

EFFINGHAM HIGH SCHOOL

(217) 540-1100

Jason Fox - Principal 540-1144

Cody Lewis- Assistant Principal 540-1139

Dave Woltman - Student Activities Director 540-1279

Shannon Hinkle - Guidance Counselor 540-1154

Tara Raddatz – Guidance Counselor 540-1155

Jennifer Patton - Guidance Counselor 540-1156

EHS TELEPHONE DIRECTORY

High School Office - 540-1100

Fax Number – 540-1102

Student Services - 540-1152

Fax Number – 540-1151

Athletic Office - 540-1279

School Resource Officer – 540-1100, ext 1146

Effingham Unit #40 District Office – 540-1500

EFFINGHAM UNIT #40 SCHOOL VIOLENCE TIPLINE

217-540-1133

EFFINGHAM HIGH SCHOOL BELL SCHEDULE

REGULAR BELL SCHEDULE

7:55 – 8:44	1st
8:49 – 9:38	2nd
9:43 – 10:32	3rd
10:37 – 11:26	4A Class
10:37 – 11:07	4A Lunch
11:12 – 12:01	4B Class
11:31 – 12:01	4B Lunch
12:06 – 12:55	5th
12:55 – 1:02	WEHS
1:07 – 1:56	6th
2:01 – 2:50	7th

ACTIVITY BELL SCHEDULE

7:55 – 8:41	1st
8:46 – 9:32	2nd

9:37 – 10:23	3 rd
10:28 – 11:14	4A Class
10:28 – 10:58	4A Lunch
11:03 – 11:49	4B Class
11:19 – 11:49	4B Lunch
11:54 – 12:40	5 th
12:45 – 1:08	Activity Period
1:13 – 1:59	6 th
2:04 – 2:50	7 th

PEP ASSEMBLY BELL SCHEDULE

7:55 – 8:41	1 st
8:46 – 9:32	2 nd
9:37 – 10:23	3 rd
10:28 – 11:14	4A Class
10:28 – 10:58	4A Lunch
11:03 – 11:49	4B Class
11:19 – 11:49	4B Lunch
11:53 – 12:40	5 th
12:45 – 1:31	6 th
1:36 – 2:22	7 th
2:27 – 2:50	Pep Assembly

EFFINGHAM HIGH SCHOOL MAP

EFFINGHAM HIGH SCHOOL 2014-2015 HANDBOOK

We hope that you will carefully read the student handbook we have provided. If you familiarize yourself with the school policies in this handbook and act accordingly, you should have a successful year and a fine educational experience. Carefully review the disciplinary policies, as there are some changes and additions for this school year.

At Effingham High School students are expected to attend school regularly and to be on time for classes in order to fully benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility.

VISITORS

Except under special circumstances, no one is allowed to visit teachers or students during school hours. **FOR THE SAFETY OF OUR STUDENTS AND STAFF, ALL VISITORS MUST REPORT TO THE OFFICE, SIGN IN AND OBTAIN A VISITOR'S BADGE WHEN THEY ENTER THE BUILDING.** Students will not be allowed to bring visitors to school.

EQUAL OPPORTUNITY STATEMENT

Effingham Community Unit School District No. 40 insures equal educational opportunities are offered to students, regardless of race, color, national origin, age, sex, religion or handicap. Ques-

tions in reference to educational opportunities may be directed to: Chelle Beck, Director of Curriculum, 2803 S. Banker, Effingham, IL 62401, phone: 217-540-1500 or Rem Woodruff, Director of Business, 2803 S. Banker, Effingham, IL 62401, phone: 217-540-1500. Responsible for sex equity (Title IX), handicapped (Section 504), and minorities (Title VI).

ATTENDANCE POLICY

EXCUSED ABSENCES

FOR AN ABSENCE TO BE EXCUSED, A PARENT/GUARDIAN MUST CONTACT THE SCHOOL OFFICE BY TELEPHONE BY 12:00 NOON OF THE DAY OF THE ABSENCE.

Calls by students are not acceptable. This call is the parent/guardian's responsibility. A secretary will be on duty from 7:30 a.m. to 4:00 p.m.

For your convenience, automated voice mail is available when the office closes at 4:00 p.m. until 7:30 a.m. the following morning. Please feel free to leave messages for teachers or administration. Student absences can be reported.

A student who no longer resides with their parent/guardian must have their parent/guardian sign a release form. This form allows the student to call in for his/her self in situations where they are absent from school. If a student no longer lives at home but the parent has not signed the release form, the student will be considered unexcused from school.

No written statement by the parent/guardian will be accepted, unless the parent/guardian indicates in writing that there is no accessible telephone and the parent/guardian is unable to make a personal visit to the school. Except in such circumstances, only personal contact with the school office and telephone calls will be accepted to verify student absences. An appointment card should be obtained and turned in to the high school office when returning to school.

Excusable absences are limited to the following:

- * Death or severe illness in the student's immediate family
- * Illness of the student
- * Medical doctor or dental appointment
- * Certain days of religious observance
- * Court appearances (must sign out in the office to leave school and obtain a pass from the court noting time dismissed. Students are excused 1/2 hour before court and 1/2 hour after being dismissed.
- * Extraordinary emergency in the home or family
- * Student absences for trips or vacations during the school year are strongly discouraged. If the parent/guardian desires to take a student during regular school attendance days for a trip or vacation, the student may be excused at the discretion of the Administration. In determining whether an absence for this reason should be excused, the Administration shall consider:
 - 1) child care needs and abilities of the parent/guardian;
 - 2) possibility of alternate arrangements so that the student's education will not be interrupted;
 - 3) other interests of the student, including the educational value of the absence;
 - 4) needs of the family, including extenuating circumstances which make it unreasonable, impractical or burdensome for the child to remain in school;
 - 5) the educational harm caused by the absence.

Unless the circumstances make it impossible, all requests for excused absences during a trip or vacation must be approved by the Administration at least seven (7) days in advance of the absence. In any case, the parent/guardian must notify the Administration as soon as possible prior to the pro-

posed absence.

In case of an absence arranged in advance, the following will apply:

- a) the student must procure assignments in advance of any planned absence;
- b) all assigned work must be turned in to the appropriate teacher upon entrance to the class the day the student returns to school;
- c) arrangements for make-up tests, assignments, labs or other activities are the responsibility of the student, and are to be made up at the discretion of the teacher.

Absences for all other reasons are UNEXCUSED and shall be treated as truancy. Unexcused absences include but are not limited to MISSING THE BUS, GETTING A DRIVER'S LICENSE, CAR TROUBLE WHEN THE DISTRICT PROVIDES TRANSPORTATION, UNAPPROVED JOB INTERVIEWS, WORKING, HUNTING, SHOPPING, HAIR APPOINTMENTS, SENIOR PICTURES, OVERSLEEPING, TRAINS OR FRIVOLOUS ABSENCES.

Students shall not receive excused absences from school while final exams are being given, except for death or severe illness in the student's immediate family, illness of the student, mandatory court appearances (and only if the student or his/her parent/guardian has attempted to change the date of the appearance) an emergency situation rendering the taking of semester exams impossible or unfair to the student or if the student is eligible to be exempt from second semester exams.

Students participating in school-sponsored activities are NOT considered absent.

Students shall be permitted NO MORE THAN SIX (6) EXCUSED ABSENCES PER YEAR BASED UPON PARENTAL CONFIRMATION FOR THE REASONS OF THE ABSENCE. After the student has been excused (6) times in one (1) or more of his/her classes during the school year, additional excused absences for illness may only be verified through a written medical statement from a medical physician as identified in school code "105 ILCS 5-27-8.1. After the six (6) excused absences, the school office will notify the parent/guardian by mail. Other excused absences will be limited to death in the family, a family emergency requiring the absence of the student or other reasons determined by the administration to have necessitated an absence. The reasons for such absences must be verified by the parent/guardian. If a student has a doctor or dental appointment, they should bring a card from their appointment and turn it in to the office. If a student absence is verified by a doctor's excuse before the student has reached the limit of six (6) days (or classes) of excused absence, that absence will not count toward the six (6) days permitted by this section. ANY NOTE TO EXCUSE AN ABSENCE BY A DOCTOR MUST BE TURNED IN WITHIN 5 SCHOOL DAYS OF THE ABSENCE.

UNEXCUSED ABSENCES

- * High school semester exams must be taken the day of return unless the administration and teacher(s) deem otherwise. Major projects equivalent to a term/research paper should be turned in on their original due date, unless special arrangements have been made with the teacher or an administrator. Failure to turn major projects in on their original due date will result in a letter grade reduction for each school day the major project is late.
- * NO HIGH SCHOOL CREDIT FOR THE SEMESTER will be given to students whose unexcused absences exceed seven (7) periods per class per semester without administrative approval. TEACHERS WILL BE NOTIFIED OF LOSS OF CREDIT.
- * ON ANY UNEXCUSED ABSENCE IN EXCESS OF SEVEN (7) FROM THE SAME HIGH SCHOOL CLASS IN ONE SEMESTER, parents/guardians will be notified by mail of student's loss of credit. School days missed due to suspensions are not counted toward these days.
- * If a high school student has been notified of loss of credit because of excessive absences, the parent/guardian or student may request a conference at school with the administration to discuss possible reinstatement of credit.

CHRONIC ABSENTEEISM

It is vital that students be in school everyday in order to get the most out of the educational experience. Any student who is chronically absent from school will forfeit privileges. Students who miss more than ten days in a semester or twenty days for the year will lose the privilege to go on school field trips or to attend prom. *Trips and prom are a privilege not an educational right reserved for students attending EHS. Students attending pathways, aspire or another alternative educational setting are not eligible for prom. Any student not attending EHS are not permitted to attend prom without prior approval of a guest form.*

TARDINESS

A tardy is defined as a student not being in the classroom and in his/her seat ready for class to begin when the bell rings. Any student who arrives to class unexcused more than 10 minutes late is truant and will be referred to the office by the teacher.

Each teacher is expected to have and enforce a tardiness policy. If a teacher feels that a student is excessively tardy the student may be referred to the office for disciplinary action.

Students are expected to be in the classroom when the bell rings. If found in the hall without a hall pass, you are wrong and will be subject to disciplinary action.

* The following policy will be followed for tardiness (per semester):

0 – 5 tardies – Teacher Consequence

6 – 10 tardies – 4 Hour Saturday School / Late Stay

11 – 15 tardies – 2 days Alternative Classroom/Revoke Parking Privileges

16 – 20 tardies – 3 Days Alternative Classroom

* These are tardies per class

* Any student late to first hour will receive a late stay or lunch detention to be served that day.

ARRIVAL TO SCHOOL LATE/LEAVING SCHOOL EARLY

ANY STUDENT WHOM, AFTER THE START OF THE SCHOOL DAY, ENTERS LATE OR LEAVES SCHOOL EARLY FOR ANY REASON MUST CHECK IN AND/OR OUT THROUGH THE ATTENDANCE OFFICE. A PARENT/LEGAL GUARDIAN CONTACT MUST BE MADE TO SECURE APPROVAL ALLOWING THE STUDENT TO LEAVE CAMPUS. THIS CONTACT MUST BE MADE WITH AN OFFICE SECRETARY OR ADMINISTRATOR BEFORE THE STUDENT CAN LEAVE THE BUILDING. ANY STUDENT FOUND IN VIOLATION OF THIS POLICY WILL RECEIVE 4 HOURS OF SATURDAY SCHOOL/LATE STAY FOR THE FIRST OFFENSE AND ADDITIONAL CONSEQUENCES FOR EACH SUBSEQUENT OFFENSE. SECOND OFFENSE – 2 CONSECUTIVE FOUR HOUR SATURDAY SCHOOLS / LATE STAY. THIRD OFFENSE – 3 CONSECUTIVE FOUR HOUR SATURDAY SCHOOLS / LATE STAY AND 10 POINTS. FOURTH OFFENSE – 4 CONSECUTIVE FOUR HOUR SATURDAY SCHOOLS / LATE STAY AND 10 POINTS.

If a student has a medical appointment he/she will be allowed to leave the building if a notice of the appointment from the doctor is presented to the attendance office. A phone call from a parent/guardian will also excuse a student for a medical appointment. A student that has a scheduled appointment during the day should obtain an early dismissal pass from the office either before school or during the five minutes passing period between classes. The student will not be allowed to leave class to obtain an early dismissal. This would result in disruption of the class. UPON RETURN TO SCHOOL FROM AN APPOINTMENT OR AN ILLNESS, THE STUDENT SHOULD CHECK IN THROUGH THE OFFICE BEFORE RETURNING TO CLASS. Leaving school for any other reason must be cleared through the attendance office before the student checks out (this shall not apply to students on work-study programs or child and day care programs).

MAKE-UP WORK

Students who have an EXCUSED absence shall have the opportunity to make up work. It shall be the responsibility of the student on his/her own initiative to contact the teacher(s) involved to determine make-up assignments and establish times for daily work and test make-up. Students will be granted the amount of time equal to that which they were absent to make up work.

If a student has a health or physical impairment which, in the opinion of a licensed medical examiner, will cause the student to be absent from school for more than (2) consecutive weeks, then the Building Principal shall cause a meeting to be held with appropriate school personnel to determine if a home-study program would be of educational benefit to the student. If a program would be of educational benefit, then a home or hospital educational program will be developed in accordance with 23 Ill. Adm. Code 226.350 - 226.385.

Students who have an unexcused absence will not be allowed to receive credit for work missed. Interaction and discussion between students and teachers determine an integral part of the learning experience and developing grades for the class.

HOMEWORK ASSIGNMENTS

We do not interrupt the teacher during the instructional time to gather homework assignments and materials for students who are absent. Effingham Community Unit School District #40 believes that time in the classroom is valuable time. We try to avoid as many disruptions to the educational process as possible. Parents are encouraged to check their son/daughter's handbook/planner and INOW parent portal for homework assignments. See student services to set up INOW account.

Students absent for two (2) days or fewer may contact teachers or students in class to learn of homework assignments. However, if a student will be (or has been) out of school for longer than two (2) days, then the parent/guardian must request homework assignments by telephone or personal contact with the student service office. Their telephone number is 540-1152. If a parent/guardian requests a homework assignment, that request must be made by 10:00 a.m. in order to give the school ample time to gather materials without disrupting class.

HARASSMENT POLICY

No student shall harass or intimidate another student based upon the student's sex, color, race, ancestry, national origin, physical or mental disability, or other protected group status. The District will not tolerate harassing or intimidating conduct, whether verbal, electronic, physical or visual, that affects 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, sexting, **teen dating violence**, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

The School District will act to investigate all complaints, formal or information, verbal or written, of harassment. Students should report any harassment to the building administration.

The Effingham High School Administration will use the following outline to guide their investigation of bullying or harassment incident:

1. A student, parent or staff member will report the incident to the Administration.
2. The Administration will investigate the incident by discussing it with all parties involved.
3. All students involved will be required to give a statement about the facts of the incident.
4. Each student involved will be required to meet with their respective counselor.
5. The students involved may be given the opportunity to participate in peer mediation. This session may be student or staff led.
6. The Administration will attempt to contact the parents of the students involved if deemed nec-

essary.

7. A School Resource Officer may be notified and asked to meet with the student and/or parents depending on the nature of the incident.
8. If the problem persists, the student(s) will receive consequences based upon the seriousness or the degree of the bullying or harassment. Possible consequences are:
 - Verbal warning
 - Detention
 - Saturday School/Late Stay
 - Alternative Classroom
 - Out of School Suspension
 - Expulsion
9. Restitution for any property damage may be the responsibility of the student or the parents of the student causing the damage.
10. Medical expenses for bodily harm will be the responsibility of the parents of the student responsible for the bullying/harassment/

A student who is being bullied is encouraged to immediately report it orally or in writing to the Office Administration or any staff member with whom the student is comfortable speaking. Anyone who has information about actual or threatened bullying is encouraged to report it to the Office Administration or any staff member. The District will not punish anyone because he or she made a complaint or report, supplied information, or otherwise participated in an investigation or proceeding, provided the individual did not make a knowingly false accusation or provide knowingly false information.

*The Administration reserves the right to modify this plan based upon the situation and resources available.

STUDENT DISCIPLINE CODE

The ultimate objective of education in the Effingham Community Schools is effective citizenship. In developing effective citizens, the schools will prepare the students both to carry on the values of the society and to build and to modify them to bring about improvements in society. To realize this goal the best possible learning environment will be provided for the educational welfare of all that attend the schools. Effective discipline, one vital element in achieving this kind of environment, is the product of relevancy of the program and mutual respect among students, parents and staff members.

An effective citizen in a democracy is self-disciplined. Good discipline begins with the earliest training in the home, and it extends into the school and community. Most young people achieve the desirable goals of self-discipline as a normal outgrowth of the training received in the home, the school and the community. Most students are responsible and follow reasonable rules necessary for maintaining a learning environment. Occasionally it is necessary for school officials to discipline those students who lack self-discipline and interfere with the learning environment.

ANY CONDUCT DISRUPTIVE OF A GOOD LEARNING ENVIRONMENT WILL NOT BE TOLERATED. Reasonable rules and regulations developed by administrators, teachers, parents, and students are necessary for the orderly operation of the school, for the maintenance of a good learning environment and for the ultimate development of self-discipline. School officials will discipline students when it is in the best interest of the student and the school. Disciplinary measurements are listed under "Authorized Disciplinary Actions" in the student handbook (see pages 11-12).

Principal's Probation: The Board of Education may recommend PRINCIPAL'S PROBATION in place

of expulsion. A student who agrees to Principal's Probation must follow all school and district rules and policies. Any part of the signed agreement that is violated by the student will result in immediate enforcement of expulsion. The principal or his designee shall notify the Board of Education as to whether or not the probation is successfully completed.

MISCONDUCT POINT SYSTEM

The misconduct point system was approved by administrators, teachers, parents, and the Student Council as a program designed to insure that students conform to the school rules and policies. Points serve as a notice of some type of misconduct and/or the violation of a school rule. The four main components of the misconduct point system are as follows:

1. Points are issued upon violations of school rules.
2. Points accumulate throughout the school year and start over with each new school year.
3. Accumulation of points WILL result in being placed on detention, in Saturday School/ late stay or alternative classroom, on suspension or expelled from school.
4. When a student accumulates 60 points under the misconduct point system, the student will be recommended for expulsion. The Board of Education may elect to impose "Principal's Probation" in place of expulsion. The length of the expulsion will be determined on a case-by-case basis.

Parents are encouraged to contact the classroom teacher, guidance counselor or administration at the earliest sign of an academic or behavioral problem. When a student accumulates 20 points and 40 points, our counselors will attempt to schedule a conference with the student. The purpose of this conference is to develop a plan so the student can be successful in school.

5 points

Dress Code/Appearance

Projectiles

Public Display of Affection

Failure to serve detention (original detention must be served)

Gambling

Drinks in hallways (unauthorized area)

In parking lot during unauthorized time (7:55 to 2:50)

Cafeteria violation (throwing items/leaving items)

10 points

Refusing to produce I.D. card or give name to staff member

Lying to staff

Cheating

Forgery

Failure to serve Saturday School

Failure to serve or leaving Alternative Classroom without permission (original Alternative Classroom must be served)

Possession of tobacco products

Disrespect toward staff

Disruption of educational process

Obscenity/Pornography/Profanity

Refused to follow directive
Fictitious phone call
Gang/Satanic Graffiti/symbols/signing
Inappropriate use of technology

15 points

Lack of academic progress
Misconduct under substitute teacher
Rough housing
Disruptive device (including cell phones)

30 points

Theft
Fighting
Defiance of authority
Vandalism/property damage
Use of tobacco products

40 points

Gesture/obscenity toward staff
Harassment/intimidation of student

50 points

Threat/Intimidation/Harassment toward staff
Battery of student

60 points

Bomb Threat
False Fire Alarm
Assault/Battery of staff member
Weapons possession/use
Drug-alcohol abuse/Possession, etc. (Alcohol & Drug Policy in effect)
Explosive Device
Inappropriate use of Mobile electronic device

<u>Accumulated Points</u>	<u>Consequences</u>
5	1/2 hour detention
10	1 hour detention
15	Saturday School (4 hours) or late stay
20	Alternative Classroom (1-3 days)
25	Alternative Classroom (1-3 days)
30	Out of school suspension (1-3 days)
35	Out of school suspension (1-3 days)
40	Out of school suspension (1-5 days)
45	Out of school suspension (1-5 days)
50	Out of school suspension (5-10 days)

55	Out of school suspension (5-10 days)
60	Out of school suspension 10 days with recommendation for expulsion

The Administration agrees with the concept of progressive discipline and, to the extent circumstances warrant it, the administration will impose discipline in a progressive manner using the point system described above. The point system is designed to communicate to students and parents what is expected of students and to assure the cohesive and consistent application of punishment for certain acts of misconduct. While the point system may be used to assure consistent application of discipline, each act of misconduct giving rise to a cause for disciplinary action shall be judged on its own merit, and the administration reserves the right to impose MORE severe disciplinary sanctions than called for by the point system in situations where there is a major or particularly serious infraction, or when a series of repeated infractions warrant a more serious disciplinary action. Further, the administration reserves the right to impose LESS severe disciplinary sanctions than called for as the situation warrants it. As it is impossible to anticipate all specific instances of misconduct, the administration reserves the right to impose a punishment for specific situations not addressed in the misconduct point system.

SUSPENSION AUTHORITY

The Administration is authorized to suspend students from school upon finding that the student has engaged in gross disobedience or misconduct.

EXPULSION AUTHORITY

The Board of Education may expel a student upon finding that the student has been guilty of gross disobedience or misconduct.

DEFINITIONS OF AUTHORIZED DISCIPLINARY ACTIONS

1. "Exclusion" means any denial of educational services, programs, or transportation, as the case may be, to which a student would otherwise be entitled.
2. "Suspension" means an exclusion for a period not to exceed ten (10) school days. Students who are suspended out of school may receive 50 percent credit for any assigned and successfully completed work or tests given during the period of suspension. Students who are suspended are not allowed to be on school property during the period of suspension, nor are they allowed to attend or participate in extra-curricular functions during the time they are suspended. It is the students and parents responsibility to work with Student Services to get assignments.
3. "Emergency Suspension" means a situation where the student's presence poses an immediate or a continuing danger to persons or property, or constitutes an on-going threat of disrupting the educational process.
4. "Bus Suspension" means an exclusion from riding a school bus for a period not to exceed ten (10) school days.
5. "Expulsion" means any exclusion for a period of time exceeding ten (10) school days imposed only by the Board of Education.
6. "Alternative Education" means an exclusion from the routine school day, except the student shall remain at school in a restricted isolated area.
7. "Denial of Privileges" may include, but it not limited to, loss of classroom sign-out privileges, restricted lunch periods, and detainment during activity period. The Administration will be involved and approve cases where students are placed on restricted lunch hours. Other privileges listed above may be denied by classroom teachers without approval by the Administration.
8. "Teacher Directed Detention" may be assigned to the student who misbehaves or breaks classroom rules. Detentions are served after school from 3:00 - 4:00 p.m. If a student is detained after school, 24-hour notice should be given so that the student can make transportation arrange-

- ments.
9. "Office Directed Detention" may also be assigned by the administration to the student who misbehaves or breaks classroom rules.
 - a. "Noon Hour Detentions". The student spends the entire lunch period in a designated area under the supervision of the Assistant Principal or a designated person (certified staff member). Students are to bring books and study during the time they are serving detention or they will be assigned work by the supervising staff member.
 - b. "Before or After School Detentions" may be assigned by the administration or the classroom teacher.
 10. Probation". A student who is guilty of violating policies concerning misconduct may be placed on a probationary status by a member of the school's administration. A student placed on probation shall be required to abide by the school's rules and regulations and such other specific conditions of school probation as may be established. Failing to abide by the conditions of probation would result in a recommendation by the administration to expel the student at a hearing before the Board of Education.
 11. "Saturday School" may be assigned by the administration to a student for gross disobedience or misconduct. Saturday School ranges from 8:00 a.m. to 12:00 noon. Saturday School Rules will be provided when assigned). Teachers may recommend a student to be assigned Saturday School. This must be approved by the administration.
 12. Late Stay may be assigned on an "as needed" basis. It will be monitored by certified staff and may be assigned in place of Saturday School.
 13. "Gross Disobedience" and "Misconduct" specifically include but are not limited to:
 - a. Refusal to obey rules, policies or regulations.
 - b. Refusal to obey any reasonable oral or written instructions of the administrative staff, teacher, non-certified supervisory personnel, or bus driver.
 - c. Willful behavior that disrupts the orderly process of school affairs.
 - d. Conduct which is or may be injurious to persons.
 - e. Truancy
 - f. Repeated minor incidents of misbehavior which other disciplinary measures have failed to deter.
 - g. Behavior which violates or attempts to violate a Board of Education policy, rule or regulation.
 - h. The possession, use distribution, sale, purchase, being under the influence of any narcotic drug, cannabis, inhalant, hallucinogenic drug, amphetamine, intoxicant, stimulant, depressant, look-a-like drugs, designer drugs, alcoholic beverages, drug paraphernalia, or any controlled substances are not permitted at school, on campus, on school buses, or any school sponsored activity, either on or off campus.
 - i. Excessive unexcused absences
 - j. Behavior which constitutes gross disrespect for the property rights of student, unit staff, or school district.
 - k. Use or possession of tobacco products or e-cigarettes.
 - l. Foul or abusive language.
 - m. Gang related activity (See Gang Policy)
 14. Alternative In-school suspension Mandate (AIM) is a suspension to an ROE safe school by recommendation of administration in which student(s) can earn up to 80 percent credit for academic work completed successfully.

SUSPENSION PROCEDURES (DUE PROCESS)

1. The suspending official shall give the student oral or written notice of the charges constituting the gross disobedience or misconduct and a summary of the evidence supporting the charges.
2. If the student denies the charges, the official shall give the student an opportunity to explain the incident.
3. The suspending official will make a finding based on the evidence that the charges are supported and a suspension is in order.
4. As soon as possible after the suspension the official shall notify the parent/guardian of the suspension along with a statement of the facts surrounding the suspension. A copy shall also be forwarded to the Board of Education. The notification shall be a written letter on District letter-head. This letter shall outline steps to be taken if the parent/guardian of student wishes a hearing concerning the suspension.

JURISDICTION OF THE SCHOOL

Effingham High School jurisdiction for student conduct includes all of the following:

1. On, or within sight of school grounds before, during or after school hours or at any other time a school group is using the school.
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 may reasonably be considered a threat or an attempted intimidation of a school staff member, or an interference with school purposes or an educational function.

SPECIFIC MISCONDUCT PENALTIES

WEAPONS

Any student who comes on the school campus, school bus stops, rides a bus, or attends any extra-curricular activity with what the school officials determine is a weapon, including look alike, **WILL RECEIVE 60 MISCONDUCT POINTS AND BE RECOMMENDED FOR EXPULSION.** Local police authorities will be notified. The term weapon as defined by section 921 of Title 18 of United States Code, firearm as defined in Section 24-1 of the Criminal Code or any other object if used or attempted to be used to cause bodily harm including but not limited to knives, brass knuckles, billy clubs, or look-alikes of any weapon as defined previously. The following items may be considered weapons if used or attempted to be used to cause bodily harm: Baseball bats, sticks, pencils, pens, bottles, pipes and locks. All knives should be left at home.

SUBSTITUTE TEACHERS

Our school is fortunate in having capable people to help us whenever our regular teachers are ill or attending school related activities. A substitute teacher is an important visitor whose impression of our school will be carried into the community. Let us be certain these are good impressions by being polite, helpful and considerate. The substitute teacher has the same authority as your regular teacher. **ANY STUDENT SENT TO THE OFFICE BY A SUBSTITUTE TEACHER MAY BE ASSIGNED 15 MISCONDUCT POINTS AND THE APPROPRIATE CONSEQUENCE.**

INAPPROPRIATE LANGUAGE

Students who use foul language, including racial or ethnic remarks while on campus may be assigned **10 MISCONDUCT POINTS AND THE APPROPRIATE CONSEQUENCE.** Foul language directed toward a school employee **WILL RESULT IN THE ASSIGNMENT OF 40 MISCONDUCT POINTS AND THE APPROPRIATE CONSEQUENCE.**

FIGHTING

Any student involved in any physical confrontation with another student or engaged in any form of fighting **MAY RECEIVE 30 MISCONDUCT POINTS AND THE APPROPRIATE CONSEQUENCE**. Violence of any nature will not be tolerated including threats, harassment, or intimidation. Furthermore, any student that physically assaults another student will be subject to immediate suspension from school. (refer to definition 13.d).

SUBSTANCE ABUSE

The possession, use, distribution, sale, purchase, being under the influence of any narcotic drug, cannabis, inhalant, hallucinogenic drug, amphetamine, intoxicant, stimulant, depressant, look-a-like drugs, designer drugs, alcoholic beverages, drug paraphernalia, or any controlled substance are not permitted at school, on campus, on school buses, or any school sponsored activity, either on or off campus. Any student found in violation of this policy **WILL RECEIVE 60 MISCONDUCT POINTS AND WILL BE RECOMMENDED FOR EXPULSION**. (refer to the policy on pages 17 and 18).

BREATHALYZER AND ALCO SCREEN

When school officials have reasonable suspicion the student has used or is under the influence of any chemical as defined above, the student may be asked to submit to breathalyzer and/or alco screen saliva analysis. This procedure will be done in the presence of two certified staff members.

TOBACCO

The use of tobacco, tobacco products, **and e-cigarettes** by any student at any school function or school related activity is prohibited. This includes on campus, on school buses, parking lots, adjacent streets and any grounds (public or private) adjacent to Effingham High School property. This policy is in effect during any field trip, athletic event or other extracurricular activity, on or off campus. **STUDENT SHALL RECEIVE 30 MISCONDUCT POINTS AND THE APPROPRIATE CONSEQUENCE**. Students found carrying tobacco will have it confiscated **AND MAY BE ASSIGNED 10 MISCONDUCT POINTS AND THE APPROPRIATE CONSEQUENCE**.

THEFT

The pilfering or theft of another's property, including school property, and/or the taking of money, books, or other property through the use of threats, force or coercion is prohibited. Any student found in violation of this policy may be subject to **30 MISCONDUCT POINTS AND THE APPROPRIATE CONSEQUENCE**. Additionally, any known violators will be reported to local authorities. (refer to definition 15.j.)

VANDALISM

THE DESTRUCTION OR ATTEMPTED DESTRUCTION OF SCHOOL PROPERTY OR THE PROPERTY OF ANOTHER INDIVIDUAL IS PROHIBITED. ANY STUDENT FOUND IN VIOLATION OF THIS POLICY MAY BE SUBJECT TO 30 MISCONDUCT POINTS AND THE APPROPRIATE CONSEQUENCE. The student will be responsible for restitution and/or removing any graffiti within a reasonable amount of time. (REFER TO DEFINITION 15.J.).

PERSONAL HABITS AND DRESS CODE

Courts have recognized a student's right to freedom of expression with respect to manner of dress. The District reserves the right to restrict a student's dress when it is a disruption of the orderly process of the school function or endangerment to health or safety. The District has established the following restrictions in personal habits that influence the orderly process of the school function and endanger health and safety.

1. Displays of affection will not be tolerated.
2. Clothing or jewelry that displays inappropriate words, pictures or promotes alcohol, tobacco, or illicit drugs **WILL NOT** be allowed to be worn at school.

3. Shoes must be worn in the building. These shoes will be free of cleats. For safety reasons, slippers will not be allowed.
4. **ALL SHIRTS AND BLOUSES MUST HAVE SLEEVES FOR BOTH BOYS AND GIRLS.** The length of the shirt/blouse should not allow the midriff to be exposed. No halter tops, tube tops or tank tops are allowed. There should be NO holes in the sleeves of the shirts.
5. Students should be clothed from shoulder to the mid thigh. Skirts, dresses, sweater-tops, and shorts must be of modest length. The suggested guideline is for these items to be no shorter than 2 inches above the crease of the back of the knee (mid-thigh). This length restriction is enforced regardless of what is being worn underneath the clothing.
6. Students are not allowed to wear hats, including scarves or sunglasses in the building. All coats, hats, gloves, hand warmers, and headwear should be kept in lockers.
7. For the safety and welfare of students, **CHAINS WILL NOT BE WORN AT SCHOOL.**
8. Student book bags are to be free of all graffiti. Book bags displaying graffiti will be confiscated and released to a parent. The student may receive points for NOT following a directive.
9. **ALL PANTS SHOULD HAVE NO HOLES LOCATED ABOVE THE KNEE** regardless of what is being worn underneath the clothing. Pants should be worn at the waist and sized appropriately. Flannel (pajama type), yoga, and legging pants will NOT be allowed.
10. Any student deemed to have undergarments showing will be given the opportunity to correct the issue the first time and will be sent home if it happens again.
11. Any shirt with a neck line lower than 5 inches will not be allowed.

CONSEQUENCES FOR DRESS CODE VIOLATIONS WILL BE AS FOLLOWS:

1st Offense: Student will put on P.E. Clothes

2nd Offense: Student will receive Late Stay and will wear P.E. Clothes

3rd Offense and Up: Student will be sent home and will receive an unexcused absence for the day.

CLOSED CAMPUS

Effingham High School has a closed campus. Students are required to remain on campus throughout the entire school day unless they have an academic arrangement that requires them to leave for a class or work.

DISRUPTIVE DEVICES

Disruptive Device is defined as any electronic device to include but not limited to cell phones, CD players, DVD players, digital cameras, cameras, Ipods, MP3 players, pagers, beepers, laser pointers and games. Any device, object, or substance that disrupts the educational environment or the daily routine and operation of the school is also considered a disruptive device. These devices will be confiscated and will only be returned to a parent or guardian. When confiscated, the student will have the opportunity to lock the cell phone to protect confidential information. These items should be left at home. If you have a cell phone at school, it must be **OUT OF SIGHT, TURNED COMPLETELY OFF, AND NOT USED BETWEEN THE HOURS OF 7:55 A.M. AND 2:50 P.M. CELL PHONES ARE NOT TO BE USED DURING LUNCH. A CELL PHONE OR OTHER COMMUNICATION DEVICE THAT VIOLATES THIS POLICY WILL RESULT IN THE ENTIRE DEVICE BEING CONFISCATED. THE DEVICE WILL BE HELD FOR THE NUMBER OF SCHOOL DAYS LISTED BELOW INCLUDING ANY WEEKEND DAYS FALLING DURING THAT TIME.** The Device will only be returned to the parent or guardian of the student. If a student is in an early bird class, they should not use their disruptive device, such as a cell phone.

First Offense - \$15.00 fine and FIVE school day holding period.

Second Offense - \$30.00 fine and SEVEN school day holding period and must take finals.

Third Offense - \$45.00 fine and TEN school day holding period, two days alternative classroom and loss of parking.

MOBILE ELECTRONIC DEVICES

Definition: Mobile electronic devices for the purposes of this policy will only include laptops, tablets, and e-readers.

1. Use of mobile electronic devices must be for the purpose of education or research, and be consistent with the educational objectives of the District.
2. Use of mobile electronic devices by students must be approved by the building level administration and the classroom instructor or supervisor.
3. A student will not be allowed to use a mobile electronic device in a way that is in violation of the Disruptive Device Policy.
4. When using mobile electronic devices at school the only Wi-Fi connection the student is allowed to use is the Wi-Fi connection provided by the Unit #40 School District. All use of other wireless connections is prohibited.
5. Use of mobile electronic devices is limited to scheduled instructional class time and scheduled study time. Mobile electronic devices can only be used in academic classroom areas, the media center, and the designated “study hall” area. Mobile electronic devices can only be used at the above times and locations with the approval and supervision of a Unit 40 staff member.
6. Any use of mobile electronic devices is strictly prohibited in non-academic areas including but not limited to locker rooms, and restrooms, whether here or at another facility where a school activity or athletic event is occurring.
7. The recording capabilities of a mobile electronic device can only be used with the permission of the building administration and the classroom instructor or supervisor. The recording capabilities of the mobile electronic device can only be used for purposes of education, and must be consistent with the instructional objectives of the Effingham Unit #40 School District. Students who use the recording capabilities of a mobile electronic device inappropriately will face discipline consequences that could include the assignment of up to 60 discipline points and recommendation for expulsion from school.
8. Students who choose to bring their personal mobile electronic device to school will understand that school personnel will not be responsible for troubleshooting or supporting the use of that device.
9. Mobile electronic devices are popular theft items. The District is not responsible for the loss, theft, damage, or vandalism to student mobile electronic devices. Students and parents are strongly encouraged to ensure that if students have mobile electronic devices in their possession they should not leave them unattended or unsecured. The school district is not required to provide storage for mobile electronic devices.
10. Information, including but not limited to, e-mail messages, text messages, and social media posts that are downloaded to a MED device owned by Effingham Unit #40 School District is not considered to be private information and may be searched in accordance with the District Search and Seizure Policy.

Discipline for Misuse of Mobile Electronic Device: Misuse of a mobile electronic device will result in disciplinary action including but not limited to the device being confiscated, the student not being allowed to bring a MED to school, the student losing all network and computer access privileges while at school, may earn 10 to 60 misconduct points, the student being removed from the class, and if necessary other appropriate discipline or legal action that would apply.

EXTRA-CURRICULAR ACTIVITIES

All students are subject to and are expected to obey school district policies, rules and regulations while attending or participating in school sponsored activities. All persons, students, and non-students, who attend events sponsored by the school or events held on campus are required to obey the Spectator's Sportsmanship Code established by the school and any other officially recognized governing body, such as the Illinois High School Association.

LACK OF ACADEMIC PROGRESS

Students who make no conscientious effort to pay attention, work in class, turn in assignments, and use time wisely will be considered guilty of misconduct and subject to disciplinary action. Also, students who make little, if any, progress toward the necessary credits for graduation may be subject to an academic progress review by the administration to determine the problem for the poor academic record of the student and to consider an alternative education for the student.

PROJECTILES

The throwing or casting of any snowball, stone, or other missile at any person at any time will be considered misconduct and **MAY RECEIVE 5 MISCONDUCT POINTS AND THE APPROPRIATE CONSEQUENCE.** (refer to definition 14d).

GAMBLING

Any form of gambling is not permitted on the campus. Card playing is prohibited. Any student found in violation of this policy shall be considered guilty of misconduct and **MAY BE ASSIGNED 5 MISCONDUCT POINTS AND THE APPROPRIATE CONSEQUENCE.** (refer to definition 14g.).

DANCE GUIDELINES

PROM

Prom is for Junior and Senior level students and their guest. Any Junior or Senior who wishes to bring a guest from outside Effingham High School must fill out a guest form. Any guest over the age of twenty (20) or who attends a grade lower than ninth (9) will not be allowed to attend. Juniors will pay for the majority of the prom, but seniors may be asked to contribute \$15.00 toward their prom to defray the overall cost. Students attending EHS having more than 20 absences in a year or 10 absences for a semester will not be eligible for prom. Any student that violates dance guidelines requiring them to leave the dance will be required to take final exams and will not be allowed to attend any dances for a calendar year.

DANCES

Dances are a privilege not a right, thus EHS administration reserves the right to deny access to dances for poor behavior and/or poor academic progress (grades). Any guest over the age of twenty (20) or who attends a grade lower than ninth (9) will not be allowed to attend. All guests must complete, follow, and pass the guest form application process and guidelines. All students are expected to conduct themselves appropriately on and off the dance floor. Students and approved guests must wear a wrist band during the dance. Students dancing inappropriately, such as grinding, will have one warning in which the wrist band is cut off. The second misconduct will result in removal from the dance. There will be no warnings in the last thirty minutes of the dance. Students not conducting themselves appropriately will be asked to leave the dance. Any guest that violates dance guidelines will not be allowed to attend any future dances for at least a calendar year. Any student that violates dance guidelines requiring them to leave the dance will be required to take final exams and will not be allowed to attend any dances for a calendar year.

TESPASSING

Trespassing on school property by an unauthorized person or persons will be reported to the police. Visitor's permits must be obtained through the office. Students who have been suspended, expelled or have withdrawn from school are not permitted to visit except in unusual circumstances. (refer to definition 14.c).

FALSE FIRE ALARMS

The pulling of a false alarm is prohibited at all times and is a federal offense. Any student found in violation of this policy will be assigned 60 MISCONDUCT POINTS AND THE APPROPRIATE CONSEQUENCE. This will be reported to the local authorities. (refer to definition 14.c & d.).

INITIATION

The school does not sponsor an initiation for students of the school. Those who initiate or attempt to initiate pupils shall be guilty of misconduct. We are asking for the cooperation of both students and parents in this matter.

MISSING SATURDAY SCHOOL/LATE STAY

Students who fail who to show up to Saturday School/ Late stay and do not have an excusable reason shall serve the following consequences:

First Offense – 5 discipline points and must make up missed time

Second Offense – 5 discipline points and 3 days alternative classroom

Third Offense – 10 discipline points and 5 days alternative classroom

SCHOOL BUS MISCONDUCT POINT SYSTEM

School bus riders, while in transit, are under the jurisdiction of the school bus driver and any other adult designated by unless the Unit No. 40 Board of Education to supervise the students riding the bus. The bus driver must devote one hundred percent of his/her attention to driving the school bus and therefore should not be distracted by the improper conduct of students riding the bus.

The bus misconduct point system was approved by administrators, bus drivers and parents as a program designed to insure that students conform to the transportation and school rules and policies. The following misconduct system applies to the students in Preschool – Grade 12. Points serve as a notice of some type of misconduct and/or the violation of a school rule. The three main components of the misconduct point system are as follows:

1. Points are issued upon violations of school rules and transportation rules.
2. Points accumulate throughout the school year and start over with each new school year.
3. Accumulation of points WILL result in being placed on detention or time off the bus or removal from bus for the remainder of the school year.

A copy of each misconduct notice will be mailed to the parent/guardian of the student.

10 points

Obscene language/gestures toward students

Possession of tobacco product

10 – 20 points

Deliberate delay

10 – 30 points

Consumption of candy, food, drinks

Defiance (disrespect)

Excessive noise

Extremities out windows

Fighting

Misconduct under substitute driver

Refusal to stay seated

- Vandalism (plus restitution)
- 10 – 60 points
- Projectiles
- 30 points
- Deliberate boarding unassigned bus
- Use of tobacco
- 30 – 60 points
- Weapons possession/use
- 40 points
- Obscene language/gestures toward driver/bus aide/staff member
- 40 – 60 points
- Threat/intimidation of driver/bus aide/staff member (physical or verbal)
- 60 points
- Alcohol and drugs (See Board Policy 7.190)
- Battery
- Assault of bus driver/bus aide/staff member
- Explosive Device

Accumulated Points

Discipline/Consequences

10 points

1 hour detention

20 points

Off Bus (1 – 3 days)

30 points

Off Bus (5 days)

40 points

Off Bus (10 days)

50 points

Off Bus (20 days)

60 points

Removal from bus for remainder of school year

The administration agrees with the concept of progressive discipline and to the extent circumstances warrant it, the administration will impose discipline in a progressive manner using the point system described above. The point system is designed to communicate to students and parents what is expected of students and to assure the cohesive and consistent application of punishment for certain acts of misconduct. While the point system may be used to assure consistent application of discipline, each act of misconduct giving rise to a cause for disciplinary action shall be judged on its own merit, and the administration reserves the right to impose more severe disciplinary sanctions than called for by the point system in situations where there is a major or particularly serious infraction, or when a series of repeated infractions warrant a more serious disciplinary action. Further, the administration reserves the right to impose less severe disciplinary sanctions than called for as the situation warrants it. As it is impossible to anticipate all specific instances of misconduct, the administration reserves the right to impose a punishment for specific situations not addressed in the misconduct point system.

SEARCH AND SEIZURE

The Constitution does not forbid all searches and seizures, only those that are unreasonable. The courts have held that a school official may search a student's locker. These lockers are owned and controlled by the school for the use and benefit of the students. **STUDENTS HAVE NO REASONABLE EXPECTATION OF PRIVACY ON SCHOOL-CONTROLLED OR SCHOOL-OWNED PROPERTY OR EQUIPMENT.** Thus, school officials may conduct a search without violating the fourth amendment

in order to control and supervise student conduct and maintain a proper educational environment. Searches shall be subject to persons, personal effects, vehicles in student parking lots and school property. Methods of search could include, but will not be limited to, the use of dogs or metal detectors. If evidence of a violation of law or School District rule is found, the evidence may be seized and impounded and disciplinary action may be taken. Law enforcement officials may be notified.

Notification Regarding Student Accounts or Profiles on Social Networking Websites
State law requires the District to notify students and their parents/guardians that school officials may 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. This request may be made only if there is reasonable cause to believe that the student's account contains evidence that he or she violated a school disciplinary rule or Board policy. Any request may only be acted upon with the pre-approval of the Superintendent.

METAL DETECTOR POLICY

Based upon the rise in the number of weapons and dangerous objections confiscated from students in the recent past and the rise in the number of incidents of violence in the recent past, the Effingham Community Unit School District No. 40 hereby finds that it is necessary to use hand-held metal detector wands or walk through metal detectors to screen students, student lockers and students possessions (such as briefcases, knapsacks, purses, book bags or parcels) in order to protect and maintain the safety and well-being of the students who attend school in the District.

If a student is suspected of possessing a weapon, he/she will be escorted to the office and subjected to a search. If a metal detector is used during the search and indicates the presence of a metal object, the student will be searched. When possible, the search will be conducted by a District staff member who has been properly trained. This will involve a pat-down search and restraint that will provide safety and security for the staff and the student.

Certified district staff members or School Resource Officers will conduct pat-down searches. When possible, the search will be conducted by a staff member who has been trained in proper safe search and seizure techniques. When possible, the search will be conducted by a member of the same sex for the purpose of discovering items, which may have activated the metal detector. The search will be conducted in the presence of at least one other staff member. The search will be conducted in the most unobtrusive method possible. However, the safety of the staff member and the student will determine the scope and method of the search. Once any object is removed, the student will be subjected to an additional hand-held metal wand search until the certified staff member or School Resource Officer is satisfied that the student does not possess any prohibited metal object. Certified district staff member or School Resource Officer may inspect and search the contents of any briefcase, knapsack, purse, book bag or parcel that activates the metal detector for the purpose of determining whether a prohibited item is containing therein.

Any property which is found by any metal detector search and which violates any law or District policies will be confiscated by the staff and any student found possessing such property shall be disciplined in accordance with District policy. When appropriate, law enforcement authorities will be contacted and such confiscated objects may be turned over to them. Any student who does not cooperate with District staff performing a search pursuant to this policy shall be subject to discipline. Nothing in this policy shall be construed to limit the authority of school officials to search and discipline a student consistent with any other District policy or regulation.

POLICY ON ALCOHOL AND DRUG ABUSE

The possession, use, distribution, sale, purchase, being under the influence of any narcotic drug, cannabis, **medical marijuana**, inhalant, hallucinogenic drug, amphetamine, intoxicant, stimulant, depressant, look-a-like drugs, designer drugs, alcoholic beverages, drug paraphernalia, or any controlled substance are not permitted at school, on campus, on school buses, at school bus stops or any school sponsored activity, either on or off campus. Prescription drugs not belonging to the individual possessing them are prohibited.

DISCIPLINARY ACTION:

A student found in violation of this policy will be suspended out of school for ten (10) days. Parents or guardians will be notified. Furthermore, police officials will be contacted. The Administration will recommend a full calendar year expulsion, plus any additional days left in the quarter when the student would have been able to return to school. If possible an Alternative Educational placement will be used.

The expulsion can be reduced from a full calendar year to a semester, plus the remaining time in the quarter of the infraction if the student and parents/guardian choose to participate in and successfully complete the following:

A forty (40) hour substance abuse program through an approved program or agency*. (Approval by building principal).

- * Proof of successful completion of the substance abuse program must be submitted to the building principal before the student will be allowed to enroll in Unit #40 Schools.
- * The cost of the assessment and all counseling will be the responsibility of the student and/or parent/guardian.

The following conditions must be agreed upon by the student and parent(s)/guardian before the student will be allowed to enroll after the expulsion has been served:

1. NO PARTICIPATION IN OR ATTENDANCE AT ANY EXTRA-CURRICULAR ACTIVITY OR GRADUATION FOR THE REMAINDER OF THE SCHOOL YEAR
2. NO PARKING PRIVILEGE FOR THE REMAINDER OF THE SCHOOL YEAR

GANGS

Public school fraternities, sororities, secret societies and gangs are prohibited. For purposes of this policy a public school fraternity, sorority, secret society or gang means any organization composed wholly or in part of public school pupils which seeks to perpetuate itself by taking additional members from the pupils enrolled on the basis of the decision of its membership rather than the free choice of any pupil in the school who is qualified by the rules of the school to fill the special aims of the organization, and which urges, advocates or engages in harm, violence or disruption.

Any public school fraternity, sorority, secret society, or a gang is inimical to the best interest of Effingham Community School District #40.

It shall be deemed an act of gross disobedience or misconduct for any student to join, become pledged to join or to solicit any student to join, promise to join or become a member of a public school fraternity, sorority, secret society or gang. The Illinois School Code requires the Board of Education to suspend or expel any student who violates this paragraph.

Gross disobedience or misconduct shall also include wearing or displaying at school, or any school-related activities, clothing, badges, adornment, graffiti or other insignia intended to display membership or solicitation of membership in any public school fraternity, sorority, secret society or gang.

ANTI-LOITERING POLICY

Loitering by students in the following areas is not permitted during the period from one half hour prior to the beginning of the school day to one half hour after the school day is finished. Students may pass through these areas briefly while going to and from school, but may not loiter in these areas. Students violating this policy **WILL RECEIVE A SUSPENSION FROM ONE TO THREE DAYS**. The birds' eye view theory will be in effect. If a teacher or administrator observes students loitering in the following designated areas, these students will be disciplined accordingly. (If you are visible and are not in the process of walking to and from school, you are loitering).

AREAS NEAR EFFINGHAM JUNIOR HIGH SCHOOL

Henrietta Street from Richland Avenue to Crawford Avenue; Richland Avenue from Henrietta Street to Cherry Street; Grove Avenue from Henrietta Street to Cherry Street; Crawford Avenue from Henrietta Street to Vine Street; Vine Street from Grove Avenue to railroad tracks south of EJHS; Cherry Street from Grove Avenue to Richland Avenue; All student and staff parking areas at Effingham Junior High School. Sacred Heart property north of Grove Avenue is off limits to all EHS students before and after school

AREAS NEAR EFFINGHAM HIGH SCHOOL

Route 40 from Henrietta Street to Raney Street; Grove Avenue from Henrietta Street to Raney Street. Henrietta Street from Route 40 to Grove Avenue. Raney Street from Route 40 to Grove Avenue. Raney Street from Route 40 to Grove Avenue. Oak Street from Grove Avenue to railroad tracks south of EJHS. Alley between Oak Street and Vine Street from Grove Avenue to railroads tracks south of EJHS. Sacred Heart property north of Grove Street is off limits to all high school students before and after school. All student and staff parking areas at Effingham High School are off limits.

SCHOOL SAFETY AND SECURITY – VIDEO SAFETY CONCERNS

The Board of Education authorizes the use of video security cameras to monitor the activities of individuals in school district facilities and on school district property, with the exception of lockers rooms, washrooms and theater dressing areas. Effingham High School will display a warning sign at the main entrances indicating that video surveillance can occur in that facility to provide for security of school facilities and school district property, to promote student safety and to encourage proper student behavior. Information recorded on videotapes is considered to be for official use only. Members of the Board of Education, the Superintendent, Associate/Assistant Superintendents, Principals, Assistant Principals and other appropriate personnel designated by the Superintendent are authorized to view all videotapes made in school facilities and on school district property for the purposes set forth above. The videotapes may be made available to law enforcement officials for use in accordance with this policy.

EHS PARKING REGULATIONS

PARKING ON THE EHS CAMPUS IS A PRIVILEGE FOR STUDENTS. RESPONSIBILITY IS THE PRICE WE PAY FOR THAT PRIVILEGE. FAILURE TO ADHERE TO THE PARKING REGULATIONS, UNSAFE DRIVING, OR IMPROPER USE OF THE VEHICLE WILL RESULT IN PENALTIES, RESTRICTIONS AND/OR REMOVAL OF THE PARKING PRIVILEGE AND RESERVED SPACE. ANY REVOCATION OF DRIVING PRIVILEGES WILL NOT RESULT IN A REFUND OF THE PARKING REGISTRATION FEE.

The purchase of a parking permit and signing of the parking agreement gives consent to search vehicle with or without cause by school officials or police officers. (See Search and Seizure Policy, Page 22).

1. Parking permits will be available to students as long as they last. They will be offered to seniors, juniors and sophomores - no freshmen. Any student that had perfect attendance the previous school year will have first choice for parking space. Student Council members that work during

parking registration will draw for a parking space following the perfect attendance students. Parking permits will be sold on a day to be announced following regular registration dates.

2. A \$40.00 fee will be charged to purchase a parking permit. Students must pay their book rental fees before being eligible to buy a permit. This permit will be good for the entire school year provided the student has not violated the parking rules and regulations. If your permit is lost, a replacement may be purchased for \$3.00.
3. The speed limit on all Effingham High School property is five (5) miles per hour. Any student that is observed speeding on campus will have their parking privilege revoked for a period of time to be determined. Students may also be ticketed for speeding or reckless driving.
4. Once the vehicle is parked, all persons in the vehicle shall vacate it immediately and clear the parking lot. Students are not to be in the student parking lot until the end of the school day without permission from the office. Students are NOT TO LOITER IN THE PARKING LOTS. SEE ANTI-LOITERING POLICY IN HANDBOOK FOR CONSEQUENCES OF LOITERING.
5. Parking tags are NON-TRANSFERABLE. They are to be used only by the person to whom they are issued and only on family owned vehicles that are properly registered.
 - A. If a student ALLOWS another student to park, using the tag, the tag will be revoked for the remainder of the school year. The student that is using another student's tag will not be allowed to park on school property until the second semester of the following year.
 - B. If a tag is found on a non-registered vehicle, the tag will be suspended for nine (9) weeks. If you will be driving a different vehicle to school you will need to obtain an ADD-ON form from the high school office before parking the vehicle on school property. (See Assistant Principal for any add-on registration).
6. Parking tags must be placed on the passenger side of the back window. All cars are to be pulled nose first into parking spaces. If a car is not parked correctly you will be subject to a parking violation fine.
7. Students must park ONLY in their assigned space. If a student is absent from school, no other student may park in the vacant spot. If you arrive at school and find your space occupied, Park your vehicle in the back row of the parking lot and notify the office. You will need to give the parking space number, vehicle description and plate number of the vehicle in your space. The vehicle in your space will be towed immediately. DO NOT park in someone else's space as this would add to the existing problem.
8. Your parking permit is in effect from 7:15 a.m. to 3:30 p.m. on days school is in session. Parking privileges begin the first day of school and terminate on the last day of school. Reserved parking is not in effect during any extra-curricular activity, during weekends, or holidays.
9. PARKING PRIVILEGES MAY BE REVOKED FOR THE FOLLOWING REASONS:
 - A. Careless or reckless driving (including speeding)
 - B. Improper passing of a stopped school bus
 - C. Any use, possession, or distribution of alcohol, tobacco or drugs on any Unit #40 property
 - D. Loitering in the parking lot
 - E. Using the vehicle to leave the campus without permission
 - F. Accumulating five (5) or more unexcused absences during the semester (nine week revocation)
 - G. Unusual number of absences or tardies (excused or unexcused) determined by administration
 - H. Second Alternative classroom - (four week revocation) Subsequent Alternative Classroom - (nine week revocation)
 - I. First out of school suspension - (nine week revocation) Subsequent out of school suspension

- (remainder of the year)
 - J. Throwing trash, litter, etc. on school property to include the parking space you are assigned to. You are responsible for picking up any and all trash in and around your parking space
 - K. Inappropriate behavior directed toward staff member or employed monitor.
 - L. Inappropriate behavior on campus and extra-curricular activities.
 - M. Unauthorized transfer: allowing another to use your parking tag without permission from the office or using another student's tag.
 - N. Third disruptive device offense.
10. UPON ARRIVAL AT SCHOOL:
- A. Turn off lights and lock your vehicle.
 - B. Secure all valuables in inconspicuous place
 - C. Vacate parking lot immediately. Students found loitering in the parking lot will be subject to disciplinary action and will be in violation of the anti-loitering policy
11. PARKING FINES - a \$5.00 parking fine may be issued for the following reason:
- A. No tag displayed or displayed improperly
 - B. Vehicle parked improperly or illegally
 - C. Trash or litter in your parking space
 - * A staff member will periodically monitor the parking lot to enforce parking regulations. Any lack of courtesy or other inappropriate behavior directed toward this individual will result in disciplinary action.
12. TOWING POLICY - If a vehicle is found parked in a lot or area marked PARKING BY PERMIT ONLY, and the vehicle does not have a valid parking permit for that lot or space, the vehicle will be towed immediately. THIS NOTICE IN THE STUDENT HANDBOOK IS YOUR ONE AND ONLY OFFICIAL WARNING BEFORE TOWING ANY UNAUTHORIZED VEHICLE.
13. Effingham Unit 40 and Effingham High School are not liable for any damages sustained by student vehicles while parked on school grounds. This includes but is not limited to damages from other vehicles, law enforcement dogs, and individuals.

STUDENT DAILY ROUTINE

ENTERING AND EXITING BUILDING

Students may only enter the high school before school through the following entrance:

1. Main entrance (cafetorium)
2. "A" gym lobby entrance
3. West entrance by auto shop

Students are NOT allowed to exit through hallway exits. Students may only exit the high school after school through the following exits:

1. Main exit (cafetorium)
2. "A" gym lobby exit
3. West exit by auto shop
4. North exit by chorus room

During the School Day, all people at EHS should enter and exit the building through the Daytime entrance in Office from 7:55am to 2:50pm.

LUNCH GUIDELINES

- 1. YOU MUST HAVE YOUR ID CARD IN HAND BEFORE YOU WILL BE ALLOWED TO PURCHASE FOOD. STUDENTS ARE NOT TO USE ANOTHER STUDENT'S ID TO PURCHASE FOOD ITEMS.**
- 2. Cashiers will give no change during lunch.**
- 3. A cashier will be available daily before school in the cafetorium so students can make a deposit into their lunch account.**
- 4. Breakfast will be served before school.**
- 5. No charges. Please attempt to make weekly deposits in your account. Students with overdrawn accounts who take food from serving line will have that tray taken away and their account will be charged. We cannot re-sell food items once taken from serving line. Students should check with cashier to see what their balance is before purchasing food.**
- 6. Food will be sold during breakfast and lunch only. No food will be available between class periods.**
- 7. No food will leave the cafetorium or outside courtyard (designated area). No lunch trays are to be taken from cafetorium.**
- 8. You are responsible for picking up your trash and placing your tray in the tray return window. (Non compliance may result in points assigned).**
- 9. Your ID card and each replacement card will cost \$4.00 each.**
- 10. During lunch, students can be in the cafetorium or outside in a designated area (weather permitting).**

OUTSIDE POLICY FOR LUNCH PERIODS

Colored signs will be used daily to let students know if outside access will be allowed. **RED** – no outside access; **GREEN** – students may go outside.

PARENT PICKUP/DROP OFF AREA (BY AUTO SHOP)

Students are **NOT** to have their parents pick them up or drop them off in the staff lot or circle drive by the cafetorium. We do not want traffic through this area for student safety. Students will be picked up and dropped off in the auto shop lot by entering and exiting from Highway 40 into EHS auto parking lot.

GENERAL INFORMATION

- 1. Students should not be in the academic wings before 7:45 a.m. The school building will be open at 7:30 a.m. and close at 3:30 p.m. on regular school days. Students should not be in the building before 7:30 a.m. or after 3:30 p.m. unless supervised by a teacher.**
- 2. A tone will sound to indicate time to go to your first hour class. Students are to stay out of the halls during lunch hours. Any movement in the halls by a student when classes are in session and during lunch hours should be as quiet as possible.**
- 3. No students in "A" gym before school unless supervised by a coach of a specific sport.**
- 4. Two 54" projection screen televisions have been provided for the students of EHS. Please do not touch the televisions or attempt to change channels. They will be on before school, during lunch hours and after school (unless a school activity is in progress).**

TELEPHONE POLICY

Students may use the telephone in the office for emergencies and school related business after obtaining permission. **STUDENTS WILL NOT BE ALLOWED TO USE THE TELEPHONE DURING CLASS TIME EXCEPT IN CASES OF ILLNESS OR EMERGENCY.**

MESSAGES FOR STUDENTS WILL BE GIVEN FROM A PARENT/GUARDIAN ONLY.

STUDENT MEDICAL AUTHORIZATION

No school personnel shall administer to any student, nor shall any student possess or consume any prescription or non-prescription medication until a completed and signed Doctor's Medication Authorization Form (written form) is filed and a Parent Medication Authorization Form is filed. The Doctor's Medication Authorization Form shall be completed for each medication prescribed and shall be kept on file in the Principal's office of the school the student attends. The Parent's Medication Authorization Form shall be completed annually by the student's parent(s)/guardian(s) and shall be kept on file in the Principal's office of the school the child attends. This form shall be filed prior to dispensation of any medication to a student and the Form shall specify the times at which the medication must be dispensed and the appropriate dosage.

ASTHMA MEDICATION POLICY

"Medication" means a medicine, prescribed by (i) a physician licensed to practice medicine in all its branches, (ii) a physician assistant who has been delegated the authority to prescribe asthma medications by his or her supervising physician, or (iii) an advanced practice registered nurse who has a written collaborative agreement with a collaborating physician that delegates the authority to prescribe asthma medications, for a pupil that pertains to the pupil's asthma and that has an individual prescription label.

"Self administration" means a pupil's discretionary use of his or her prescribed asthma medication.

Effingham Schools will permit the self-administration of medication by a pupil with asthma, provided that:

1. The parents or guardians of the pupil provide to the school written authorization for the self-administration of medication.
2. The parents or guardians of the pupil provide to the school a written statement from the pupil's physician, physician assistant, or advanced practice registered nurse containing the following information:
 - The name and purpose of the medication
 - The prescribed dosage.
 - The time or times at which or the special circumstances under which the medication is to be administered.

This information shall be kept on file in the school first aid room located in the main office.

Effingham Community Unit District #40 and its agents are to incur no liability as a result of any injury arising from self-administration of medication by the pupil.; The parents or guardians must sign a statement acknowledging that the School District is to incur no liability as a result of any injury arising from the self-medication by the pupil and that that parents or guardians must indemnify and hold harmless the School District and its employees and agents against any claims arising out of the self-administration by the pupil.

The permission for self-administration of medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the requirements.

Provided that the requirements of this section are fulfilled, a pupil with asthma may possess and use his or her medication:

1. while in school.
2. while at a school-sponsored activity.
3. while under the supervision of school personnel.
4. before or after normal school activities, such as while in before-school or after-school care on school property.

PARENT-TEACHER CONFERENCES

Students or parents may set up an appointment with teachers between the hours of 7:30 a.m. and 8:00 a.m. and between 3:00 p.m. and 3:30 p.m. Teachers are also available during their preparation time. Appointments should be made through the Student Services office. Conferences may also be scheduled with the Administration by telephoning the main office.

CURRICULUM OBJECTION

Parents are encouraged to review the curriculum used in their child's classes/courses and to discuss any questions or concerns with the classroom teacher. An alternate assignment may be given to the student. For example, a student may be given a different novel to read if the parent has a valid objection to the assigned novel.

Any written curriculum objection should be directed to the Effingham Unit #40 Board of Education Office. If a parent/guardian feels it necessary to make a formal curriculum objection, then the parent/guardian must fill out a curriculum objection form which may be obtained through any school office, the Effingham Board of Education Office, or the Unit #40 website. The curriculum objection will be investigated and responded to within 30 days of the filing per Effingham #40 Board of Education Policy.

CORRIDOR PASSES (HANDBOOK/PLANNER)

When it is necessary for a student to leave a class, he/she must have their handbook/planner signed before leaving class. This is the only authorized pass at EHS. Any student who is in the hall during class period is expected to have their student handbook/planner signed by the teacher in their possession. A violation of this policy will be considered misconduct.

SCHOOL CONDUCT AT ASSEMBLIES

All students and faculty members are required to attend all assemblies. Mature conduct is expected of all students. This means that the speaker or group of entertainers should be treated courteously and with respect. When the behavior of a student shows disrespect for the rights of others and disregard of regulations, he/she may be subject to suspension or expulsion.

FIRE DRILLS

During an emergency, quick clearance of the building is necessary. Teachers are instructed to explain the drill procedure to their classes at the beginning of school. The emergency exit route is posted in each room near the door. Unannounced fire drills are held when a buzzer sounds continuously through the building. If you are not in a class when the fire signal sounds, use the nearest exit. When the alarm is sounded, stop for nothing, keep calm and quiet, then return at the sound of the all clear bell.

SOLICITING

Students are not to solicit or act as agents or individuals on the school grounds for any business or organizations, firm, or individual company. Such business should be carried on through established school channels. This request should be made in writing. Any student found in violation will be subject to discipline action by administration.

TRANSFER OR WITHDRAWAL

When a student transfers from EHS, he/she should obtain a withdrawal slip from the counselor. This slip is to be signed by each of his/her teachers. He/she should ask his/her teachers for a withdrawal grade when they sign his/her slip. If a student decides to drop from Effingham High School, a mandatory exit conference must be completed with a guidance counselor and a high school administrator. **WHEN A STUDENT OFFICIALLY DROPS FROM EFFINGHAM HIGH SCHOOL, HE/SHE MAY NOT RE-ENROLL UNLESS THE STUDENT HAS BEEN OUT OF SCHOOL FOR A SEMESTER AND HAS SUCCESSFULLY COMPLETED A SEMESTER OF AN ALTERNATIVE EDUCATION PROGRAM.** For the benefit of his/her new school, the student should get a copy of his/her subjects and grades from

the counselor. Books should be returned to teachers when the withdrawal slip is signed. If transferring during first quarter, the student will receive 75% refund of his/her book bill; during the second and third quarters, he/she will receive a 50% refund and during the fourth quarter, he/she will receive no refund.

CARE OF BOOKS

Renting textbooks rather than requiring students to buy them is both economical and convenient for everyone. In return for this service, students are expected to take reasonable care of their books. Any lost or damaged books will be paid for by the student. The cost of the books will be the same as new textbooks.

RESIDENCY REQUIREMENTS

To be a tuition-free student at Effingham High School, a student must be living with a parent or legal guardian within the area designated by Effingham Community Unit #40 on a full-time, seven days a week basis.

LOCKERS

Each student is assigned a locker for personal belongings. Please keep lockers locked to prevent theft of personal property. Do not use door jams. Students are responsible for payment if there are damages to the locker. If you have a problem with your locker, report your problem to your classroom teacher before going to the office. Lockers are school property and may be searched by school officials with or without the students' permission. Each pupil is assigned a locker and given the combination on the day he/she registers. **STUDENTS ARE REMINDED THEY ARE NOT TO SWITCH LOCKERS. DISCIPLINARY ACTION WILL BE TAKEN IF A STUDENT DISOBEYS THIS RULE (Refusal to Follow a Directive).**

FEEES AND FINES

Outstanding debts (for lost or damaged books, etc) owed the high school may be paid in the office. Each student is expected to clear such debts before graduation. Debts and fees should also be cleared before the issuing of work permits, transcripts, driver education certificates, or other similar special services.

POSTERS AND BULLETINS

To insure neatness and proper care of school property, no posters or bulletins may be placed in the building unless they are stamped by the office. The items posted are to be secured with masking tape and removed immediately after the event is over.

MONEY AND VALUABLES

Students are urged to leave valuables and large amounts of money at home. Carry only enough money to take care of your needs each day. If it becomes necessary to carry large amounts of money, you may take it to the office for safekeeping until the end of the day.

CARE OF BUILDING AND GROUNDS

Your parents and other citizens of this school district have provided a new school for your use. We should all be very proud of our new facility. It will take the cooperation of all to keep the building and campus looking nice. We can all help by walking on the sidewalks, throwing paper in the waste cans, and refraining from marking on the building and furniture. Any students failing to cooperate in this manner will be subject to the penalties for misconduct including suspensions.

All soda will be restricted to the cafetorium, boys and girls locker rooms and gym lobby before and after school. This rule will be strictly enforced. See Misconduct Point System.

RECORDS

There is a record of each student's progress throughout grade school and high school on file in the

Guidance Office. Only authorized personnel may see these records.

Congress recently passed legislation that requires high schools to provide to military recruiters, upon request, access to secondary school students and directory information on those students. Both the No Child Left Behind Act of 2001 and the National Defense Authorization Act for Fiscal Year 2002 reflect these requirements. Military recruiters are entitled to receive the name, address and telephone listing of juniors and seniors in high school.

Under FERPA, an LEA (local educational agency) must provide notice to parents of the types of student information that it releases publicly. This type of student information, commonly referred to as "directory information", includes such items as names, addresses and telephone numbers and is information generally not considered harmful or an invasion of privacy if disclosed. A single notice provided by publication in the student handbook is sufficient to satisfy the parental notification requirements of both FERPA and 9528 of ESEA. If you wish to opt out of the disclosure, please contact the guidance department for additional information.

P.A. SYSTEM

Announcements are made twice each school day. The announcements concern all functions of the school. Any student or organization wishing to have an announcement read should write one and have an appropriate sponsor sign the announcement. Announcements will be delivered via our own W.E.H.S. Television Station.

BUS SYSTEM

For students who do not live within walking distance of the school, a designated bus is available. The buses run each morning and each afternoon. While riding the bus, students should be on good behavior and are subject to all school rules. Bus rules are covered in the district school calendar and the student handbook (pg 20-22).

SPECIAL CURRICULUM ACTIVITIES

- | | |
|-------------------------------------|---------------------|
| 1. National Honor Society | 11. Concert Band |
| 2. Future Educators | 12. Marching Band |
| 3. Pom Pon | 13. Jazz Band |
| 4. Chemistry Club | 14. Scholastic Bowl |
| 5. Spanish Club | 15. Office Aides |
| 6. French Club | 16. Student Council |
| 7. Book Club | 17. DramaT.I.C.S. |
| 8. We Care Clowns | 18. Chorus |
| 9. Society for Academic Achievement | 19. Art Club |
| 10. Pep Club | 20. Math Club |

**School Attendance Regulations
Grades 9 - 12**

Work Program - If a student is absent from his/her regularly scheduled classes, he/she is not to participate in a work training program. Any student suspended from school will not be allowed to participate in the work training program during school hours. Students who are enrolled in work programs should arrange doctor and dental appointments so that time missed is equally shared between on the job training and regular classes.

**EFFINGHAM HIGH SCHOOL
CO-CURRICULAR ACTIVITY CODE**

The Board of Education determines that participation in co-curricular activities is a PRIVILEGE.

There is no right of students to participate in co-curricular competitions or to participate in particular co-curricular activities. If a student participant chooses not to comply with the rules and requirements set forth below, the privilege to participate in activity may be lost. The following rules will go into effect when the student signs the Student Handbook or the Activity Code and will continue to apply until the end of the participant's career at the school in which the code was signed. Violations that occur in the junior high school will result in penalties at that level. Once the student graduates from the junior high, any punishment for violations that have occurred during junior high will NOT be carried over to the high school level. However, the activity code signed by a junior high student will remain in force until the student begins attendance at the high school. If the student has signed the activity code at the junior high school level, violations that occur over the summer between the 8th grade and the 9th grade will be handled in accordance with the high school activity code. These rules apply to actions that occur both in and out of season of the activity in which each participant participates, during the summer, during holidays, during vacations, on or off campus. The rules of the activity code apply to both school sponsored and non-school sponsored activities.

RULES:

1. The participant shall not use tobacco in any form.
2. The participant shall not possess, use, transmit, deliver, sell, or attempt to use, transmit, deliver, or sell any alcoholic beverage, any illegal performance enhancing drug, any non-prescribed or illegal drug or any substance which the participant believes or represents to any of the above, including but not limited to look alike drugs.
3. The participant shall not be under the influence of any alcoholic beverage or any non-prescribed or illegal drug.
4. The participant shall not commit any criminal offense of any jurisdiction, or violate the motor vehicle code of the State of Illinois, or other jurisdiction, except for petty offenses such as speeding and moving violations.
5. The head coach/sponsor of each sport (subject to approval by the Activity Director) shall have the authority to specify additional training rules.
6. The participant is expected to conduct themselves as ladies and gentlemen showing good sportsmanship at all times; this includes the classroom, on the field or court, stage, on weekends and all other times.
7. The participant will attend all practices unless the absence has been pre-arranged by the coach/sponsor/director and the participant.
8. The participant will agree that academic studies come first and that participation in activities is secondary.
9. The participant will respect law as a student, participant, and citizen.
10. The participant will strive to go first class academically, and socially.
11. The participant will adopt the work pattern of START-STICK- FINISH, which means an participant dropped from a squad/group for disciplinary reasons or a participant that quits a squad/group, may not practice or participate for any other squad/group until the performance schedule of the squad/group from which he/she was dismissed or quit is completed.

ATTENDANCE:

Students who are absent from school on the day of an activity will not be able to participate in that activity during the day or evening. Students must be in attendance four (4) periods of the day to be eligible to participate. Student participants are expected to attend all classes the day following activity contests/performances. Habitual offenders are subject to contest suspension.

A participant shall not participate in activities on the day he/she has been absent from class without just reason or prior approval. Just reasons are doctor's appointment, dentist appointment, death in

the family, or reasons approved by the Activity Director.

TRANSPORTATION:

All participants are expected to ride the bus to and from contests. Participants at Effingham High School may be granted an exception in extenuating circumstances with prior approval of an administrator. Due to past procedure, participants at Effingham Junior High School may be granted an exception with prior approval of an administrator.

EXTRA CURRICULAR ACADEMIC ELIGIBILITY:

The student shall do passing work in at least twenty (25) credit hours of high school work per week not including Physical Education. This translates to passing (5) academic classes. Each week on Friday, an eligibility report will be run and any student not meeting the academic requirements will be deemed ineligible for a period of one week beginning the following Monday and ending the following Sunday.

The student shall, unless entering high school for the first time, have credit on the school records for twenty (25) credit hours of high school work for the previous semester. (This translates to passing four (5) academic classes.) Such work shall have been completed in the semester for which credit is granted or in a recognized summer school program which has been approved by the Board of Education and for which graduation credit is received.

Passing work is defined as work of such a grade that if on any given date a student would transfer to another school passing grades for the course would immediately be certified on the student transcript to the school to which the student transfers. This is the cumulative grade for the semester.

PENALTIES:

The Student Activities Director, upon approval of the building principal, is authorized to remove students from the activity program for gross disobedience or misconduct during the calendar year.

Violations of the above rules 1-2-3 will result in the following disciplinary action:

The participant will be suspended for one-third (1/3) of the total number of the regular activity events. Practice will be allowed, but the participant may not participate in any games/performances. The participant will serve the one-third (1/3) suspension immediately from the time of the violation. If the violation occurs between seasons or the summer time, the suspension will be implemented during the next activity the student participates in at the school. Any percentage of suspension not served (due to the completion of the activity season) will be completed proportionately during the next activity in which the student participates at that level. (Note: If further clarification is needed, the EJHS/EHS Coaches/Sponsors, Directors have a situations and percentages addendum).

On the first offense, a participant may go through the Student Assistant Program (SAP) training and reduce the original suspension by one-third (1/3). On the first offense, if a student self-reports his/her violation within thirty-six hours of its occurrence, the SAP option can be waived and the suspension will be reduced by one-third (1/3). This opportunity does not apply to situations where police, school personnel or others identify the violation prior to the student reporting it.

If a participant lies about the occurrence and is found guilty, the suspension will be doubled.

It is the philosophy of the Effingham Unit #40 activity coaches, directors and sponsors that all students in our schools deserve a second chance. In working with students in an educational setting, we recognize the frailties within our society. This however, does not relieve our schools of certain responsibilities toward our young people in the field of co-curricular activities. High standards must prevail if the activity program is to become meaningful and important to the participant. Therefore, we will use the following rules for those students who are repeat offenders:

- 1st offense: A suspension of one third (1/3) of the total number of the regular season contests/performances. (This total number does include regular season contests/performances and regular season tournaments/contests). On the first offense, a participant may go through

the Student Assistance Program (SAP) training and reduce the original suspension by one-third (1/3).

- 2nd offense: 365 day suspension
- 3rd offense: Expulsion from all activities for the remainder of the participant's eligibility.

Violations that occur in the junior high school will result in penalties at that level. Once the student graduates from junior high, any punishment for violations that have occurred during junior high will not be carried over to the high school level. However, the activity code signed by a junior high student will remain in force until the student begins attendance at the high school. If the student has signed the activity code at the junior high school level, violations that occur over the summer between the 8th grade and the 9th grade will be handled in accordance with the high school activity code.

Violations of rule 4 listed above will result in contest suspension and/or expulsion from athletics for the remainder of the participant's eligibility at the school.

Parent's Signature: _____

Date: _____

Participant's Signature: _____

**** THIS POLICY WILL NOT SUPERCEDE SCHOOL POLICY AND BOARD****

ACTIVITIES

Interscholastic athletics at Effingham High School is an integral part of the total school program. Our athletic teams have a reputation for their skill, their sportsmanship, and their will to win. Effingham High School participates interscholastically in the following sports:

Football - Boys (fall); Basketball - Boys and Girls (winter); Volleyball - Girls (fall); Track - Boys and Girls (spring); Cross Country - Boys and Girls (fall); Baseball - Boys (spring); Golf - Boys and Girls (fall); Softball - Girls (spring); Tennis - Boys (spring) & Girls (fall); Boys Wrestling (winter); Co-Ed Soccer (fall); Junior High and High School Drama and Theatre Programs; Junior High and High School Student Council; Collage; Junior High and High School Scholar Bowl; We Care CLOWNS; Junior High Literary Team; Junior High and High School Eco-Meet; Junior High Color Guard; High School Winter Guard.

SPECTATOR'S SPORTSMANSHIP CODE

1. Pay proper respect for our flag. Stand still, face the flag, and sing the National Anthem.
2. Applaud when the Hearts take the field or court.
3. Show respect for your school and opponent's school "Loyalty Song" by standing when either is played.
4. Cheer fine play and good sportsmanship by either team. A good sports enthusiast never boos!
5. Show your school spirit by supporting your cheerleaders.
6. Applaud as an injured player leaves the court, field, etc.
7. Be silent on free throws.
8. Observe the school regulations concerning food, drink, smoking and parking of cars.
9. Do not insult or provoke the officials or any unit employee.
10. Do not cause an injury or commit an act intended to cause an injury to another person.

11. Do not cause damage or commit an act, which is intended to cause damage to property.
12. Do not commit an act which is intended to disrupt a school sponsored or related event.
13. Do not impede or disrupt the proper observance or participation in a school sponsored or related event.
14. Do not enter or remain in any area not reserved for spectators.

Any person who violates these rules will be subject to restriction, removal, or eviction from any school grounds, and/or school sponsored or related activities.

EFFINGHAM FLAMING HEART ATHLETIC HALL OF FAME

THE HALL OF FAME WAS ESTABLISHED IN 1946 TO HONOR THOSE ATHLETES WHO CONTRIBUTED TO THE SUCCESS OF THE FLAMING HEARTS. ORIGINALLY IT TOOK FOUR LETTERS IN ONE SPORT, SIX LETTERS IN TWO SPORTS, SEVEN LETTERS IN THREE SPORTS OR EIGHT LETTERS TOTAL TO QUALIFY. AT THAT TIME ATHLETES COULD COMPETE IN TWO SPORTS AT ONE TIME. BEGINNING IN THE EARLY 70'S THE QUALIFICATIONS CHANGED TO EARNING SEVEN LETTERS IN A CAREER TO QUALIFY. THEN IN 1994, THE QUALIFICATIONS WERE AGAIN CHANGED TO THE CURRENT STANDARD WHICH IS THE ATHLETE MUST EARN NINE LETTERS IN THEIR CAREER OR BE NOMINATED BY A HEAD COACH TO BE PLACED ON THE BALLOT. THEN, THE ATHLETE MUST GAIN 75% OF THE COMMITTEE VOTE TO BE INDUCTED. THE MEMBERS OF THE COMMITTEE INCLUDE EACH HIGH SCHOOL HEAD COACH (ONE VOTE PER SPORT), THE ATHLETIC DIRECTOR AND THE PRINCIPAL. THE ORIGINAL HALL OF FAME PLAQUE WAS STARTED IN 1946. AT SOME POINT IN TIME IT WAS ABANDONED, AND WAS NOT REDISCOVERED UNTIL THE SPRING OF 1986, FORTY YEARS LATER. AT THAT TIME THE INDUSTRIAL ARTS CLASSES OF MR. JIM ZUMBACHEN RESTORED THE ORIGINAL PLAQUE. THE HALL OF FAME CONTINUES TO REPRESENT WHAT IS BEST IN AMERICAN YOUTH – A DESIRE TO EXCEL, A COMMITMENT TO HARD WORK, AND A SENSE OF FAIR PLAY AND SPORTSMANSHIP. ATHLETES WHO WEAR THE FLAMING HEART CARRY A LONG TRADITION OF SUCCESS WHEN THEY ENTER ANY ATHLETIC COMPETITION.

COMPUTER NETWORK OPERATING PROCEDURES FOR EFFINGHAM UNIT #40 SCHOOL DISTRICT

- No student is to be using a computer in any computer lab or classroom without a designated supervisor (certified employee of Effingham Unit #40 School District) physically present.
- Each user will have an assigned seat during lab use. Users assigned to the workstation will be responsible for any damage occurring to the workstation (i.e. keys disappearing from the keyboard, damage to mouse device).
- Users will not bring food, candy, drinks, cough drops, or any reasonable facsimile thereof into any computer lab in Unit #40 School District.
- Each network user has a separate login and a password, which grants him or her rights to a certain storage area on the network. Users are not to share that login or password with anyone else. The holder of the assigned login will be held responsible for any activity committed under that login. Users found attempting to login or logging in with another user's login ID will lose network access privileges.
- Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the system, or attempt to gain unauthorized access to the system.
- Concerning the printing of documents, you should only print out a hard copy of a document when you are ready to submit that document for final approval. Proofreading should be done on the screen.
- Users are not to print files that are not directly related to their course work.

- Users are not to send print jobs to printers outside the assigned printer location for a particular class or section of the building.
- Users are not to print multiple copies of a document on any printer. These machines are not photocopiers, and their per-page cost to print is not favorable to making multiple copies of the same document.
- If you use the last piece of paper in a printer, please refill the printer before you go back to your workstation.
- When you are finished with a workstation, make sure you log completely out of the system. If you quit the application you are using but you don't finish logging out, it is like leaving the front door to your house wide open at night while you sleep.
- If you are working in a lab at the end of the school day and it appears you are the last one out for the day, you should make sure that the power switches to the printers are off and that the power switches to the lab, normally located near the door, are turned off.
- Use of non-educational software, unauthorized software, and/or unlicensed software programs on the network or on the network workstations of Unit #40 Schools will not be tolerated.
- The computer system in our School District is a network system; therefore, some of our applications are operating in a shared environment. Users must recognize that any manipulating, changing, or deleting of the program files that directly affect the performance and/or appearance of any network software is prohibited.
- On the computer systems in our School District, many of the applications are running on the local machine; therefore users must recognize that any manipulating, changing, or deleting of the program files that directly affect the performance and/or appearance of any locally installed software is prohibited.
- Users are each responsible for the maintenance of their home directories. Files that are not currently being used or files that will not be accessed for reference in the near future should be deleted. These directories are for school-related data only. Never keep any files in the directory that you would not like to see in the local newspaper. Unauthorized files such as games, utilities, internet cloud service configurations, or other similar file structures are NOT allowed in a user's home directory or on any MED, or laptop, being utilized by a student.
- Students are prohibited from adding personal configuration information to any application running on a school owned mobile electronic device, laptop, desktop, or tablet computer.
- Information, including but not limited to, e-mail messages, text messages, and social media posts that are downloaded to a MED device owned by Effingham Unit #40 School District is not considered to be private information and may be searched in accordance with the District Search and Seizure Policy.
- When using any communication application on the Unit #40 networks, users are expected to abide by the generally accepted rules of network etiquette, which include the following:
 - Be polite.
 - Do not write or send abusive messages to others.
 - Use appropriate language. Do not swear, use vulgarities, or use other classifications of unacceptable language.
 - Remember that e-mail is not private.
 - Do not use the communication application in such a way that it would disrupt the activities of others (e.g. transferring of large files, sending mass e-mail messages or chain letters).
- Security is a major concern on the network system of Unit #40 Schools. If users feel at any time

that they can identify a security problem on the network, it is that user's obligation to report that issue to the user's immediate supervisor and to the network supervisor. Do not demonstrate the problem to other users. Any user identified as a security risk or having a history of being a "problem user" will be denied access to the computers in the District.

- Any vandalism or malicious attempt to harm or destroy any data on the network (i.e. the uploading or creating of a computer virus) will result in the expulsion of the student from the network system permanently.
- Activities by users on the network are to be limited to educational operations; no personal or private activities are to be operated using the computers and/or computer networks of Unit #40 Schools. Any illegal activities, including violation of copyright or other contracts, or any operation for personal/commercial financial gain are expressly prohibited.
- Because we are operating in a network environment, the need for external storage device use is limited. No user is authorized to use an external storage device on workstation unless the use of that external storage device has been authorized by the supervisor of that user and unless the external storage device itself has been scanned for viruses by the user's supervisor.
- The system constitutes public facilities and may not be used to support or oppose political candidates or ballot measures.
- Subscriptions to mailing lists, bulletin boards, chat groups, and commercial on-line services and other information services must be pre-approved by the Superintendent or designee.
- Communications may not be encrypted so as to avoid security review.
- Users should change passwords regularly and avoid easily guessed passwords.
- Students should never make appointments to meet people in person that they have contacted on the system without District and parent permission.
- Students should notify their teacher or other adult supervisor whenever they come across information or messages that are dangerous, inappropriate or make them feel uncomfortable.
- Diligent effort must be made to conserve system resources. For example, users should frequently delete e-mail and unused files.
- Users on the District network will not access, create or distribute harassing, pornographic, obscene, racist, sexually explicit, or threatening material, imagery, or language.
- Users on the District network will not use technology at any location for the purpose of bullying or harassment.
- Nothing in these regulations is intended to preclude the supervised use of the system while under the direction of a teacher or other approved user acting in conformity with the District policy and procedure.

Revised: May 9, 2013

**EFFINGHAM COMMUNITY UNIT SCHOOL DISTRICT #40
EFFINGHAM, ILLINOIS**

INAPPROPRIATE USE OF TECHNOLOGY WILL BE CONSIDERED MISCONDUCT AND CAN RESULT IN 10 MISCONDUCT POINTS. REMOVAL FROM THE NETWORK AND/OR INTERNET FOR A PERIOD OF TIME TO BE DETERMINED. SUSPENSION/EXPULSION FROM SCHOOL OR OTHER CONSEQUENCES AS DEEMED APPROPRIATE BY THE ADMINISTRATION.

ACCEPTABLE USE OF ELECTRONIC NETWORKS

All use of the electronic network shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow these procedures will result in the loss of privileges, disciplinary ac-

tion, and/or appropriate legal action. The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

TERMS AND CONDITIONS

Acceptable Use – Access to the District’s electronic networks must be (a) for the purpose of education or research, and be consistent with the educational objectives of the District, or (b) for legitimate school business use.

Privileges – The use of the District’s electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator and school administration will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time; that decision is final. *District’s electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use of EHS. It subjects any individual to the loss of privileges, disciplinary action, and/or appropriate legal actions for violating the District’s *Authorization of Electronic Network Access.**

Unacceptable Use – The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

- Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law;
- Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;
- Downloading copyrighted material for other than personal use;
- Using the network for private financial or commercial gain;
- Wastefully using resources, such as file space;
- Gaining unauthorized access to resources or entities;
- Invading the privacy of individuals;
- Using another user’s account or password;
- Posting material authorized or created by another without his/her consent;
- Posting anonymous messages;
- Using the network for commercial or private advertising;
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- Using the network while access privileges are suspended or revoked.

Network Etiquette – The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Do not become abusive in messages to others.
- Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- Do not reveal the personal addresses or telephone numbers of students or colleagues.
- Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in any way that would disrupt its use by other users.

- Consider all communications and information accessible via the network to be private property.

No Warranties – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, no-deliveries, missed-deliveries, or service interruptions caused by its negligence or the users’ errors or omissions. Use of any information obtained via the Internet is at the user’s own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification – The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

Security – Network security is a high priority. If the user can identify a security problem on the Internet or the Local Area Network/Wide Area Network (LAN/WAN), the user must notify the system administration or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual’s account without written permission from that individual. Attempts to log-on to the Network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to network.

Vandalism – Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the LAN/WAN, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Telephone Charges – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules – Copyright law and District policy prohibit the re-publishing of text or graphics found on the Web or on District Web sites or file servers without explicit written permission.

- For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
- Students and staff engaged in producing Web pages must provide Technology Coordinator with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of “public domain” documents must be provided.
- The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
- The “Fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Electronic Mail

- The District’s electronic mail system, and its constituent software, hardware, and data files are owned and controlled by the School District. The School District provides e-mail to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.

- The District reserves the right to monitor, access, and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
- Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter of memorandum.
- Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this School District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
- Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- Use of the School District's electronic mail system constitutes consent to these regulations.

Internet Safety

1. Internet access is limited to only those "acceptable uses" as detailed in these procedures. Internet safety is almost assured if users will not engage in "unacceptable uses," as detailed in this *Authorization*, and otherwise follow this *Authorization*.
2. Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the Terms and conditions for Internet access contained in this *Authorization*.
3. Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.
4. The system administrator and Building Principals shall monitor student Internet access.

Students, parent(s)/guardian(s), need to sign this *Authorization for Electronic Network Access* yearly while enrolled with the School District. Employees need only sign this *Authorization for Electronic network Access* once while employed with the School District.

LEGAL REF.: Children's Internet Protection Act, P.L. 106-554.

20 U.S.C. § 6801 et seq.

47 U.S.C. § 254(h) and (l).

720 ILCS 135.0.01.

Revised: July 16, 2001

May 18, 2009

STUDENT SERVICES

Every student is assigned to a counselor upon entering EHS. This is done alphabetically and assignments are by last name: Mrs. Shannon Hinkle – A to G, telephone 540-1154; Mrs. Tara Raddatz – H to O, telephone 540-1155; and Mrs. Jennifer Patton – P to Z, telephone 540-1156. Some of the services offered to EHS students and from which all students can benefit are:

1. planning and scheduling a program of studies
2. post high school entrance and scholarship and financial aid

3. careers and occupations information
4. recommendations for employment, colleges, scholarships and service academy appointments
5. transcripts for college admissions, nurses' training, trade and technical schools
6. home visits, when necessary and helpful
7. Personal /Social Counseling
8. Student Assistance Program (SAP)

GRADUATION REQUIREMENTS

4 units of English, including ½ unit Speech; 2 units of Social Studies, including 1-1/2 units of American History and ½ unit American Government; 2 units Science, including 1 unit Exploratory Science; 3 units of Math including one year of Algebra and one year of Geometry; 1-1/2 units of Business/Technology – ½ unit Computer Applications-1/2 units Business and ½ unit of choice. Must satisfy state requirements for Safety and Health Education, Physical Education, Consumer Education and Career Education by passing Consumer Education (included in Business requirement). A total of 23 credits is required.

In order to be a candidate for graduation from Effingham High School , a student must be a resident of Unit #40, must have been enrolled in Effingham High School for a semester immediately preceding graduation, or must have entered Effingham High School in a semester that would have qualified him/her in the previous school. *Students must complete 12 community service hours by February 28. If they fail to complete their 12 hours by February 28, they will be required to complete 24 hours and they will lose their right to attend prom.* Transcripts will be evaluated and credits accepted according to the established practices of giving credits in Unit #40 Board Policy.

CLASS RANK

The class rank is computed at the end of the 5th, 6th, 7th, and 8th semesters. Students may know their rank by seeing their counselor. Students with at least a 3.75 GPA (high honors) at the end of 7 semesters are recognized at graduation.

HONOR ROLL CRITERIA

In order for a student to qualify for the Honor Roll, he/she must have a grade point average ranging from 3.25 to 3.74. In order for a student to qualify for the High Honor Roll he/she must have a grade point average of 3.75 or higher. A student's grade point average is based only on academic classes. Physical Education does not count towards a student's grade point average.

ODYSSEYWARE POLICY

Odysseyware is a computer-based, online learning system, which provides students the opportunity to recover credits needed for graduation. Upon successful completion of a Odysseyware credit recovery course, a student will receive credit for that course on his/her transcript. If a student does not successfully complete the Odysseyware credit recovery course by the designated end of the Odysseyware class, the student will receive no credit for the course attempted. Since these courses are offered for credit recovery, students will receive a Pass or Fail, not a letter grade at the end of the term. Odysseyware credit recovery courses will not be calculated as part of cumulative grade point average or honor roll.

DUAL CREDIT

Effingham High School and Lakeland College have developed a partnership in offering Accelerated College Enrollment (ACE) classes. In order to attain college credit, Lakeland College requires that a student is of junior/senior standing with a cumulative GPA of 2.0 or better. Students' grades will be recorded for the college level course at LLC and will become part of the student's permanent college record. Fees for the course will vary depending upon number of college hours/credits.

AP GOVERNMENT

This course is designed to provide students with the analytical and factual knowledge necessary to deal critically with the problems, theories, and processes involved in United States Government. The program prepares students for intermediate and advanced college courses by making demands on them equivalent to those made by full-year introductory college courses. Students will learn to evaluate and interpret primary sources, government documents and speeches, graphs and other data. This course thus develops the skills necessary to arrive at conclusions on the basis of an informed judgment and to present reasons and evidence clearly and persuasively in essay format. The course will culminate in the AP U.S. Government and Politics Exam. (Students will be required to pay a fee for the exam.)

GENERAL SCHOOL REQUIREMENTS

All students must carry at least six units each year. All students must be enrolled in Physical Education unless approved for a P.E. waiver. P.E. waivers may be used by juniors and seniors who participate in athletics and/or marching band. Students may waive the P.E. requirement for fall semester if they are in football, girl's tennis, volleyball, soccer, cross country, boys'/girls' golf, or marching band. Students in boy's/girls basketball, wrestling, baseball, softball, boys' tennis, or boys'/girls track may opt out of spring semester of P.E. Note: Waivers are not granted to cheerleading, pom pom and flag squad members. Students waiving the P.E. requirement must sign up for a class or study hall (if they are not already in one). Students may only waive P.E. if they participated in the sport the previous year. **Students with an Individualized Education Program may also be excused from physical education courses when meeting requirements.**

GRADES

The Effingham High School grading system is based on a 4.0 scholastic system. Letter grades have the following values: A - 4; B - 3; C - 2; D -1; F - 0; I - Incomplete. An incomplete is given only in case of an emergency, or by pre-arrangement, or if the student has not been able to complete his/her assignments. An incomplete on the report card becomes an "F" two weeks from the date the report card is issued. Make up work is the responsibility of the student.

Letter grades will be determined using the following scale:

A+	100 - 99
A	98 - 95
A-	94 - 93
B+	92 - 91
B	90 - 87
B-	86 - 85
C+	84 - 83
C	82 - 79
C-	78 - 77
D+	76 - 75
D	74 - 72
D-	71 - 70
F	Below 70

NO FINALS POLICY

THE FINALS POLICY IS AN INCENTIVE POLICY TO ENCOURAGE GOOD ATTENDANCE, GOOD GRADES AND APPROPRIATE BEHAVIOR.

1. Who is eligible? All students at EHS
2. This policy will be in effect for second semester finals exams.
3. The qualifications for exemption from spring finals exams are listed below (*no exceptions will be made*):
 - No misconduct points to include SCHOOL MISCONDUCT POINTS and BUS MISCONDUCT POINTS.
 - The student must have a grade of “C” or better in both 3rd & 4th quarters to be exempt from a specific exam. Students must be enrolled at EHS for the entire school year to be eligible for 2nd semester finals exemption.
 - NO MORE THAN 6 EXCUSED ABSENCES FOR THE SCHOOL YEAR (this includes funerals, college days, out of town, doctor’s excuses, vacations, church trips, surgery).
 - Students with UNEXCUSED ABSENCES OR TRUANCIES must take ALL final course exams. Exemptions are school related activities and field trips. This includes single period through all day absences.
 - The student must have a clear record through the high school office.
 1. All textbooks returned (or paid for)
 2. All registration fees and book rental fees paid
 3. All fines and charges paid (parking, library, etc.)
 4. All athletic/extracurricular clothing, and/or equipment returned
 5. Any other outstanding fees
 - Seniors must complete school and community service hours to be exempt from exams.
 - Any student-athlete who violates the athletic code will have to take final exams second semester.
 - Any student who accumulates 15 total tardies for the year will have to take final exams second semester.
 - *Any student that violates dance rules (Prom, homecoming, or other dances sponsored by EHS) and are asked to leave the dance will have to take final exams second semester.*
4. Policy Guidelines
 - A. Students report ONLY for those exams for which they are not exempt.
 - B. Students may be exempt from some exams but not others based upon grades in each course.
 - C. Any student that has not met ALL QUALIFICATIONS listed above will be required to take all end of course finals.
 - D. Students required to take final course exams must attend school on the scheduled day and time. The exams must be taken and completed with genuine effort. This will be decided by the classroom teacher. A “no show” will result in an “F” for the semester grade.
 - E. If a student is eligible to be exempt from an exam but opts to take the exam, the semester exam grade will be included in the semester grade only if the exam grade would improve the semester grade of the student.

ARRIVING AT A SEMESTER GRADE

Percentages will be used to calculate quarter and semester exam grades. The semester grade is based on three grades: two nine-week grades and the semester exam unless the student is eligible to be exempt from the second semester exam and has elected not to take the exam. In this case, the semester grade will be based upon the two nine-week grades. Each nine-week grade is valued at 2/5 (40%), and the semester exam is valued at 1/5 (20%). The software will automatically round up or

down for the quarter grade (.50 or higher rounds up; .40 or lower rounds down). 92.5% is an A- and 92.4% is a B+. The principal always has the final say in determining if a student has met the requirements to graduate.

ANY STUDENT THAT IS UNEXCUSED DURING A SCHEDULED SEMESTER EXAM WILL RECEIVE A FAILING GRADE FOR THE SEMESTER.

STATEWIDE COLLEGE ADMISSION REQUIREMENTS

The Board of Higher Education hereby announces that it has established statewide minimum admission standards for public colleges and universities in Illinois. The following high school subjects will be required of freshmen entering public universities:

- 4 English (emphasizing written and oral communications and literature)
- 3 Social Studies (emphasizing history and government)
- 3 Mathematics (introductory through advanced algebra, geometry, trigonometry, or fundamentals of computer programming)
- 3 Science (laboratory sciences)
- 2 Foreign Language, music, art or vocational education

TRANSCRIPT OF GRADES

Requests for transcript of grades must be made by the school or institution to which a student is transferring. The policy of the school is to mail such requests directly to the school or institution requesting a transcript. **Parent/guardian may request removal from the student's academic transcripts one or more scores received on college entrance examinations. In addition, parents/guardians may request in writing to prohibit the release of directory information of their student, and they may request in writing that military recruiters or institutions of higher learning not be granted access to their student's information without prior written consent.**

OFF CAMPUS CLASSES

Students that attend classes at the Kluthe Center, Health Occupations, Careers in Ag and any classes off campus must report to school (EHS) even if class is cancelled at the off campus location. Students are required to be at Effingham High School on days when classes are canceled and will need to report to Student Services to be accounted for. Any student who is tardy or fails to report to Student Services will receive consequences listed in the student attendance policy.

Students are responsible for the full tuition cost when taking classes at the Kluthe Center. EHS pays for the following off-campus programs: Health Occupations, Careers in Ag and Information Technology. In the event that a student fails to complete the above mentioned program, they will be charged the full tuition rate of the college class.

NATIONAL HONOR SOCIETY

Eligibility: Based upon cumulative GPA at the end of the previous school year, junior and senior students' academic records are reviewed to determine scholastic eligibility into the National Honor Society. Students with a GPA of 3.4/4.0 or higher then qualify for further consideration.

Students who qualify scholastically are notified by Student Services and are told that for further consideration for selection to the NHS chapter, they may complete the petition forms, which include information about each student's extracurricular activities, leadership roles, service activities, and personal character. Students must turn the petitions in by the indicated due date.

All faculty members have an opportunity to fill out a questionnaire on each student who petitions. This input will be used by a faculty committee of at least 5 members who will make the final selections based upon students' ratings in the four areas of scholarship, leadership, service and character. Scholarship counts 60%; leadership 10%; service 10% and character, 20%. Students must accrue a score of a least 85% from a majority of the faculty committee members. An induction cere-

mony will be held in the fall.

Members who do not maintain a 3.4/4.0 GPA or who do not maintain standards in the other areas of eligibility will be notified and will have their membership reviewed by the faculty committee. Steps may be taken to terminate membership or to place members on probation. Parents will be notified before action is taken.

All members who do not fulfill minimal requirements of service participation in the local NHS chapter may not be recognized as NHS members at their senior graduation ceremony. The specific service projects and expectations of participation will be made known to members during first semester of each year.

Transfer students who were already NHS members at their previous school will automatically be accepted as members at EHS. These students must meet EHS standards for membership within one semester in order to retain membership.

Transfer students who were not NHS members at their previous school may be considered for membership (if they qualify) after attending EHS a minimum of one semester.

DRIVER EDUCATION REQUIREMENTS

Driver Education will be taught during the first and second semester each school year. Students must be 15 years of age when class begins and have passed 8 semester hours in the previous two semesters. (Evening classes may be offered as needed).

EFFINGHAM HIGH SCHOOL ACADEMIC HALL OF FAME

Effingham High School will honor students who are eligible for the Academic Hall of Fame. Based upon the familiar Athletic Hall of Fame of most schools, this distinction will be given to students with honorable cumulative GPA's based on a 4.0 scale. Freshman will qualify for recognition with a 3.35 GPA; Sophomores with a 3.40; Juniors with a 3.45; and Seniors with a 3.50.

EFFINGHAM HIGH SCHOOL CLASS RECOGNITION BY CREDITS

EHS students are promoted through school by earning credits. The following are the credit range for the classes at EHS: Freshman 0-5 credits; sophomores 5.5-11 credits; juniors 11.5 to 17 credits; senior 17.5-23 credits.

GUIDANCE CALENDAR 2014-2015

Test Date	Registration Deadline	Late Fee Required
September 13, 2014	August 8, 2014	August 9-22, 2014
October 25, 2014	December 19, 2014	September 20-October 3, 2014
February 7, 2015	January 9, 2015	January 10-16, 2015
April 18, 2015	March 13, 2015	March 14-27, 2015
June 13, 2015	May 8, 2015	May 9-22, 2015

ACT Test Calendar: registration can be secured at www.actstudent.org

**September and December test given at Teutopolis High School, all other tests are administered at Effingham High School

October 1st—College and Career Day at Lakeland College for seniors

October 22nd —EXPLORE Test (pre-ACT test assessment given to all freshmen; PLAN Test (pre-ACT Test assessment given to all sophomores); ACT practice test for juniors; Job Shadowing for seniors

October 16th—PSAT Test given to high-achieving juniors who wish to qualify for the national Merit Scholarship Program

October TBA—National Honor Society Induction Ceremony

October 25th—Financial Aid Night at EHS

November TBA—Future Fair at the Effingham KC Hall, career booths available for students and parents

February TBA—8th grade parent/student orientation. Students will be transported to EHS in the morning; parents will meet at EHS in the evening. Students will complete pre-registration information in their P.E. class the following week.

February TBA—Job Shadowing for juniors

March TBA—Pre-registration completed for the 2011-2012 school year.

March TBA—ACT Prep Classes

April TBA —PARCC

May TBA—PARCC

May TBA – EHS graduation at 1:30pm

EFFINGHAM HIGH SCHOOL RECEIPT OF HANDBOOK & AUTHORIZATION PAGE

STUDENT

My signature below signifies that:

1. I have had the opportunity to read the student handbook.
2. I have been given the opportunity to ask questions for clarification.
3. I agree to allow Effingham Unit #40 to use my image on either the school web site or on the school's local cable channel.

AUTHORIZATION FOR ELECTRONIC NETWORK ACCESS

4. *Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted unsupervised access. Please read this document carefully before signing.*

I understand and will abide by this *Authorization for Electronic Network Access*. I understand that the District and/or its agents may access and monitor my use of the Internet, including my

E-mail and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken. In consideration for using the District's electronic network connection and having access to public networks, I hereby release the School District and its Board members, employees, and agents from any claims and damages arising from my use of, or inability to use the Internet.

STUDENT

Date:

User Signature

Please Print Name

PARENT

My signature below signifies that:

1. I have had the opportunity to read the student handbook.
2. I have been given the opportunity to ask questions for clarification.
3. I agree to allow Effingham Unit #40 to use my child's image on either the school web site or on the school's local cable channel.
4. My graduating senior has my permission to leave school after the meal following graduation practice (approximately 12:45 p.m.) *if applicable*,

AUTHORIZATION FOR ELECTRONIC NETWORK ACCESS

5. *Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted unsupervised access. Please read this document carefully before signing.*

I understand that my son/daughter is expected to abide by this *Authorization for Electronic Network Access*. I understand that the District and/or its agents may access and monitor my son/daughter's use of the Internet, including e-mail and downloaded material, without prior notice. I further understand that should a violation occur, access privileges may be revoked and school disciplinary action and/or appropriate legal action may be taken. In consideration for using the District's electronic network connection and having access to public networks, I hereby release the School District and its Board members, employees and agents from any claims and damages arising from my son/daughter's use.

PARENT

Date:

Parent/Guardian Signature

Please Print Name

Office Use Only

Office Use Only

PROCESSED

Initials

Effingham High School

MEDICAL ALERT/MEDICAL INFORMATION FORM
(MUST BE UPDATED YEARLY)

Student's Name: _____ **Birthdate:** _____ **Grade:** _____

This student has the following medical condition(s): *(Check all that apply)*

- Takes medication daily
Name of medication(s): _____
- Takes during school hours: Yes No
- Allergies: *(please circle)* medications foods insects seasonal other

Please list specific medication, food, etc. _____

- Asthma Reactive airway disease Heart problems
- Diabetes Migraines Seizures
- Other *(please explain)* _____
- NO Medical Concerns**

Symptoms of medical condition:

What should be done when symptoms occur?

Is student currently under a physician's care for a medical issue? Yes No

Physician's Name: _____

I understand that for my child's safety, this information may be shared with school nurse, teachers, transportation personnel, and other school staff involved in my child's care at school. If your child is involved in extracurricular activities or off-campus activities/classes, you must notify the coach/staff of any medical concerns.

_____ Parent/Guardian Signature

_____ Date

**PARENT AND STUDENT
AGREEMENT/ACKNOWLEDGEMENT FORM
PERFORMANCE-ENHANCING DRUG TESTING POLICY**

- Illinois state law prohibits possessing, dispensing, delivering or administering a steroid in a manner not allowed by state law.
- Illinois state law also provides that body building, muscle enhancement or the increase in muscle bulk or strength through the use of a steroid by a person who is in good health is not a valid medical purpose.
- Illinois state law requires that only a licensed practitioner with prescriptive authority may prescribe a steroid for a person.
- Any violation of state law concerning steroids is a criminal offense punishable by confinement in jail or imprisonment in the Illinois Department of Corrections.

STUDENT ACKNOWLEDGEMENT AND AGREEMENT

As a prerequisite to participation in IHSA athletic activities, I agree that I will not use performance-enhancing substances as defined in the IHSA Performance-Enhancing Drug Testing Program Protocol. I have read this form and understand that I may be asked to submit to testing for the presence of performance-enhancing substances in my body, and I do hereby agree to submit to such testing and analysis by a certified laboratory. I further understand and agree that the results of the performance-enhancing substance testing may be provided to certain individuals in my high school as specified in the IHSA Performance-Enhancing Drug

Testing Program Protocol which is available on the IHSA website at www.IHSA.org. I understand and agree that the results of the performance-enhancing substance testing will be held confidential to the extent required by law. I understand that failure to provide accurate and truthful information could subject me to penalties as determined by IHSA.

Student Name (Print): _____ Grade (9-12) _____

Student Signature: _____ Date: _____

PARENT/GUARDIAN CERTIFICATION AND ACKNOWLEDGEMENT

As a prerequisite to participation by my student in IHSA athletic activities, I certify and acknowledge that I have read this form and understand that my student must refrain from performance-enhancing substance use and may be asked to submit to testing for the presence of performance-enhancing substances in his/her body. I do hereby agree to submit my child to such testing and analysis by a certified laboratory. I further understand and agree that the results of the performance-enhancing substance testing may be provided to certain individuals in my student's high school as specified in the IHSA Performance-Enhancing Drug Testing Program Protocol which is available on the IHSA website at www.IHSA.org. I understand and agree that the results of the performance-enhancing substance testing will be held confidential to the extent required by law. I understand that failure to provide accurate and truthful information could subject my student to penalties as determined by IHSA.

Name (Print): _____

Signature: _____ Date: _____

Relationship to student: _____