STUDENT/PARENT HANDBOOK
EVERGREEN PARK COMMUNITY HIGH SCHOOL

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, 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.