

STUDENT/PARENT HANDBOOK EVERGREEN PARK COMMUNITY HIGH SCHOOL

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Mrs. Anna Papasideris
Mr. Dan Wyack

PHONE INFORMATION

Voicemail is available 24 hours a day

School Switchboard 708/424-7400
7:00 a.m. - 3:30 p.m.

Attendance Office (24-hour voicemail) 708/398-1253

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

Superintendent 708/398-1230, 708/398-1231
Principal 708/398-1233, 708/298-1236

The Student Handbook is published by the Handbook Committee of Evergreen Park Community High School District 231. For more information about specific rules contained in this handbook, please refer to the Board Policy, which is available online at www.evergreenpark.org

BELL SCHEDULES

REGULAR SCHEDULE

Monday, Tuesday, Wednesday, Thursday

Block 0 Band	7:00 – 8:20 a.m.
Block 0 Color Guard	7:30 – 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 Class	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

Friday

Block 0 Band	7:00 – 8:20 a.m.
Block 0 Color Guard	7:30 – 8:20 a.m.
Block 1	8:30 – 9:42 a.m.
Block 2	9:47 – 10:59 a.m.
A Lunch	11:04 – 11:34 p.m.
Block 3	11:38 – 12:50 p.m.
First ½ Block 3	11:04 – 11:40 p.m.
B Lunch	11:42 – 12:12 p.m.
Second ½ Block 3	12:14 – 12:50 p.m.
Block 3 Class	11:04 – 12:16 p.m.
C Lunch	12:20 – 12:50 p.m.
Block 4	12:55 – 2:07 p.m.
PLC/Seminar	2:15 – 2:51 p.m.

SCHOOL IMPROVEMENT DAY

12:05 p.m. Dismissal

Block 0 Band	7:00 – 8:20 a.m.
Block 0 Color Guard	7:30 – 8:20 a.m.
Block 1	8:30 – 9:20 a.m.
Block 2	9:25 – 10:15 a.m.
Block 3	NO LUNCH 10:20 – 11:10 a.m.
Block 4	11:15 – 12:05 p.m.

BACK-TO-SCHOOL NIGHT

PARENT SCHEDULE

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

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 (comprising 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.

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.

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 that reflects very few emergency closings, extremely hazardous weather conditions may make school closings advisable at certain times.

Should it become necessary to close school:

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

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.

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.
5. 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).

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 student's 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.

Makeup Work

The responsibility for obtaining and completing makeup 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 makeup 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 email teachers for assignments.

Unexcused Absences*

The following excuses will count as unexcused absences:

- Oversleeping, car trouble, or train.
- Planned absences if the student/parent/guardian does not follow the proper procedures.
- Absences beyond the five-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).

Actions and Consequences for Unexcused Absences or Over Parent Absence Limit may lead to the following consequences:

FIRST OFFENSE	Parent/Guardian Notified 1 hour detention
SECOND OFFENSE	Parent/Guardian Notified 1 hour FRIDAY school
THIRD OFFENSE	Parent/Guardian Notified 2 hour FRIDAY school
FOURTH OFFENSE	Parent/Guardian Notified 3 hour FRIDAY school
FIFTH OFFENSE	Parent/Guardian Notified TMS (8:30-2:51) In-School Suspension

SIXTH OFFENSE	Truancy Call/Letter Home Student Conference
SEVENTH OFFENSE	Parent/Guardian Contact SRO Notified

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 three or four 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 five 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. (See below.)

TARDY # 1-2	Warning
TARDY # 3-4	½ hour detention
TARDY # 5-6	1 hour detention
TARDY # 7-9	Friday School AND SOCIAL SUSPENSION
# 7	1 Hour FRIDAY School
# 8	2 Hour FRIDAY School
# 9	3 Hour FRIDAY School
TARDY # 10-11	TMS Assignment (8:30-2:51) In-School Suspension
TARDY # 12-13-14	Truancy Call/Letter Home Student Conference
AFTER TARDY 14	Parent/Guardian Contact SRO Notified

STamPede Perfect Attendance

In order to qualify for the (STamPede) Perfect Attendance Award, a student must have perfect attendance all four years. Absences that 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.

Social Suspension

After a student reaches **seven 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 seventh unexcused tardy and will continue throughout the following term. Students will be removed from social suspension if they attend 30 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 30 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.

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 (Refer to 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. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
 - g. "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.
 - h. 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 truants.
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 1 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 1,000 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 are 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.

STUDENT DISCIPLINE

Prohibited Student Conduct

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

1. **BULLYING:** No student shall engage in any form of bullying inside or outside of school. See bullying section below.
2. **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.
3. **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.
4. **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.
5. **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.
6. **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.
7. **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.
8. **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.
9. **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.

10. **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.
11. **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.
12. **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.
13. **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 IDs 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.

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.

BULLYING

Bullying is any words or actions that make another person feel unsafe. Board of Education policy prohibits a student or group of students from using aggressive behavior while at school or at school events that does physical or psychological harm to someone else and/or urges other students to engage in such conduct. This includes bullying through the use of technology. Prohibited aggressive behavior includes, but is not limited to, the use of violence, force, noise, coercion, threats, intimidation, fear or other comparable conduct. 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 psychological harm to someone else.

Students are encouraged to report bullying immediately. A report may be made orally or in writing to a 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 the Dean's Office, by telephone conversation at (708) 398-1239, anonymously via phone at (708) 398-1303, or by email at deans@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*.

RTI/MTSS/PBS

Evergreen Park Community High School employs the Response to Intervention (RtI) and Multi-Tier Systems of Support (MTSS) approaches that provide 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. Its 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 schoolwide 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.

RESTORATIVE JUSTICE

As part of Evergreen Park Community High School's ongoing commitment to achieving a supportive school environment, the District instituted a Restorative Justice program available to all students. This program has been created to help enhance the District's overall positive school climate.

Restorative Justice is a system of school-based, non-punitive interventions, in which students are brought together with staff to discuss issues, concerns, and or conflicts, in group or individual settings. The program reinforces positive behavior, conflict resolution and reconciliation, while teaching students responsibility, respect, and appropriate behavior in school and in society. Students are given the opportunity to take ownership for their behavior, rectify the situation, and move on together. Some examples of restorative justice opportunities include but are not limited to community service, mediation, group or individual meetings, restitution, conferencing, counseling, and social services.

Restorative Justice opportunities must be mutually agreed upon exclusively between Evergreen Park CHS officials and the parents and/or students receiving the restorative justice.

Loss of Privileges

Privileges lost include all activities that may take place during class, such as field trips, assemblies and guest speakers, or activities that 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 the Principal or designee. Program may 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

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 served 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, bookbags, 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 (This excludes students enrolled in Lunch Choir). 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, e.g., 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., McDonald's, 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 ID. 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 noninstructional time, which is defined as before and after school, during the student's lunch period, and during passing periods. (Cell phones may not be used when a student is out on a hall pass.) 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 (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 30 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.

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 and be passing any core classes that they are currently enrolled in by progress report #6 freshman year, to be eligible to attend prom.

A sophomore must have successfully completed 10 credits, including all core classes and be passing any core classes that they are currently enrolled in by progress report #6 sophomore year, to be eligible to attend prom.

A junior must have successfully completed 18 credits, including all core classes and be passing any core classes that they are currently enrolled in by progress report #6 junior year, to be eligible to purchase an EPCHS prom ticket and/or attend prom.

A senior must have successfully completed 24 credits, including all core classes and be passing any core classes that they are currently enrolled in by progress report #6 senior year, to be eligible to purchase an EPCHS prom ticket and/or attend 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 semiformal events. The following guidelines should be followed:

- Semiformal attire may include a pant suit, a tie, a collared button-up shirt, dress slacks (NO JEANS), a dress or skirt that follows the standard “fingertip rule,” top attire must touch bottom attire at all times. No see-through or revealing attire.
- 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 the Counseling Office for instructions. Any exception must have administrative approval.

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 that is provided by a staff member.

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 that 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 times 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 bookbags and coats into LRC at any time.

Locker & Combination Lock Regulations

Lockers remain the property of the school. Each student should only use the assigned locker; 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 that 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 that 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 (e.g., 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.

NURSE'S OFFICE

Health Office and 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 Counseling Office (Attendance Office).

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.

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.

3. 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.
4. A significant occurrence report will be filed with the Superintendent's Office within one working day of the alleged criminal activity report.
5. 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.
6. 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.
7. For a crime that 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 (Refer to 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 that 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.

Skateshoes (Heelies), and Rollerblades, Hoverboard

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

Student Dress Standards (Refer to Board Policy 7:160)

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, and other symbols that may be deemed as a distraction or offensive
 - 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, sweatbands, 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.
- 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 students. In addition to ear piercing, up to two facial piercings are allowed. These piercings cannot be surface piercings, and it must be limited to a tiny, inconspicuous stud or a small hoop located on the outer edge of the nose and/or eyebrow. For safety purposes in physical

education, industrial technology classes, and athletic activities, the teacher/coach may require students 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 \$5.00 and must be requested from the counseling secretary. A release of information may be required before a transcript can be sent.

Video Taping

Students should not video tape or participate in a video tape anywhere on school grounds 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.

HOMEBOUND INSTRUCTION (Refer to 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.

ACADEMIC POLICIES & PROCEDURES

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 that 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.

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 that 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.

Exam Policy

All students in grades 9-12 may be required to participate in written exams/projects for courses. Exams may be given at the midpoint and end of each term. Students taking H/AP courses will take the AP exam in place of a final exam and may 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 that 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 SAT is a requirement for graduation.

Grading Scale
2018-19 Grade Scale/Weightedness

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

GRADUATION REQUIREMENTS

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)
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.

Outside Credit (Refer to Board Policy 6:310)

Report Cards/Progress Reports

All progress reports will be available online. 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 email 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.

Retaking a Course

Students who retake a course that 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 that they have successfully completed/passed unless there are extenuating circumstances.

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.

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 2 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.

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.