

July 2022

### Summer Greetings from the Assistant Principal/Dean's Office

Hello Evergreen Park Community High School families. I hope your summer is going well as we navigate these difficult times and try to inch back toward normalcy. For those of you who do not know me, I would like to introduce myself as the Assistant Principal at Evergreen Park Community High School. My background includes 22 years in education and I am entering my 9<sup>th</sup> year as Assistant Principal/Dean here at EPCHS. I am excited for another school year and I look forward to working with you and your student(s) with the hope of helping make your family's time at Evergreen Park Community High School a rewarding and valuable experience. If you have any questions or concerns, please do not hesitate to contact me at (708) 398-1291 or at [rmccarthy@evergreenpark.org](mailto:rmccarthy@evergreenpark.org).

The new school year is rapidly approaching and we would like to take the time to remind you of some rules so that everyone can start the school year off on a positive note. We have chosen to highlight some areas of the discipline code that are most often violated:

#### 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 Wednesday/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. It is recommended that students are dropped off at school before 8:15 a.m. in order to avoid parking lot traffic.

Tardy #1-2	Warning
Tardy #3-4	½-Hour detention
Tardy #5-6	1-Hour detention
Tardy #7	1-Hour WEDNESDAY/FRIDAY School and Social Suspension
Tardy #8	2-Hour WEDNESDAY/FRIDAY School and Social Suspension
Tardy #9	3 Hour WEDNESDAY/FRIDAY School and Social Suspension
Tardy #10-11	TMS (8:30 a.m. - 2:51 p.m.) In-School Suspension
Tardy #12-13-14	Truancy Call/Letter Home (LOP) Student Conference/Contract
After Tardy #14	Parent/Guardian Contact SRO Notified (Citation)

#### 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 (including off-campus and lock-in), and will not be able to take the behind-the-wheel component of driver education at Evergreen Park High School. This suspension will take place immediately upon receipt of the seven unexcused tardy and will continue throughout the following term. Students will be removed from social suspension if they attend 20 school days in a row without a tardy or referral. If a student fails to achieve this goal, they must complete the remainder of their social suspension. Students who meet the goal of 20 days tardy free will be removed from social suspension and will earn two 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.

### **Cell Phones/Electronic Devices**

The use of electronic devices and other technology at school is a privilege, not a right. Parents/guardians are not to text or call their child during the school day. In the case of an emergency, parents/guardians should call the Attendance Office at (708) 398-1253.

Students are allowed to use electronic devices during non instructional time, which is defined as before and after school, during the student's lunch period, and during passing periods. Cell phone and earbud use is prohibited during class time and in office areas. Students are permitted to wear earbuds in one ear only during previously mentioned times. The earbud must go into the ear and not surround it. If wearing earbuds, students must be able to hear outside noises.

**In an effort to reduce missed instructional time, students will be required to leave the cell phone in a designated teacher area if leaving the classroom.** If a student does not have a cell phone, an escort will be provided. During instructional time, which includes class periods, electronic devices must be kept out of sight unless: (1) permission is granted by an administrator, teacher or school staff member; (2) use of the device is provided in a student's individualized education program (IEP, 504); or (3) 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 nonconsensual dissemination of private sexual images (i.e., sexting).

The school and school district are not responsible for the loss, theft, or damage to any electronic device brought to school. Students in violation of this procedure are subject to disciplinary measures including the violator being banned from having these privileges. School officials may conduct an investigation and/or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule and/or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

### **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.

### **Wednesday/Friday School**

Wednesday/Friday School is held from 3:05 p.m. to 6:05 p.m. in the Lecture Room. **Wednesday School starts promptly at 3:05 p.m.; Friday School starts promptly at 2:15 p.m.** Tardy students may 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 Wednesday/Friday School, students may be excluded from extracurricular activities on that day until the Wednesday/Friday School has been served and/or they have been cleared in writing by the Dean's Office. Failure to attend Wednesday/Friday School when assigned will result in additional disciplinary action.

### **Temporary Modified Schedule (TMS) (in-school suspension) 8:30 A.M. – 3:30 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 additional discipline.

### **Dress Code**

Please review our dress code before you go shopping for school clothes (see next page). Dress for school should be appropriate for the work environment. Generally, students must be covered from shoulders to mid-thigh. This dress code will be strictly enforced. If you have any questions, please call my office at 708-398-1291.

### **Student Appearance ([Refer to Board Policy 7:160](#))**

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 along the torso to leg and from the shoulder to the fingertip. (Examples include, but are not limited to, spaghetti straps, off the shoulder tops, see-through clothes, tube tops, 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). Students may be required to wear a belt, if necessary.
- Pants that have hanging accessories (straps, chains, loops) are not permitted.
- 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 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.
- 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, two facial piercings are allowed. These piercings cannot be surface piercings and 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 and industrial technology classes and in athletic activities, the teacher/coach may require students to remove their jewelry.
- Shoes must be worn per state health guidelines. 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, hand or fanny pack are the only bags that will be permitted during school. Students are not to carry backpacks or purse packs of any size. (Some exceptions may apply with prior administrative approval.)
- On school-approved special dress code days, hats and hoods that are part of a costume or theme may be permitted. Costume or theme accessories, including masks that conceal identity, hoods, toy weapons, etc., are not permitted.

Students who do not follow these guidelines will be sent to the Dean's Office 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 Wednesday School to TMS and parent will be contacted.

Thank you in advance for your cooperation in helping your student comply with all of the EPCHS rules and regulations. I look forward to a great school year.

Mr. Rob McCarthy  
Assistant Principal/Dean