

Any student who has a gathering of people at their residence where alcohol or drugs are consumed will be placed on step 4 and be ineligible for a minimum of the remainder of the current season and the next co-curricular or extracurricular season or event. Anyone who is in a co-curricular or extracurricular activity or event who attends the gathering will be placed on step 1 for the first offense. Future offenses will result in further disciplinary action.

Consequences may be reduced if the student seeks and completes a school-approved restorative justice program. Possible examples include but are not limited to alcohol/drug awareness classes, counseling, psychological counseling/therapy, drug testing/screening, community service, restitution. Approval of programs must be given by the Administration. Program fees are the responsibility of the student and their parent/guardian. A written appeal must be received within 10 school days of notification of the decision.

### **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.

### **STUDENT FUND-RAISING ACTIVITIES (BOARD POLICY 7:325)**

Only the following organizations may solicit students on school grounds during school hours or during any school activity to engage in fund-raising activities:

1. School-sponsored student organizations; and
2. Parent organizations and booster clubs that are recognized pursuant to policy 8:90, *Parent Organizations and Booster Clubs*.

The Superintendent's implementing procedures shall provide that:

1. Fund-raising efforts shall not conflict with instructional activities or programs.
2. Fund-raising efforts must be voluntary.
3. Student safety is paramount and door-to-door solicitations are prohibited.
4. For school-sponsored student organizations, a school staff member must supervise the fund-raising activities and the student activity funds treasurer must safeguard the financial accounts.

5. The fund-raising efforts must be to support the organization's purposes and/or activities, the general welfare, a charitable cause, or the educational experiences of students generally.
6. The funds shall be used to the maximum extent possible for the designated purpose. Students should not be used to promote fund-raising activities by non-school sponsored groups, except those which are of a school-wide nature in which participation can be a positive experience for students and when the proceeds contribute to a recognized humanitarian purpose.

### **STUDENT USE OF BUILDINGS - EQUAL ACCESS (BOARD POLICY 7:330)**

Student groups or clubs that are not school sponsored are granted free use of school premises for a meeting or series of meetings under the following conditions:

1. The meeting is held during those noninstructional times identified by the Superintendent or designee for noncurricular student groups, clubs, or organizations to meet. "Noninstructional time" means time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends. "Noncurricular student groups" are those student groups, clubs, or organizations that do not directly relate to the curriculum.
2. All noncurriculum related student groups that are not District sponsored receive substantially the same treatment.
3. The meeting is student-initiated, meaning that the request is made by a student.
4. Attendance at the meeting is voluntary.
5. The school will not sponsor the meeting.
6. School employees are present at religious meetings only in a non-participatory capacity.
7. The meeting and/or any activities during the meeting do not materially or substantially interfere with the orderly conduct of educational activities.
8. Non-school persons do not direct, conduct, control, or regularly attend the meetings.
9. The school retains its authority to maintain order and discipline.
10. A school staff member or other responsible adult is present in a supervisory capacity.
11. The Superintendent or designee approves the meeting or series of meetings.

The Superintendent or designee shall develop administrative procedures to implement this policy.

### **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.

#### **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 activities including vehicle maintenance, service, and competitions.

#### **CHESS CLUB**

The Chess Club is for individuals interested in learning and competing in chess competitions with other schools in the SSC Conference.



## **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).

## **FUTURE BUSINESS LEADERS OF AMERICA (FBLA)**

FBLA is organized to encourage members to participate in activities designed to facilitate intelligent career choices, develop business skills, and strengthen self-confidence. Chapter activities usually fall into these five categories: Professional, service, civic, financial, and social.

## **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**

Mathletes is an academic team for serious students who are interested in exploring mathematics beyond the classroom and are interested in participating in math competitions. Mathletes participate in the South Suburban Conference Math Contests. Competitions are interscholastic with an opportunity for All-Conference recognition at the end of the season. In addition, Mathletes participate in the Illinois Regional and State Contests and other contests and activities. Contests are usually held monthly from September through February. Mathletes meet to practice for competitions as needed. Mathletes are expected to attend contests and participate in team fundraisers.

## **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 3.50 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.

## **DANCE TEAM**

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 spring. 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)**

Formally known as Students Against Drunk Driving, this organization has expanded its scope. The mission of SADD is to create awareness among the student body and to provide prevention tools to deal with the issues of underage drinking, drug use, impaired driving, and other destructive decisions. Anyone interested in promoting healthy living and making the right choices is welcome to join. Activities include Red Ribbon Week, Lights on for Life, Friends for Life, and the Positive choices prom campaign.

## **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.

## **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.

## **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-i-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.

## **Student, Teacher and Parent Association (STamPede)**

EPCHS has a Student, Teacher and Parent Association (STamPede).

In addition to the regular meetings and programs, volunteers assist with August registration, college night, Back-to-School Night, and phone surveys. The STamPede 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 STamPede and its functions will appear in newsletters and letters may be obtained from the STamPede 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 Paragraph #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

your writing

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

# TELEPHONE DIRECTORY

(708) 398-1 (and the 3-digit extension below)

Example: to contact the attendance office, dial 398-1253

Voicemail messages may be left 24 hours a day

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