



EVERGREEN PARK COMMUNITY HIGH SCHOOL
STUDENT/PARENT HANDBOOK
2026-2027



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District 231 Board of Education

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Mary Kerrigan, Director of Special Education

Matt Kovacs, Director of Discipline

Terry Masterson, Director of Facilities

Robert McCarthy, Assistant Principal

Tim Moran, Director of Public Relations

Megan Schillo, Director of Curriculum

Jim Soldan, Director of Athletics

Phone Information

Voicemail is available 24 hours a day

School Main Number: (708) 424-7400

7:00 a.m.-3:30 p.m.

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

Phone calls for parent-excused absence must be received by 10:00 a.m. on the day of the absence.

Superintendent: (708) 398-1231

Principal: (708) 398-1245

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.

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 is 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.

Dean's Office

Rob McCarthy	Assistant Principal	(708) 398-1291
Matt Kovacs	Director of Discipline	(708) 398-1239
Sarah Marshall	Dean	(708) 398-1238
Bob Stumpe	School Resource Officer	(708) 398-1289

Student Services

Mary Kerrigan	Director of Special Education	(708) 398-1232
Sydney Winters	School Psychologist	
Jessica Belanger	Social Worker	(708) 398-1247
Tom Fitzer	Social Worker	(708) 398-1227
Veronica Almendarez	Counselor (P-Z)	(708) 398-1240
Eileen Durkin	Counselor (A-G)	(708) 398-1251
Tom Eisenbraun	Counselor (H-O)	(708) 398-1290

Student Registration

Rachael Mayo	Registrar	(708) 398-1275
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Department Chairpersons

English	Colleen McWalter	(708) 398-1322
Math	Jim Smith	(708) 398-1321
Science/P.E./D.E.	Mike Thomas	(708) 398-1340
Art/Music/World Lang/Ind Tech	Amy Kazin	(708) 398-1260
Business/Social Studies	Ben Nesler	(708) 398-1352
Special Education	Dan Wyack	(708) 398-1303

BELL SCHEDULES

Regular Schedule Monday - Thursday	
Block 0	7:10 – 8:20
Block 1	8:30 – 9:43
Block 2	9:48 – 11:01
A Lunch Block 3	11:06 – 11:41 11:44 – 12:57
Block 3 B Lunch	11:06 – 12:19 12:22 – 12:57
Mustang IDEA	1:02 – 1:42
Block 4	1:47 – 3:00

PLC Schedule Friday	
Block 0	7:10 – 8:20
Block 1	8:30 – 9:42
Block 2	9:47 – 10:59
A Lunch Block 3	11:04 – 11:39 11:41 – 12:53
Block 3 B Lunch	11:04 – 12:16 12:18 – 12:53
Block 4	12:58 – 2:10

School Improvement 12:05 Dismissal	
Block 0	7:10 – 8:20
Block 1	8:30 – 9:20
Block 2	9:25 – 10:15
Block 3	10:20 – 11:10 *No lunch
Block 4	11:15 – 12:05

STUDENT HANDBOOK

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.

Access to Student Social Networking Passwords & Websites

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.

Annual Notice to Parents about Educational Technology Vendors Under the Student Online Personal Protection Act

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as operators. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Ill. State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school District

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 on LOP or have academic concerns. For students to be able to participate in practice, athletic/activity events, and/or school-sponsored events, they must attend two full class blocks on the day of the practice or event. If the event occurs over the weekend, they must attend two full class blocks on Friday or the last student attendance day of that week. Participation will be up to the sole discretion of the administration. Students who are homebound, have been hospitalized, or participate in a PHP or IOP program must have medical clearance and participate in a reintegration meeting prior to returning to school or other co-curricular activities.

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, they must check out in the Nurse's 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

24-hour voicemail: (708) 398-1253

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.

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.

Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following.

Physical signs:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss
- Behavioral signs:
 - Excessive talk about or knowledge of sexual topics
 - Keeping secrets
 - Not talking as much as usual
 - Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
 - Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
 - Overly compliant behavior
 - Sexual behavior that is inappropriate for the child's age
 - Spending an unusual amount of time alone
 - Trying to avoid removing clothing to change or bathe
- Emotional signs:
 - Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
 - Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
 - Change in mood or personality, such as increased aggression
 - Decrease in confidence or self-image
 - Anxiety, excessive worry, or fearfulness
 - Increase in unexplained health problems such as stomach aches and headaches
 - Loss or decrease in interest in school, activities, and friends
 - Nightmares or fear of being alone at night
 - Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
 - Failing grades
 - Drug or alcohol use

Warning Signs of Grooming Behaviors

School and District employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels. Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student.

Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says "no"

- Engaging in touching that a student or student's parents/guardians have indicated as unwanted
- Trying to be a student's friend rather than filling an adult role in the student's life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student's life or making up excuses to be alone with a student
- Expressing unusual interest in a student's sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student's access to other adults

School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student's health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to "hang out" or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee's home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the school.

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673) National Sexual Abuse Chatline at online.rainn.org Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

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 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.

The cafeteria is cashless, so cash money will not be accepted during lunch hours. 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.

Personal Electronic Device Policy

Purpose

In accordance with Illinois law requiring school districts to adopt a wireless communication device policy beginning with the 2026-2027 school year, Evergreen Park Community High School has established the following expectations to promote student learning, minimize distractions, support academic engagement, and maintain a safe and orderly school environment. While Illinois law establishes minimum expectations for the use of wireless communication devices during instructional time, District 231 has adopted a school-day policy that supports student learning, promotes meaningful engagement, and reduces distractions throughout the entire school day.

Personal Electronic Devices

Students may not use personal electronic devices during the school day (8:30 a.m. – 3:00 p.m.) except as provided in the exceptions below.

Personal electronic devices include, but are not limited to:

- Cell phones
- Smartwatches
- Smart glasses
- Over-the-ear headphones
- Personal laptops, tablets, iPads, and similar computing devices that are not school-issued
- Any other personal wireless communication or entertainment device

These devices must be turned off or silenced and stored in the student's assigned locker during the school day. They may not be carried on a student's person or used during class, passing periods, IDEA, lunch, or any other school-sponsored activity unless specifically permitted under this policy.

Earbuds may be carried by students but may only be used when explicitly authorized by a teacher for an educational purpose. At all other times, earbuds must be removed and stored.

School-issued iPads and other district-issued technology are the only electronic devices permitted for instructional use during the school day unless otherwise approved by school administration. Personal laptops, tablets, iPads, and similar devices may not be used during the school day.

Violations

Students found in possession of or using a prohibited device in violation of this policy will have the device confiscated and secured in the Dean's Office. Appropriate disciplinary consequences will be assigned in accordance with the Student Code of Conduct. A parent or guardian must meet with a dean to retrieve the confiscated device.

Consistent with Illinois law, this policy will not be enforced through fees, fines, the involvement of a School Resource Officer, or local law enforcement.

Exceptions

The following exceptions are permitted as required by Illinois law:

- Teacher-authorized educational use.
- Emergencies or in response to an imminent threat to the health or safety of an individual.
- A documented medical need, as determined by a licensed physician.
- Accommodations required by an Individualized Education Program (IEP) or Section 504 Plan.
- Approved supports for English Learners to access instructional materials.

For additional information regarding Illinois' Wireless Communication Device Policy requirements, including the full text of the applicable law, please refer to the Illinois General Assembly website: [Illinois Senate Bill 2427 \(Wireless Communication Device Policy\)](#).

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 purchase a ticket and attend our prom, another prom, or Homecoming, students must be passing at least 3 classes by the eligibility deadline.

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 semi-formal events. The following guidelines should be followed:

- Semi-formal 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.

Discrimination and Harassment on the Basis of Race, Color, and National Origin

Prohibited Discrimination and harassment on the basis of race, color, or national origin negatively affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from such discrimination and harassment is an important District and School goal. The District and School do not discriminate on the basis of actual or perceived race, color, or national origin in any of its education programs or activities and comply with federal and State non-discrimination laws. Examples of Prohibited Conduct Examples of conduct that may constitute discrimination on the basis of race, color, or national origin include: disciplining students more harshly and frequently because of their race, color, or national origin; denying students access to high-rigor academic courses, extracurricular activities, or other educational opportunities based on their race, color, or national origin; denying language services or other educational opportunities to English learners; and assigning students special education services based on a student's race, color, or national origin. Harassment is a form of prohibited discrimination. Examples of conduct that may constitute harassment on the basis of race, color, or national origin include: the use of racial, ethnic or ancestral slurs or stereotypes; taunts; name-calling; offensive or derogatory remarks about a person's actual or perceived race, color, or national origin; the display of racially-offensive symbols; racially-motivated physical threats and attacks; or other hateful conduct. Making a Report or Complaint; Investigation Process Individuals are encouraged to promptly report claims or incidences of discrimination or harassment based on race, color, or national origin to the Nondiscrimination Coordinator, a Complaint Manager, or any employee with whom the student is comfortable speaking. Reports will be processed under the District's Uniform Grievance Procedure. Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

Federal and State Agencies If the District fails to take necessary corrective action to stop harassment based on race, color, or national origin, further relief may be available through the Illinois Dept. of Human Rights (IDHR) or the U.S. Dept. of Education's Office for Civil Rights. To contact IDHR, go to: <https://dhr.illinois.gov/about-us/contact-idhr.html> or call (312) 814-6200 (Chicago) or (217) 785-5100 (Springfield). **Prevention and Response Program** The District maintains a prevention and response program to respond to complaints of discrimination based on race, color, and national origin, including harassment, and retaliation. The program includes procedures for responding to complaints which:

1. Reduce or remove, to the extent practicable, barriers to reporting discrimination, harassment, and retaliation;
2. Permit any person who reports or is the victim of an incident of alleged discrimination, harassment, or retaliation to be accompanied when making a report by a support individual of the person's choice who complies with the District's policies and rules;
3. Permit anonymous reporting, except that an anonymous report may not be the sole basis of any disciplinary action;
4. Offer remedial interventions or take such disciplinary action as may be appropriate on a case-by-case basis;
5. Offer, but do not require or unduly influence, a person who reports or is the victim of an incident of harassment or retaliation the option to resolve allegations directly with the accused; and
6. Protects a person who reports or is the victim of an incident of harassment or retaliation from suffering adverse consequences as a result of a report of, investigation of, or a response to the incident. Enforcement Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge. Any District student who is determined, after an

investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook. Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action. Retaliation Prohibited

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited. Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Driver Education Credit Requirements

Freshmen must have successfully completed 5 credits, including all core classes at the end of the school year to be eligible for sophomore PE/driver education (summer driver education).

Education of Children with Disabilities

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The school provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment. If you suspect your high school student has an educational disability requiring specialized instruction, you may request a formal multi-disciplinary evaluation by submitting a written request to the building principal or the special education director.

Accommodating Individuals with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities in accordance with the Educational Environment Considerations portion of the Educational Services and Placement page of their IEP. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Discipline of Students with Disabilities

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

Discipline of Special Education Students

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

Prioritization of Urgency of Need for Services (PUNS)

Database Information for Students and Parents or Guardians

The Illinois Department of Human Services (IDHS) maintains a statewide database known as the PUNS database (Prioritization of Urgency of Need for Services) that records information about individuals with intellectual disabilities or developmental disabilities who are potentially in need of services.

IDHS uses the data on PUNS to select individuals for services as funding becomes available, to develop proposals and materials for budgeting, and to plan for future needs. The PUNS database is available for children with intellectual disabilities or developmental disabilities with unmet service needs.

Registration to be included on the PUNS database is the first step toward receiving developmental disabilities services in this State. A child who is not on the PUNS database will not be in the queue for State developmental disabilities services. For more information and to sign up for PUNS, see the Illinois Department of Human Services PUNS information page at <https://www.dhs.state.il.us/page.aspx?item=41131>.

You may also contact the following District employee for assistance: Mary Kerrigan.

Section 504

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of the School Code, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the child (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment. Students who have a physical or mental impairment that substantially limits one or more major life activities may be eligible for a Section 504 Plan, which provides necessary classroom accommodations to ensure equal educational access. For questions regarding eligibility, evaluation, or to file a grievance, please contact the District 504 Coordinator:

Mary Kerrigan
mkerrigan@evergreenpark.org
(708) 398-1284

Related Service Logs

For a child with an individualized education program (IEP), the school District must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

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).
- Parents/Guardians will receive a message from EPCHS Parent Square.
- Parents/Guardians will be notified through EPCHS Parent Square 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 meetings will be canceled for the morning, and the LRC will be closed. Students should not arrive before 8:30 a.m.

Equal Educational Opportunities and Sex Equity

Equal educational and extracurricular opportunities are available to all students without regard to race, color, national origin, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, status as homeless, immigration status, order of protection status, military status, unfavorable military discharge, reproductive health decisions, or actual or potential marital or parental status, including pregnancy.

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact: Matt Dugan. Any student may file a sex discrimination complaint under the District's Title IX Grievance Procedure. Any student may file a sex equity complaint under the

District's Uniform Grievance Procedure. A student may appeal the Board's decision to the Regional Superintendent and, thereafter, to the State Superintendent of Education.

Faith's Law Notifications

Employee Conduct Standards

School districts are required to include in their student handbook the District's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. A copy of these standards can be found on the District's website or requested from the Superintendent's office.

Sexual Abuse Response and Prevention Resource Guide

The Illinois State Board of Education (ISBE) maintains a resource guide on sexual abuse response and prevention. The guide contains information on and the location of children's advocacy centers, organizations that provide medical evaluations and treatment to victims of child sexual abuse, organizations that provide mental health evaluations and services to victims and families of victims of child sexual abuse, and organizations that offer legal assistance to and provide advocacy on behalf of victims of child sexual abuse. This guide can be accessed through the ISBE website at www.isbe.net or you may request a copy of this guide by contacting the school's office.

Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence

Domestic and sexual violence affect a student's ability to learn. Students who are parents or expectant parents have unique needs. Providing support services that enable students who are parents, expectant parents, or victims of domestic or sexual violence (Article 26A Students) to succeed in school are important school and District goals and are required by law.

Requesting Support Services

To facilitate the full participation of Article 26A Students, the school District provides in-school support services and information regarding non-school-based support services. Article 26A Students are also able to make up work missed on account of circumstances related to their status as a parent, expectant parent, or victim of domestic or sexual violence. In-school support services include, but are not limited to, enabling a student to meet with counselors or others service providers, excusing the student from class as necessary for circumstances consistent with their Article 26A status, and assisting students with the development of a student success plan. An Article 26A Student and/or their parent/guardian may request a complete copy of the District's policies related to Article 26A Students and information on support services by contacting the Article 26A Resource Person listed below.

Filing a Complaint An Article 26A

A student and/or their parent/guardian may file a complaint for violations of this procedure with the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the person is comfortable speaking.

Article 26A Resource Person, Nondiscrimination Coordinator, and Title IX Coordinator

Mr. Matt Dugan
9901 S. Kedzie
Evergreen Park, IL 60805
(708) 398-1245

Complaint Managers:

Rob McCarthy
9901 S. Kedzie
Evergreen Park, IL 60805
(708) 398-1253

Mary Kerrigan
9901 S. Kedzie
Evergreen Park, IL 60805
(708) 398-1232

Telephone Retaliation

Prohibited Retaliation against an Article 26A Student or their parent/guardian for exercising or attempting to exercise their rights under this procedure is prohibited. Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Fines, Fees, and Charges; Waiver of Student Fees

The school establishes fees and charges to fund certain school activities. Students will not be denied the opportunity to participate in curricular and extracurricular programs of the school District due to the inability of their parent/guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver applies to all fees related to school, instruction, and extracurricular activities. Applications for fee waivers may be obtained from the school office and may be submitted by a parent or guardian of a student who has been assessed a fee. As student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals programs;
2. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.
3. The student is homeless, as defined by the Mc-Kinney-Vento Homeless Assistance Act.

The building principal will give additional consideration where one or more of the following factors are present:

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Unemployment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process or an appeal of the District's decision to deny a fee waiver should be addressed to the Building Principal. Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack. Fines for loss or damage to school property are waived for students who meet certain eligibility guidelines.

Food and Beverage

Students may have food and/or beverages 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.

Free and Reduced-Price Food Services; Meal Charge Notifications

The following notification is provided to all households of students at the beginning of each school year as federally required notification regarding eligibility requirements and the application process for the free and reduced-price food services that are listed in Board policy 4:130, Free and Reduced-Price Food Services, and 4:140, Waiver of Student Fees. This notification is also provided to households of students transferring to the District during the school year. For more information, see www.fns.usda.gov/school-meals/unpaid-meal-charges, and/or contact the Business Office.

Free and Reduced-Price Food Services Eligibility

When the parents/guardians of students are unable to pay for their child(ren)'s meal services, meal charges will apply per a student's eligibility category and will be processed by the District accordingly.

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Dept. of Agriculture, and distributed by the Ill. State Board of Education.

Meal Charges for Meals Provided by the District

The Building Principal and District staff will work jointly to prevent meal charges from accumulating. Every effort to collect all funds due to the District will be made on a regular basis and before the end of the school year. Contact the Business Office about whether your child(ren)'s charges may be carried over at the end of the school year, i.e., beyond June 30th.

Unpaid meal charges are considered delinquent debt when payment is overdue as defined by Board policy 4:45, Insufficient Fund Checks and Debt Recovery and the Hunger-Free Students' Bill of Rights Act (105 ILCS 123/). The District will make reasonable efforts to collect charges classified as delinquent debt, including repeated contacts to collect the amounts and,

when necessary, requesting that the student's parent(s)/guardian(s) apply for meal benefits to determine if the student qualifies for such benefits under Board policy 4:130, Free and Reduced-Price Food Services. The District will provide a federally reimbursable meal or snack to a student who requests one, regardless of the student's ability to pay or negative account balance.

When a student's funds are low and when there is a negative balance, reminders will be provided to the staff, students, and their parent(s)/guardian(s) at regular intervals during the school year. State law allows the Building Principal to contact parents(s)/guardian(s) to attempt collection of the owed money when the amount owed is more than the amount of five lunches. If a parent/guardian regularly fails to provide meal money for the child(ren) that he/she is responsible for in the District and does not qualify for free meal benefits or refuses to apply for such benefits, the Building Principal or designee will direct the next course of action. Continual failure to provide meal money may require the District to notify the Ill. Dept. of Children and Family Services (DCFS) and/or take legal steps to recover the unpaid meal charges, up to and including seeking an offset under the State Comptroller Act, if applicable.

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 5 Star pass.

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.

Harassment & Teen Dating Violence Prohibited

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

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. To ensure the child's current medical needs are being met, the parent/guardian must submit an updated medical note every quarter (at the end of each grading period). Services may be paused if updated paperwork is not received by the end of each quarter. If the medical condition changes or an extension is requested, the updated note must be submitted immediately.

HOME AND HOSPITAL INSTRUCTION (Board Policy 6:150)

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 must use their ID cards to purchase food in the cafeteria. 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.

Isolated Time Out, Time Out, and Physical Restraint

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others, and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, or physical restraint as discipline or punishment, convenience for staff, retaliation, as a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

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.

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.

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District and school goals. Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge from military service, sex, sexual orientation, gender orientation, gender-related identity or expression, ancestry, age, religion, physical or mental disability, physical appearance, socioeconomic status, academic status, order of protection status, homelessness, actual or marital status, parenting status, pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. Bullying includes cyber-bullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:
 - a. Placing the student or students in reasonable fear of harm to the student's or students' person or property.
 - b. Causing a substantially detrimental effect on the student's or students' physical or mental health;
 - c. Substantially interfering with the student's or students' academic performance; or
 - d. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school. Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes: (1) the creation of a

webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying; (2) the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying; and (3) the posting or distribution of an unauthorized digital replica by electronic means if the posting or distribution creates any of the effects enumerated in the definition of bullying. Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, posting or distributing sexually explicit images, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, nondiscrimination coordinator, District complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

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. Students and parents/guardians are also encouraged to read the following school District policies: 7:20, Harassment of Students Prohibited and 7:180, Prevention of and Response to Bullying, Intimidation and Harassment. Consistent with federal and State laws and rules governing student privacy rights, the school shall make diligent efforts to notify a parent or guardian within 24-hours after the school's administration is made aware of a student's involvement in an alleged bullying incident. The term "bullying incident" includes individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be a result of bullying. Notification to a parent or guardian shall include, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

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.

- The book check-out period is 2 weeks.
- The 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 into the LRC during school hours.

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 at any time of day.

Making a Report or Complaint

Students are encouraged to promptly report claims or incidents of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking.

Non-Discrimination and Title IX Coordinator:

Mr. Matt Dugan
9901 S. Kedzie
Evergreen Park, IL 60805
(708) 398-1245

Complaint Managers:

Rob McCarthy
9901 S. Kedzie
Evergreen Park, IL 60805
(708) 398-1253

Mary Kerrigan
9901 S. Kedzie
Evergreen Park, IL 60805
(708) 398-1232

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline. Investigation Process All complaints will be investigated by the District in accordance with state and federal law and corresponding District policies. Enforcement Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook. Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent/guardian, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action. Retaliation Prohibited Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited. Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

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.

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 and/or 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.

Undesignated Medications

The school MAY maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or District for the availability of undesignated medication. ***This procedure does not guarantee the availability of undesignated medications.*** Students and their parents/guardians should consult their own physician regarding these medication(s).

Emergency Aid to Students

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

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, they must obtain permission from the teacher of a class they are 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 adults. 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.

Prohibition on Selling or Marketing Students' Personal Information

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

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

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

Under no circumstances may a school official or staff member provide a student's personal information to a business organization or financial institution that issues credit or debit cards. A parent/guardian who desires to opt their child out of participation in activities provided herein or who desires a copy or access to a survey or any other material described herein may contact the Building Principal. A complete copy of the District's Student and Family Privacy Rights policy may be obtained from the

Superintendent's office or accessed on the District's website. Student Records 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 or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

1. The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access. The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copyrights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.
2. The right to have one or more scores received on college entrance examinations included on the student's academic transcript. Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.
3. The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper. A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
4. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent. Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the District. Upon request, the dDistrict discloses education 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. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; to another school District that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other District, any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; to the Ill. Department of Human Services (DHS) for the sole purpose of assessing or evaluating the student's eligibility for Medicaid waiver benefits consistent with the rules adopted by the DHS;

and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

5. The right to a copy of any school student record proposed to be destroyed or deleted. The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.
6. The right to prohibit the release of directory information.

Throughout the school year, the District may release directory information regarding students, limited to:

- Name
- Address
- Grade level
- Birth date
- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

1. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent. Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.
2. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.
9. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Avenue, SW Washington DC 20202-8520

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.

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.
- Evidence-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.

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 activities.

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. Searches may include the use of a metal detector or breathalyzer. 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.

Sexual Harassment Prohibited (Title IX)

Sexual harassment as defined in Title IX (Title IX Sexual Harassment) is prohibited. Any person, including a District employee or agent, or student, engages in Title IX Sexual Harassment when that person engages in conduct on the basis of an individual's sex that satisfies one or more of the following:

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or
3. Sexual assault as defined in or stalking as defined in District policy and federal law.

Examples of sexual harassment include, but are not limited to, touching, rape, sexual battery, sexual abuse, sexual coercion, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Skate Shoes (Heelies), Rollerblades, Hoverboards

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

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.

Student Appearance (Board Policy 7:160)

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The District does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance. Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school-sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.

- Hats, coats, bandannas, sweatbands, and sunglasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, tears above the fingertips and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times. No house slippers.
- If there is any doubt about dress and appearance, the building principal, assistant principal, or deans will make the final decision.
- Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

Examples of inappropriate dress: Hats, bandanas, half shirts/midribs, spaghetti straps, anything with drug imagery, pants with rips above mid-thigh, trench coats/puffy coats. 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.

1st Offense	Written or documented warning. Dress attire must be changed to meet the dress code requirement and parents will be contacted.
Subsequent Offenses	Discipline will range from lunch detention to Wednesday School to TMS and parents will be contacted.

Student Biometric Information

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan. Homeless Child's Right to Education When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

- (1) continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
- (2) enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend. Assistance and support for homeless families includes:

Educational organizations and schools: Rob McCarthy
 Food bank and meal programs: Rob McCarthy
 Local service organizations (Goodwill, Salvation Army, etc.): Rob McCarthy
 Family shelters: Rob McCarthy
 Medical services: Rob McCarthy
 Other support: Rob McCarthy

Student Impairment

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.

Student Privacy Protections

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified or who created the survey.

Surveys by Third Parties Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a District official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions. Parents who object to disclosure of information concerning their child to a third party may do so in writing to the Building Principal. Surveys Requesting Personal Information School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or District) containing one or more of the following items:

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

The student's parent/guardian may: (1) inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or (2) refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

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

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

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.

Study Halls

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 settings because of a behavior concern.

Teen Dating Violence Prohibited

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

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.

Video/Audio Recording

Students are not allowed to use cell phones or other devices to record or participate in a video/audio recording anywhere on school grounds or school-sponsored events without prior approval of the administration. Recordings include but are not limited to TikTok, FaceTime, Instagram Live. Students who violate this policy will be subject to disciplinary action and required to delete unauthorized video/audio recording.

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.

ACADEMIC POLICIES

AI Usage

AI-enhanced tools are recognized as valuable for aspects of teaching and learning with the following guidelines:

- AI must be used ethically and responsibly.
- Students are prohibited from submitting work created using AI without prior approval from the teacher and must cite AI usage.
- Safety Reminders:
 - Do not share personal information, such as your name, address, or school information with AI.
 - Double check AI information to ensure it is accurate and appropriate.
- If student work is found to have used AI inappropriately, the student will be subject to an academic dishonesty referral (see Academic Dishonesty below).

Academic Dishonesty

Academic Honesty Evergreen Park Community High School holds all of its students to a high standard of academic integrity with each student accepting responsibility for his or her personal conduct in both social and academic endeavors. Our expectation is that every student comes ready to learn and, in their learning, demonstrates honesty and integrity. Academic honesty requires that students produce work that is their own. In contrast, academic dishonesty occurs when a student attempts to claim knowledge and/or skills that s/he does not possess.

The following actions are reflective of academic dishonesty and are subject to disciplinary action:

- Plagiarism – submitting another person’s work as one’s own or having someone else prepare homework, paper, projects, etc.
- Permitting another student to copy one’s work or ideas
- Submitting AI-generated work, either partially or wholly
- Obtaining or illegally accepting a copy of a test or test key
- Talking or using materials or means that are not permitted during a test
- Changing grades in a grade book, either electronically or printed
- Engaging in any action intended to obtain credit for academic work that is not one’s own

Responsibility of Student, Parent, Teacher, Administrator

- The student is expected to uphold all elements of this policy in completing all school-related assignments and assessments. No assignment or assessment is exempt from this policy.
- The parent is expected to uphold all elements of this policy by reviewing it with his or her student and encouraging the student to practice academic honesty throughout high school.
- The teacher is expected to review and uphold all elements of this policy at the start of the school year and throughout the year as deemed appropriate. The teacher is expected to enforce the policy in all instances of academic dishonesty following the process as outlined below.
- The administrator is expected to support all elements of this policy with students, parents, and staff in conferences and in each classroom. The administrator is expected to enforce the policy in all instances of academic dishonesty by following the process as outlined below.

Disciplinary Process

1. The student and teacher will conference about the infraction.
2. The teacher and department chair will determine the appropriate course of action, and the department chair will forward the recommendation to the dean.
3. The parent will be contacted to state the issue, review the policy, and explain disciplinary consequences.
4. Disciplinary action will be issued.
5. Infraction will be recorded on the student’s discipline record.

Disciplinary Action

Consequences for a student’s involvement in academic dishonesty will include one or more of the following, depending upon the severity and number of previous infractions:

- The student will receive a zero on the assignment or assessment; no make-up option will be offered to compensate for the zero*.

- The student will be dropped from the class with no credit if the student is involved in an act of academic dishonesty in a class where s/he is a student aide.
- The student will be dropped from the National Honor Society (NHS) if the student is a member of the organization.
- The student may face suspension from extracurricular activities including sports programs.
- The student may face discipline from EPOCHS.
- The student may receive a grade of "F" for the course.

A teacher may choose to offer the student an alternative assessment depending on the nature of the infraction and **only if this infraction is the student's first.**

Accelerated Placement

The District provides for an Accelerated Placement Program (APP) for qualified students. It provides students with an educational setting with curriculum options that are usually reserved for students who are older or in higher grades than the student. Accelerated placement includes but may not be limited to: early entrance to kindergarten or first grade, accelerating a student in a single subject and grade acceleration. Participation is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted or talented.

For each student who exceeds State standards in English language arts, mathematics, or science on a state assessment, the school District is required by State law to automatically enroll the student in the following school year in the next most rigorous level of advanced coursework offered by the high school as follows: a. A student who exceeds State standards in English language arts shall be automatically enrolled into the next most rigorous level of advanced coursework in English, social studies, humanities, or related subjects. b. A student who exceeds State standards in mathematics shall be automatically enrolled into the next most rigorous level of advanced coursework in mathematics. c. A student who exceeds State standards in science shall be automatically enrolled into the next most rigorous level of advanced coursework in science.

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 for Proficiency, Non-District Experiences, Course Substitutions, and Accelerated Placement Credit for Non-District Experiences

A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the District:

1. Distance learning course, including a correspondence, virtual, or online course.
2. Courses in an accredited foreign exchange program.
3. Summer school or community college courses.
4. College or high school courses offering dual credit at both the college and high school level.
5. Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education.
6. Work-related training at manufacturing facilities or agencies in a Tech Prep Program.
7. Credit earned in a Vocational Academy.

Students must receive pre-approval from the building principal or designee to receive credit for any non-District course or experience. The building principal or designee will determine the amount of credit and whether a proficiency examination is required before the credit is awarded. Students assume responsibility for any fees, tuition, supplies, and other expenses. Students are responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The building principal or designee shall determine which, if any, non-District courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities.

Students who do not otherwise meet a community college's academic eligibility to enroll in a dual credit course taught at the high school may enroll in the dual credit course, but only for high school credit.

Proficiency

Credit is available in limited subjects where a student demonstrates competency. Contact the building principal for details.

Substitutions for Required Courses

Vocational or technical education. A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses if:

1. The building principal approves the substitution and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and
2. The student's parent/guardian requests and approves the substitution in writing on forms provided by the District.

Registered Apprenticeship Program

A student in grades 9-12 who is 16 years or older may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing a registered apprenticeship program listed by the school District. Students may find a registered, but not listed, apprenticeship program with a business or organization if a registered apprenticeship program is not offered in the school District.

Advanced placement computer science

The advanced placement computer science course is equivalent to a high school mathematics course. A student in grades 9-12 may substitute the advanced placement computer science course for one year of mathematics. The transcript of a student who completes the advanced placement computer science course will state that it qualifies as a mathematics-based, quantitative course.

Volunteer service credit

A student participating in the District's Volunteer Service Credit Program, if any, may earn credit toward graduation for the performance of community service. The amount of credit given for program participation shall not exceed that given for completion of one semester of language arts, math, science, or social studies.

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 graduation 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).

Family Life & Sex Education Classes

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology. Parents or guardians may examine the instructional materials to be used in any District sex education class or course.

Requests to Examine Materials and Statutory Opt-outs

A sample of the District's instructional materials and course outline for family life instructional materials are available from the classroom teacher for your inspection. If you are requesting to examine this material, please check the box below and return it to your child's classroom teacher within five calendar days. The scope and sequence of instructional materials for NSES is posted on the District's Internet website, along with the name and contact information, including an email address, of staff members who can respond to your inquiries. You may request to see NSES instructional materials in person by checking the box below. I request to examine the instructional materials and course outline for Family Life classes. I request to examine, in person, the instructional materials to be used for NSES.

Parent/Guardian Opt-outs

No student is required to take or participate in the following classes or courses, and no penalty exists for refusing to take or participate in such a course or program. If you do not want your child to participate in these classes or courses, please complete the following request and return it to your child's classroom teacher within five school days.

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 their 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 ACT is a requirement for graduation.

Grading Scale/Weight

Letter Grade	Percentage	Standard	Honors	AP
A+	98-100	4.333	4.833	5.333
A	93-97	4	4.5	5
A-	90-92	3.667	4.167	4.667
B+	88-89	3.333	3.833	4.333
B	83-87	3	3.5	4
B-	80-82	2.667	3.167	3.667
C+	78-79	2.333	2.833	3.333
C	73-77	2	2.5	3
C-	70-72	1.667	2.167	2.667
D+	68-69	1.333	1.333	1.333
D	63-67	1	1	1
D-	60-62	0.667	0.667	0.667
F	0-59	0	0	0

Graduation Requirements

	REGULAR (2028 and after)	REGULAR (2027)	STEAM ⁶
English ¹	4 credits	4 credits	4 credits
Mathematics	3 credits	3 credits	4 credits
Science	3 credits	3 credits	3 credits
Social Studies ²	2 credits	2 credits	2 credits
Physical Education & Health	4 credits (must pass Health)	4 credits (must pass Health)	4 credits (must pass Health)
Financial Literacy in the 21st Century ³ and Civics in the 21st Century ⁴	1 credit (must pass the Constitution exam)	1 credit (must pass the Constitution exam)	1 credit (must pass the Constitution exam)
Electives (required)	6.5 credits	5.5 credits	6.5 credits
Fine Arts			1 credit
Computer Concepts & Literacy ⁵	.5 credit	.5 credit	.5 credit
Total Credits required for graduation	24 credits	23 credits	25 credits (CO 27) 26 credits (CO 28+)

¹ The first intensive writing requirement is met in the second term of English 3/Composition.

² The second intensive writing requirement is met in Human Geography.

³ The Consumer Education requirement is fulfilled in Financial Literacy in the 21st Century.

⁴ All students must pass exams based on the Constitution of the U.S. and the State of Illinois, and also complete the citizenship component of the U.S. Government course by completing a service learning project within the course. This course meets the PA99-0434 course content requirements including current and controversial issues discussions, service learning, and democratic simulations.

⁵ Beginning with the class of 2026, students are required to take Computer Concepts & Literacy. Essential level students are exempt from Computer Concepts and Literacy as the standards are embedded into English courses.

⁶ To earn a STEAM Diploma, a student must complete the courses above, have a cumulative GPA of 3.0, and successfully complete the STEAM Competition during their 9th-11th grade science classes.

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.

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, Algebra 2 Honors, US AP History.

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 IDEA sections that correspond 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.

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.

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.

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.

Work Completion/Assessment Retakes

Homework

Students will be able to submit late work up to one school day from the due date. Students on an IEP, 504, or MTSS will follow their plans.

Assessment Retakes

Students have the opportunity to retake and revise summative assessments, including tests, quizzes, writing and/or projects once a teacher-approved remediation has been completed. Assessment retakes and revisions or the remediation process must be completed within 4 school 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.

Make-Up Work for Excused Absences

- Students who are absent for an excused reason are responsible for making up all missed assignments, assessments, and classwork.
- Students will be granted two (2) school days for each day of an excused absence to complete and submit missed work for full credit. The make-up timeline begins on the student's first day back at school.
- It is the student's responsibility to communicate with their teachers upon returning to school to obtain missed assignments, notes, and instructions. Teachers may establish reasonable deadlines for long-term projects, presentations, or assessments that were assigned before the absence.
- Students with extended absences due to illness, hospitalization, or other extenuating circumstances may be granted additional time at the discretion of school administration and/or the teacher.

DISCIPLINE POLICIES

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, they must check out in the Nurse's 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

24-hour voicemail: (708) 398-1253

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.
- Attending a military funeral to sound taps
- PA 102-981 allows middle and high school students to receive one excused absence per year to attend a civic event sponsored by a governmental entity or a nonprofit organization that is open to the public. School districts may require advance notice of the absence and proof of attendance at the event.
- 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

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

Parent-excused absences are absences approved by a parent or guardian for reasons including physical health, mental health, personal, or family matters. Students are permitted six (6) parent-excused absences per semester. Medical clearance for a student's return to school may be required by the school when appropriate.

After the six (6) allowable parent-excused absences have been used, any additional parent-called absence without medical or other approved written documentation will be considered an "Over the Limit (O)" absence and treated as unexcused. Acceptable documentation may include, but is not limited to, physician verification, court documentation, funeral documentation, or other documentation approved by school administration.

Parents/guardians will be notified when a student has reached the parent-excused absence limit. During an Over-the-Limit absence, teachers will assign temporary zeros for missed assignments, assessments, class activities, and participation completed during the absence. Upon the student's return, the teacher will work with the student to establish a reasonable timeline and plan for completion of missed work and recovery of credit when appropriate.

Students are expected to return to school promptly and communicate with their teachers regarding missing assignments. Failure to return to school or failure to complete agreed-upon make-up work within the established timeline may result in permanent loss of credit for missed work.

Excessive Over-the-Limit absences may result in additional interventions and consequences, including attendance contracts, Loss of Privileges (LOP), truancy interventions, referral to support services, disciplinary consequences, referral to the Cook County Truancy Office, and other administrative action permitted under Board policy, the Village of Evergreen Park Ordinance No. 8-2009, Section 12-306 Truancy, and applicable Illinois law.

The final determination regarding the approval, classification, and consequences of absences shall rest with school administration, including the Assistant Principal and/or Director of Discipline.

Excessive Absences-Pass/Fail

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 eleventh or twenty-second absence.

Advanced Placement (AP) Courses

Due to the accelerated pace and rigor of AP courses, consistent attendance is especially critical. Students enrolled in AP courses are expected to maintain strong attendance and academic progress; failure to do so may result in removal from the AP course. At 5 absences in a semester, the Student Services team will review the student's progress and determine if classes should be dropped.

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 6-absence limit.

Makeup Work

The responsibility for obtaining and completing makeup work after an absence and/or field trip rests solely with the student. 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 Out-of-School (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. Students who are absent are to email teachers for assignments and/or check their teachers' online classroom portal.

Unexcused Absences

Absences that are not called in by a parent/guardian will be considered unexcused. Disciplinary consequences may apply. The following excuses will count as unexcused absences:

- Oversleeping, car trouble, or the train.
- Planned absences if the student/parent/guardian does not follow the proper procedures.
- Absences beyond the 6-day limit not excused by a doctor's note or recognized under documented absence explanation.

Actions and consequences for unexcused absences and/or absences beyond the parent-excused absence limit will include the following:

Offense	Action	Consequence
1st Offense	Parent/guardian notified	1 hour detention
2nd Offense	Parent/guardian notified	1 hour Wednesday/Friday school
3rd Offense	Parent/guardian notified	2 hour Wednesday/Friday school
4th Offense	Parent/guardian notified	3 hour Wednesday/Friday school and placement on LOP
5th Offense	Parent/guardian notified	TMS In-School Suspension and LOP restarted
6th Offense	Truancy call/letter home Student conference	TMS In-School Suspension and LOP restarted
7th Offense	Parent/guardian contact, SRO notified, and referral to ROE for truancy	TMS In-School Suspension and LOP restarted

Students who exceed the allowable number of parent call-in excused absences will not receive a detention but will be placed on Loss of Privilege (LOP).

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. 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. Tardies, whether excused or not, beyond five times per term will be considered excessive tardiness and will result in lunch detentions, 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 Number	Action/ Consequence
#1-2	Warning
#3-4	1/2 hour Lunch Detention
#5-6	1 hour Detention
#7	1 hour Wednesday/Friday School
#8	2 hour Wednesday/Friday School
#9	3 hour Wednesday/Friday School
#10-11	TMS In-School Suspension
#12-13	Truancy Call/Letter Home, TMS In-School Suspension, Student Conference/Contract, placement on LOP
#14 or more	Parent/Guardian Contact; SRO Notified (Referral)

Loss of Privileges

Loss of Privileges (LOP) is an administrative intervention that restricts a student's ability to attend and/or participate in extracurricular activities, athletics, and school-sponsored events occurring on or off campus before, during, or after school. Activities subject to LOP include, but are not limited to, assemblies, field trips, guest speakers, athletic contests, club activities, dances, prom, fundraisers, graduation exercises, senior celebrations, and other school-sponsored activities.

LOP is intended to promote student accountability, improve attendance and behavior, encourage positive decision-making, and support a safe and productive educational environment.

The Principal, Assistant Principal, and Director of Discipline retain the authority to place a student on LOP, extend the duration of an LOP assignment, modify conditions of LOP, reduce an LOP assignment through approved restorative interventions, or remove a student from LOP when warranted by the student's conduct, attendance record, safety concerns, or other circumstances deemed relevant to the educational environment.

When is a Student Placed on LOP?

A student may be placed on LOP for any of the following:

1. Three (3) days of Out-of-School Suspension (OSS) during a school year;
2. Three (3) days of Temporary Modified Schedule (TMS) during a school year;
3. A combination of OSS and TMS totaling three (3) days during a school year;
4. Fourteen (14) unexcused tardies and/or unexcused absences during a semester;
5. Six (6) disciplinary referrals to the Deans' Office, excluding attendance-related referrals;
6. Possession or use of any vaping device, electronic smoking device, vape cartridge, disposable vape, or related paraphernalia containing nicotine, marijuana, THC, or any other prohibited substance;
7. Major behavioral infractions that substantially interfere with a safe, orderly, and conducive learning environment, including but not limited to fighting, bullying, harassment, intimidation, racial or discriminatory conduct, theft, vandalism, possession or use of drugs, possession of weapons, or other serious misconduct.

LOP Progression

LOP assignments shall progress cumulatively throughout the school year and shall not reset at the semester.

LOP Assignment	Consequence
1st LOP	Four (4) weeks on LOP. May be reduced to two (2) weeks following a parent/guardian conference with administration.
2nd LOP	Four (4) weeks on LOP. May be reduced to two (2) weeks upon successful completion of an administrator-approved restorative intervention.
3rd LOP	Four (4) weeks on LOP. No reduction permitted.
4th LOP	Extended LOP status. The student may petition for reinstatement after one academic semester. Reinstatement is not guaranteed and shall be determined by administration based upon attendance, behavior, academic progress, and successful completion of any required interventions.

A student who commits an attendance violation, behavioral infraction, or other conduct resulting in an additional LOP placement while currently serving an LOP assignment shall immediately advance to the next level of the LOP progression. For example, a student serving a first LOP assignment who commits an additional qualifying violation during that period shall be considered to have received a second LOP assignment.

Marijuana Vape Violations

Possession, use, distribution, sale, or being under the influence of marijuana delivered through a vape device, cartridge, disposable device, or similar electronic smoking device shall result in the following disciplinary consequences:

Offense	Consequence
1st Offense	Three (3) days Out-of-School Suspension and placement on LOP for four (4) weeks on LOP. May be reduced to two (2) weeks upon successful completion of an administrator-approved restorative intervention.
2nd Offense	Three (3) days Out-of-School Suspension, two (2) days In-School Suspension, and placement on LOP for four (4) weeks. No reduction permitted.
3rd Offense	Five (5) days Out-of-School Suspension and placement on Extended LOP status. The student may petition for reinstatement after one academic semester, subject to administrative approval.

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.

Denial of Re-Enrollment

A school or school district may deny enrollment to a student 17 years of age or older for one semester for failure to meet minimum attendance standards. Evergreen Park Community High School reserves the right to deny the enrollment of a student if the following circumstances are met:

- The student has 20 or more unexcused absences in a term
- The student has been referred to the South Cook County Truancy System
- Three letters are mailed home notifying the family of the potential of the student being dropped
- At least three parent/guardian contact attempts made
- The student is referred to the MTSS (Multi-Tiered Systems of Support) for supports
- The student must be over 17 years of age

The parent/guardian will be given the right to appeal before the drop is made official. A team meeting prior to drop will be required for students identified as having special needs (IEP/504). Students with special needs will automatically be re-enrolled when parent requests.

Student Behavior

Prohibited Student Conduct

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law).

- b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law.
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
 - g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
 - h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
 - i. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
 - j. Using or possessing an electronic paging device.
 - k. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals. (Including Smart Glasses)
 - l. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
 - m. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
 - n. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
 - o. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
4. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
 5. Engaging in teen dating violence.
 6. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
 7. Entering school property or a school facility without proper authorization.

8. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
9. Being absent without a recognized excuse.
10. Being involved with any public-school fraternity, sorority, or secret society.
11. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
12. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
13. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
14. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
15. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.
16. Sexting, which, for purposes of this procedure, is the act of creating, sending, sharing, viewing, receiving, or possessing sexually explicit messages, images, or videos electronically, regardless of whether they are authentic or computer-generated, through the use of a computer, electronic communication device, or cellular phone. Sexting also includes creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions, non-consensual dissemination of private sexual images, and non-consensual dissemination of sexually explicit digitized depictions, as defined in State law. For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person. Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student. When and Where Conduct Rules Apply.

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

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

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.

6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies. The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion. Isolated Time Out, Time Out and Physical Restraint Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited. Corporal Punishment Corporal punishment is prohibited in all circumstances. Corporal punishment is defined as a discipline method in which a person deliberately inflicts pain upon a student in response to the student's unacceptable behavior or inappropriate language, with an aim or set an example for others. It includes slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as permitted by State law. Weapons Prohibition A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis. (2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look-alikes" of any firearm as defined above. The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis. Gang & Gang Activity Prohibited "Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall:

(1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of District policies, (5) or incite other students to act with physical violence upon any other person. Re-Engagement of Returning Students The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

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 displays 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:** EPCHS 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, they 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 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 TMS 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

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

Temporary Modified Schedule (TMS)

TMS is an in-school suspension that removes a student from his/her regular classes from 8:30 a.m. to 3:00 p.m. 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.

Evergreen Park Community High School District 231 does not discriminate on the basis of actual or perceived race, color, or national origin in any of its educational programs or activities, and it complies with federal and state nondiscrimination laws.

Claims of incidents of discrimination or harassment based on race, color, or national origin should be reported promptly to the Nondiscrimination Coordinator, a Complaint Manager, or any employee the student is comfortable speaking with. Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable.

All Board of Education policies can be accessed on the District's website.