

**STUDENT/PARENT HANDBOOK  
EVERGREEN PARK COMMUNITY HIGH SCHOOL**

**2022-2023**

**DISTRICT 231 BOARD OF EDUCATION**

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**PHONE INFORMATION**

Voice mail is available 24 hours a day

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

**Attendance Office (24-hour voice mail): 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 Manual, which is available online at <https://www.evergreenpark.org/> →About District 231→School Board→Board Policies.*

## BELL SCHEDULES

<b>REGULAR SCHEDULE</b>	
Block 0	7:10 a.m.–8:20 a.m.
Block 1	8:30 a.m.–9:43 a.m.
Block 2	9:48 a.m.–11:01 a.m.
A Lunch Block 3 Class	11:06 a.m.–11:41 a.m. 11:44 a.m.–12:57 p.m.
Block 3 Class B Lunch	11:06 a.m.–12:19 p.m. 12:22 p.m.–12:57 p.m.
Mustang IDEA	1:02 p.m.–1:42 p.m.
Block 4	1:47 p.m.–3:00 p.m.

<b>SCHOOL IMPROVEMENT 12:05 p.m. Dismissal</b>	
Block 0	7:10 a.m.–8:20 a.m.
Block 1	8:30 a.m.–9:20 a.m.
Block 2	9:25 a.m.–10:15 a.m.
Block 3 – No Lunches	10:20 a.m.–11:10 a.m.
Block 4	11:15 a.m.–12:05 p.m.

<b>PLC SCHEDULE (Friday)</b>	
Block 0	7:10 a.m.–8:20 a.m.
Block 1	8:30 a.m.–9:42 a.m.
Block 2	9:47 a.m.–10:59 a.m.
A Lunch Block 3 Class	11:04 a.m.–11:39 a.m. 11:41 a.m.–12:53 p.m.
Block 3 Class B Lunch	11:04 a.m.–12:16 a.m. 12:18 a.m.–12:53 p.m.
Block 4	12:58 p.m. –2:10 p.m.

<b>BACK-TO-SCHOOL NIGHT PARENT SCHEDULE</b>	
Block 1	7:00 p.m.–7:15 p.m.
Block 2	7:20 p.m.–7:35 p.m.
Block 3	7:40 p.m.–7:55 p.m.
Block 4	8:00 p.m.–8:15 p.m.
Block 0	8:20 p.m.–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 (composed of representatives from the Board, administration, staff, parents, and students) reviews and revises the regulations and policies annually or as needed.

This handbook is only a summary of Board policies governing the District; Board policies are available on the District website. 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 their respect for others by their courtesy toward people, no matter what their position in life in relation to their 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 their 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/athletic trainer 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](http://www.evergreenpark.org)).
- Local radio stations will also carry this announcement. Please turn to any of the following AM radio stations: WBBM, WGN, WMAQ, or WLS. Announcements may be made at any time; however, many stations make these announcements in conjunction with regular morning newscasts scheduled on the hour and half hour.
- Parents/Guardians will receive a message from the EPCHS SchoolMessenger.
- Parents/Guardians will be notified through the EPCHS SchoolMessenger if a late start (9:00 a.m.) or remote learning will occur due to inclement weather. Due to the late start, all sports, activities, 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 the student taking behind-the-wheel instruction, purchasing a prom ticket, or attending prom 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/Kidcare 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 Mustang IDEA, 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 Nurses Office or the absence will be unexcused (cut).

### 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/postsecondary visit are still considered absences and will disqualify a student from receiving this award. School-sponsored field trips are the **only** acceptable absences.

**Calling in a Student Absence:** (708) 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**

All documentation is due upon return. The following reasons will be considered documented absences:

- 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.
- Mental health days; 5 per year.

**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 7 blocks of one class and/or 7 complete days during a term will be considered unexcused unless 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 Assistant Principal or Dean of Students. No more than 7 parent-excused absences will be permitted per TERM. After 7 parent-excused absences, all future absences in the same term will be considered unexcused. Parents will be notified by letter when the 7-absence limit has been reached.

Parents/Guardians are encouraged to use the Skyward family access to view their student's attendance.

**Excessive Absence**

Any student missing 11 documented days in a 9-week course or 22 days in a semester course (or per semester of a year-long course) will be placed on Pass/Fail for the course. Should a student choose to pursue a traditional letter grade, the counselor must be notified within 5 business days of the 11th or 22nd absence.

### **Vacations**

Parents must inform the Dean's Office at least 3 days prior to an absence for a student to be excused from school for a family vacation. **NOTE:** These days are included in the 7-absence limit.

### **Makeup Work**

The responsibility for obtaining and completing makeup work after an absence and/or field trip rests solely with the student. Students must sign a document that states:

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 course 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 the 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, (708) 398-1253, early in the day, so that the assignments can be picked up the following day. Students who are absent are to email teachers for assignments and/or check their teachers' online classroom portal.

### **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 seven-day limit not excused by a doctor's note or recognized under documented absence explanation.

Actions and consequences for unexcused absences or over the parent-excused absence limit may lead to the following consequences:

First Offense	Parent/Guardian Notified 1-hour detention
Second Offense	Parent/Guardian Notified 1-hour Wednesday/Friday school
Third Offense	Parent/Guardian Notified 2-hour Wednesday/Friday school
Fourth Offense	Parent/Guardian Notified 3-hour Wednesday/Friday school
Fifth Offense	TMS (8:30 a.m.–2:51 p.m.) 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 one-half 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.

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 Assignment (8:30 a.m.–2:51 p.m.) In-School Suspension
Tardy #12–13	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 seventh 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.

## STUDENT BEHAVIOR

It is the priority of Evergreen Park Community High School administration and staff to maintain a safe, healthy environment for student learning. The EPCHS School Board Policy 7:190, Student Behavior states:

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

When there are concerns about a student being under the influence of a substance (marijuana, edibles, alcohol, etc.) we will take the following steps:

1. The Dean and School Resource Officer will be notified. The student will be escorted to the Nurse's Office to be assessed. The Nurse will determine if the student exhibits symptoms similar to being under the influence.
2. The Dean and/or the School Resource Officer will speak with the student. The School Resource Officer will assist the Dean.
3. If it is determined that the student may be under the influence of a substance, the Nurse, Administration, or designee will contact the parent/guardian and notify them of the incident. The Nurse, Administration, or designee will notify the parent/guardian that the student needs to be picked up by a responsible adult. If the student cannot be picked up in a reasonable amount of time and the student is exhibiting symptoms that cause an unsafe environment or it is determined that the student is a medical risk, the student may be transported to the hospital via ambulance. Students who may be under the influence will not be allowed to leave via rideshare (Uber, Lyft, etc.), bus, or walking.
4. If a student has a vape, THC, marijuana, illegal drugs, etc., in their possession, Evergreen Park Police Department may issue a ticket. Parent(s)/guardian(s) will also be contacted.
5. Depending on the severity of the situation, the student may receive a Friday School, TMS, out-of-school suspension, change of school placement, or expulsion.
6. Students may be referred to an outside agency for treatment. Students may be required to provide documentation from a treatment facility (i.e. Rosecrance) in order to return to school. If multiple instances of impairment occur, alternative educational plans will be considered.

### **OTHER STUDENT DISCIPLINE**

#### **Prohibited Student Conduct**

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

- **BULLYING:** No student shall engage in any form of bullying inside or outside of school.
- **CYBER BULLYING:** No student shall engage in cyberbullying 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.
- **EXTORTION:** Solicitation of money or something of value from another student (whether the solicitation is overt or implied and regardless of amount) in return for protection or some desired event or object or in connection with a threat to inflict harm is prohibited. Violation of this policy will result in disciplinary action.
- **FALSE ALARMS:** Any student making a bomb threat or tampering with a fire alarm or other alarm system will receive disciplinary action. Police will be contacted immediately.
- **FIGHTING:** Fighting on school grounds or at school-sponsored or school-related activities is considered gross misconduct. Students who engage in such activity may be suspended and may be recommended for expulsion and/or referred to the local police authorities.
- **FORGERY:** Using passes or other materials and presenting them as being issued by school personnel when in fact they are not and/or forging the signature of a member of the school staff will result in disciplinary action.
- **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.
- **PUBLIC DISPLAY OF AFFECTION:** Public displays of affection that exceed standards of good taste can be disruptive to the learning environment. If such displays of affection occur, appropriate disciplinary action will result.

- **RACIAL SLURS:** Ours is a multiethnic and multiracial school, and we respect the rights of all groups to be treated with respect. Students who say or write racial, ethnic, or sexually oriented slurs will receive disciplinary action and the police department may be notified. This is considered gross misconduct. We will not tolerate abuse of the civil rights of our students or staff.
- **SPITTING:** Spitting on the floor, in wastebaskets, or in drinking fountains, presents a serious health hazard to others. Violation of this policy will result in disciplinary action.
- **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.
- **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.
- **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. 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 may 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) Wednesday 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.

### **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.

### **Work Option**

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

### **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.

### **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 nonrestrictive 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.

### **Prevention of and Response to Bullying, Intimidation, and Harassment (Board Policy 7:180)**

**Students are encouraged to report bullying immediately.** A report may be made orally or in writing to the 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, by email to [deans@evergreenpark.org](mailto:deans@evergreenpark.org), or on student iPad app.

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 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 MTSS 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, nonpunitive 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 (including off-campus), assemblies, and guest speakers. This includes activities that take place outside the student's regularly scheduled classes (held at school or other locations) such as athletic events, club activities or lock-ins, dances, prom, fundraisers, etc. This list is not necessarily limited to the events listed but will include any other activities (such as graduation exercises and senior celebration) that are considered extracurricular by the Administration.

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 acts of misconduct ranging from one day through remainder of school year. Additional TMS/OSS assignments 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 privilege.

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 these criteria will be available on a first come, first serve basis. Seniors who find it absolutely necessary to drive must pay a fee and obtain a parking permit and sticker. Seniors will be notified via email when applications will be available and the date permits can be purchased. The request for a permit must include parental approval and proper filing of application forms. Parking permits are not transferable. Seniors must park in the designated student section.

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

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

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

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

### **Bookbags, Backpacks, Duffle Bags, Etc.**

All backpacks, purse packs, duffle bags, book bags, etc., must be kept in lockers between the bell for first block and the closing bell for the school day. Purses with a shoulder strap, hand strap or fanny pack 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 4:00 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 two 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 will result in disciplinary action and possible notification to the police department.

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

Students are not allowed to leave the cafeteria during lunch without prior approval. Students must use the bathroom by the main entrance.

Faculty members are to be given priority in the cafeteria lines at all times.

Parents are not allowed to bring in outside food (e.g., McDonalds, Subway) to their child during the school day. Deliveries will not be accepted. Food may be confiscated with no refund.

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

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

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

The use of electronic devices and other technology at school is a privilege, not a right. 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 noninstructional 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.

### **Athletics, Field Trips and School Activities**

Students participating in field trips, school activities, and/or athletics are representatives of Evergreen Park Community High School. 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. Students understand that since this is an optional event and they have chosen to attend, they are responsible for completing and turning in all of their assignments for all of their classes prior to leaving for the event. Students will not be allowed to participate in these activities if they are not in school on the day of the event, are involved in disciplinary infractions, have multiple tardies, or have academic concerns. Participation will be up to the sole discretion of the administration. Students involved in hospitalizations must participate in a reintegration meeting prior to returning to school or other co-curricular activities.

### **Social Suspension**

Students on social suspension will not be able to attend dances at EPCHS or another school, certain field trips (including the lock-in and other after-school events), and will not be able to take the behind-the-wheel component of driver education at Evergreen Park Community High School. Students will be removed from social suspension if they are referral free and tardy free for 20 school days in a row. If a student fails to achieve 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 1:1 computing devices, computer workstations and the District's technology system in order to enhance their educational experiences and growth in technology, information gathering and communication skills. The school's devices and 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 during online registration. Completing the acceptable use online registration step constitutes acceptance of guidelines.

## **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 Winter Dance and the Prom (spring). Students must show school identification to enter the dance. The maximum age of guests is 20. Students who are still in high school and 21 years of age 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. In order to attend our prom or another prom, by P6 students should be passing 75% of the current term's classes.

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 Winter Dance are semiformal events. The following guidelines should be followed:

- Semiformal attire may include a pantsuit, 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 license, or high school ID. The ID must match the name submitted on the guest pass.
- Guest passes are to be emailed 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 without prior permission by administration.
- Breathalyzers will be used if a student is under suspicion of alcohol use.
- A wand detection device or search may be conducted on students who are under suspicion of vaping or in possession of a weapon.
- If for any reason a guest from another high school is asked to leave the dance, the Dean's Office will contact the guest's school and file an incident report with them. Students found to be under the influence of alcohol or drugs may be turned over to the police department.
- All school rules apply. Any violation of the above-mentioned guidelines will result in removal from the dance for both guest and host.

## **Deliveries to Students**

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 security for instructions. Any exception must have administrative approval.

## **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 in 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 hallway while classes are in session are required to be in possession of their iPad with an active e-hallpass.

### **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 an identification card. Students must have an ID card on them at all times during the school day. Students must present ID if asked to do so by a staff member. If a student does not have an ID, the student will be issued disciplinary consequences. Any student who loses, defaces, mutilates the ID card, or is in possession of another student's ID must purchase a new one.

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

Lost cards should be reported immediately to the Counseling 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 or drinking outside of designated areas 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 all other books is \$0.05 per book per day.
- Student ID is needed to check out materials.
- Students may not bring book bags and/or coats in to LRC at any time.

### **Locker and Combination Lock Regulations**

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

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

- Illegal items such as weapons, drugs, alcohol, drug paraphernalia, stolen property, and exploding devices will be confiscated and parents/guardians notified. 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 (i.e., academic assistance, clubs, sports, co-curricular activities, computer lab, or LRC). Students must not be in the building unsupervised. Students are not permitted in the building before 7:00 a.m. unless supervised by a supervisor/coach. Students are not to be in the building unless they are with a supervisor/coach. Students are not to be in the gym, gym area, pool, pool area, or Fitness Center unsupervised. Uncooperative students or repeat offenders will be considered to be loitering and subject to proper consequences by the Dean's Office. Students should not loiter in bathrooms or hallways.

### **Student Records (Board Policy 7:340)**

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

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school student records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to object to the release of information regarding his or her child. However, the District will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to or the consent of the student's parent/guardian. Upon request, the District discloses school student records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by state or federal law.

The Superintendent shall fully implement this policy and designate an official records custodian for each school who shall maintain and protect the confidentiality of school student records, inform staff members of this policy, and inform students and their parents/guardians of their rights regarding school student records.

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

### **Nurse's Office and Related Information**

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

### **Admission to Nurse's Office**

A teacher's pass is required of all students who enter the Nurse's 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 Nurse's Office. Only cases of severe illness or injury will be admitted without a pass. All visits made by students to the Nurse's Office are recorded on files maintained by the school nurse or health aide.

### **Illness or Injury During School**

If the school nurse or health aide determines the student must leave the building, the nurse will notify parents or other responsible adult. If no adult is available, the school nurse or 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 or 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, 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 1 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 (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, the Principal shall require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of his or her vehicle and personal effects therein without notice and without suspicion of wrongdoing. The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

### **Students**

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

conduct rules. The search itself must be conducted in a manner that is reasonably related to its objective and not excessively intrusive in light of the student's age and sex and the nature of the infraction

When feasible, the search should be conducted as follows:

- Outside the view of others, including students
- In the presence of a school administrator or adult witness
- 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.

### **Notification Regarding Student Accounts or Profiles on Social Networking Websites**

The Superintendent or designee shall notify students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75/:

- School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.
- School officials may conduct an investigation 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 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.

### **Skate Shoes (Heelies), Rollerblades, Hoverboards**

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

### **Student Appearance (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). Student 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 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 Wednesday 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 plus IDEA, Advisory/Resource. 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 alternative setting because of a behavior concern.

### Transcripts

Current students can request transcripts from their counselor via Naviance. Transcripts can be sent electronically, mailed, or given to the student in person. There is no charge for current students' transcripts. Graduating seniors can get free transcripts for six months after they graduate, provided no fees are owed. After the six-month grace period, additional transcripts will be sent at a cost of \$5.00 and should be requested from the registrar. A release of information may be required before a transcript can be sent.

### Videotaping

Students should not videotape or participate in a videotape, including TikTok, FaceTime, and all other social media sources, 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 have any questions regarding employment certificates, please call Evergreen Park High School at (708) 398-1236.

### **HOMEBOUND INSTRUCTION**

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

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

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

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

### **HOME AND HOSPITAL INSTRUCTION (Board Policy 6:150)**

## **ACADEMIC POLICIES and 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 a 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 for Prom**

Freshmen must have successfully completed 2 credits, including all core classes, prior to the end of Term 1 freshman year to be eligible to attend EPCHS prom.

Sophomores must have successfully completed 7 credits, including all core classes, at the end of Term 1 sophomore year to be eligible to attend EPCHS prom.

Juniors must have successfully completed 15 credits, including all core classes, at the end of Term 1 junior year to be eligible to purchase an EPCHS prom ticket or attend EPCHS prom.

Seniors must have successfully completed all previous core classes and be passing all current core classes to be eligible to purchase an EPCHS prom ticket or attend EPCHS prom.

Beginning school year 2022-2023, all students must be in good academic standing to be eligible to attend dances other than prom. Good standing means passing all current core academic courses.

## **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 a fire drill 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 or cross the street. If it should be necessary to move farther away from the building, an official will stop traffic and give instructions.

**Disaster Drills:** Disaster drills require people to go to safe interior areas of the building in the event of a disaster such as a tornado. The signal which denotes a disaster drill is different from that which signifies a fire drill. An announcement will be made on the PA to initiate the shelter in place. EPCHS is compliant with all state regulations. Teachers and faculty will revise all procedures periodically throughout the school year.

## **Exam Policy**

All students in grades 9-12 may be required to participate in written exams/projects for courses. Assessment 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 assessment and may be exempt from the term final assessment.

## **Exemptions from Physical Education**

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

- Need to enroll in an extra class 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/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

*Revised June 2020*

	<b>REGULAR</b>	<b>EXCEL</b>
English*	4 credits	4 credits <sup>1</sup>
Mathematics*	3 credits	3 credits
Science*	3 credits	3 credits
Social Studies (Human Geography (AP) and U.S. History, 2 semesters concurrent)	2 credits (Pass Constitution exam)	2 credits (Pass Constitution exam)
Physical Education/Health	4 credits (Pass Health)	4 credits (Pass Health)
Financial Literacy in the 21st Century <sup>3</sup> and Civics in the 21st Century <sup>4</sup>	1 credit	1 credit
World Language	~ ~ ~	2 credits <sup>5</sup>
Electives (Required)	5 credits	7 credits
<b>TOTAL Credits Needed for Graduation</b>	<b>22 credits</b>	<b>26 credits</b>

All students must take eight courses each school year for a total of 26 credits. However, students may graduate with 22 credits provided all course requirements for graduation are met. For the student to receive the Excel Diploma, a student must have an overall grade point average of 3.0 and complete the 26 credits listed above.

<sup>1</sup> One intensive writing term requirement met in the second term of English 3/Composition.

<sup>2</sup> Second intensive writing requirement met in Human Geography and Human Geography (AP).

<sup>3</sup> Consumer Education requirement met in Financial Literacy in the 21st Century.

<sup>4</sup> All students must pass tests on the Constitution of the United States and the Constitution of the State of Illinois, plus complete the citizenship component of the United States Government course by performing community service and attending government meetings. The contents of this course also meet PA99-0434 course content requirements including current and controversial issues discussions, service learning, and democratic simulations.

<sup>5</sup> Two world language credits must be taken in grades 9 through 12.

\*For additional information, flow charts for English, mathematics, and science courses can be found in the Course Description Guide on the website at [www.evergreenpark.org/Students](http://www.evergreenpark.org/Students)

### **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.

### **IDEA Intervention**

Students who are failing two or more courses will be automatically placed into a Tier II intervention in an IDEA room for the entire week. Students who are failing one course will be required to enroll in the IDEA section that corresponds with the course they are failing for the entire week. IDEA intervention will be based on grades as of Thursday morning of each week.

### **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.

### **High School Credit for Non-District Experiences; Course Substitutions; Reentering Students (Board Policy 6:310)**

#### **Report Cards/Progress Reports**

All progress reports will be available online by logging into Skyward. 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: Pre-AP English 1, Pre-AP English 2, English 3 with Composition, Pre-AP Algebra, Pre-AP Algebra H, Pre-AP Geometry, Pre-AP Geometry H, Algebra 2, Advanced Algebra/Trigonometry H with Pre-Calculus H, US History, US AP History.

#### **Retaking a Course**

If a student retakes a course that was previously failed, course title and grades from both attempts will be posted on their transcript. Students will not be allowed to retake a course that they have successfully completed/passed unless there are extenuating circumstances.

#### **Work Completion/Assessment Retakes**

##### Homework/Classwork

Students will be able to submit late work up to 2 school days from the due date.

##### Assessment Retakes

Students will have the opportunity to retake and revise assessments, including tests, quizzes, writing and/or projects once a teacher-approved intervention has been completed. Assessment retakes and revisions should be completed within 4 days of receiving the assessment results.

##### Extenuating Circumstances

In the event of an absence or circumstance that interferes with learning mastery, teachers should make appropriate adjustments and accommodations to best serve the student.

#### **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 the recommendation of the dean, counselor, or department chair and approval from the Assistant Principal or Principal.

#### **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. Summer school is for credit recovery only, not enrichment or advancement.

#### **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 (P6) 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 four 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

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**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!

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

In addition to the regular meetings and programs, the volunteers assist with various events. 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.