

# EFFINGHAM HIGH SCHOOL

(217) 540-1100

Kurt Roberts - Principal 540-1144

Tony Pullen - Assistant Principal 540-1139

Dave Woltman - Student Activities Director 540-1279

Becky Eskew - 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

National Suicide Prevention Lifeline (988) – 1-800-273-8255

Crisis Text Line – Text HOME to 741741

IMALIVE – Suicide Prevention Hotline – 1-800-784-2433

Safe2Help Illinois – 844-4-SAFEIL, Text SAFE2 (72332), email [HELP@Safe2HelpIL.com](mailto:HELP@Safe2HelpIL.com)

## EFFINGHAM HIGH SCHOOL

### BELL SCHEDULE

#### REGULAR BELL SCHEDULE

7:55 – 8:44	1 <sup>st</sup>
8:49 – 9:38	2 <sup>nd</sup>
9:43 – 10:32	3 <sup>rd</sup>
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	5 <sup>th</sup>
12:55 – 1:02	Announcements
1:07 – 1:56	6 <sup>th</sup>
2:01 – 2:50	7 <sup>th</sup>

#### HALF-DAY SCHEDULE

7:55 – 8:25	1 <sup>st</sup>
8:30 – 9:00	2 <sup>nd</sup>
9:05 – 9:34	3 <sup>rd</sup>
9:39 – 10:08	4 <sup>th</sup>
10:13 – 10:42	5 <sup>th</sup>
10:47 – 11:16	6 <sup>th</sup>
11:21 – 11:50	7 <sup>th</sup>

#### ACTIVITY BELL SCHEDULE

7:55 – 8:41	1 <sup>st</sup>
8:46 – 9:32	2 <sup>nd</sup>
9:37 – 10:23	3 <sup>rd</sup>
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 <sup>th</sup>
12:45 – 1:08	Activity Period
1:13 – 1:59	6 <sup>th</sup>
2:04 – 2:50	7 <sup>th</sup>

#### PEP ASSEMBLY BELL SCHEDULE

7:55 – 8:41	1 <sup>st</sup>
8:46 – 9:32	2 <sup>nd</sup>
9:37 – 10:23	3 <sup>rd</sup>
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 <sup>th</sup>
12:45 – 1:31	6 <sup>th</sup>
1:36 – 2:22	7 <sup>th</sup>
2:27 – 2:50	Pepp Assembly

## Effingham High School Map

### Effingham High School Mission Statement

The mission of Effingham High School is to create, educate and inspire life-long learners, effective communicators, confident leaders, and responsible citizens.

#### EFFINGHAM HIGH SCHOOL 2023-2024 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 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. Questions 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).

### **1.1 ATTENDANCE POLICY**

#### **1.12 EXCUSED ABSENCES**

FOR AN ABSENCE TO BE EXCUSED, A PARENT/GUARDIAN MUST CONTACT THE SCHOOL OFFICE BY TELEPHONE BY 9 AM 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.

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. A doctor's note should be obtained and turned into 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 (Must provide Doctor's Note)
- \* 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 proposed 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.

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

Students shall be permitted NO MORE THAN SIX (6) EXCUSED ABSENCES, PER CLASS PERIOD, PER YEAR BASED UPON PARENTAL CONFIRMATION FOR THE REASONS OF THE ABSENCE. By law, students receive 5 mental health days per school year. These 5 mental health days are included in the 6 excused absence days and not in addition to those 6 excused absence days. 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 (with obituary or memorial card), 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 note 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.**

Students that have been referred to the Regional Office of Education for truancy services will not be allowed the 6 parent verifiable absences. These students will be required to have a doctor's statement to validate the absence for the remainder of the school year or until the student is off the truancy list.

**\*\*\*Absences for all other reasons are UNEXCUSED and shall be treated as truancy\*\*\***

**1.13 PARENT RELEASE FORM:**

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.

### 1.14 UNEXCUSED ABSENCES

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 will need administrator approval in advance.
- \* 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.
- \* The administration reserves the right to give NO HIGH SCHOOL CREDIT FOR THE SEMESTER 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.

### 1.15 CHRONIC ABSENTEEISM

It is vital that students be in school every day 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.*

Any student that is truant will be required to have a doctor's note for all absences until they are off the truant list.

### 1.16 COLLEGE DAYS FOR SENIORS

1. Seniors are allowed 2 college visit days (not including any required college entrance testing).
2. Students are to make arrangements with the EHS office prior to the college day visit to receive approval from the EHS Principal, this involves a phone call from a parent making the office/administration aware of the date the college will be visited.
3. Students are required to pick up a College Visit Day Form in the office prior to the arranged college visit. This form must be filled out and signed by a college visit day representative from the college/university visited and returned to the EHS office within 5 days of the visit.
4. These 2 college visit day absences will be considered as a school planned absence, the same as a field trip or job shadowing. The student must return the signed college visit day form for this absence to be considered a planned school absence.

### 1.17 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 mark a student tardy using the student management system being used by the high school. The Assistant Principal will then compile the tardy and administer consequences when necessary.

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

- \* The following policy will be followed for tardiness (per quarter/per class period):

0 – 1 tardy	–	No Consequence
2-4 tardies	–	Lunch Detention each occurrence
5-7 tardies	–	Late Stay each occurrence

8-10 tardies	–	1 Day Alternative Classroom each occurrence
11+ tardies	-	3 Days Alternative Classroom each occurrence

### 1.18 ARRIVAL TO SCHOOL LATE

Any student whom, after the start of the school day, enters late for any reason must:

1. Check in and/or out through the attendance office.

Any student found in violation of this policy will receive:

- Late Stay (10 Points) for the second offense per quarter and additional consequences for each subsequent offense

### 1.19 LEAVING SCHOOL EARLY

Any student whom, after the start of the school day, leaves school early for any reason must:

1. Check in and/or out through the attendance office.
  2. 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:

- 2 hours of late stay for the first offense and additional consequences for each subsequent offense.
- Second offense – 3 hours of late stay.
- Third offense – 1 day Alternative Classroom.
- Fourth offense – 2 days Alternative Classroom

A phone call from a parent/guardian will 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).

### 1.20 MAKE-UP WORK FOR EXCUSED ABSENCES

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.

### 1.21 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 Infinite Campus parent portal for homework assignments. See student services to set up Infinite Campus 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 services 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.

## 2.1 Harassment Policy (7:20)

Bullying is contrary to State law and the policy of the school district. No student shall harass or intimidate another student/staff member 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, cyber-bullying, teen dating violence, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Cyber-bullying is bullying that occurs through off-campus online activity or online activity conducted on non-school owned devices that causes a substantial disruption to the educational process or orderly operation of the school, and it is prohibited.

The School District will act to investigate all complaints, formal or informal, 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 necessary.
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. Parents and student will be informed of other outside support systems if needed.
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
  - Late Stay/Saturday school
  - 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. Retaliation against those reporting bullying is prohibited.

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

## **SEXUAL HARASSMENT**

Sexual harassment of students/staff is prohibited. A person engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex.

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the building principal, assistant building principal, or a counselor. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

### **3.1 STUDENT DISCIPLINE CODE (7:190):**

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 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 13-15).

#### **3.11 Definitions of Authorized Disciplinary Actions**

Potential disciplinary measures include, without limitation, any of the following:

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 100 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. Upon completion of the suspension, student should meet with Student Services to facilitate the re-engagement of student to EHS.
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. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code. Students should meet with Student Services upon return from alternative school or expulsion for re-engagement into EHS.
6. "Alternative Education" means an exclusion from the routine school day, however 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 detention 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 arrangements.
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. "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. Notifying parent(s)/guardian(s). Disciplinary conference. Temporary removal from the classroom.
14. Return of property or restitution for lost, stolen, or damaged property.
15. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
16. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
17. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), "look-alikes," alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

### **3.12 Gross Disobedience and Misconduct**

"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 at 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 – 7:190-AP2)

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

### **4.1 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.

### **5.1 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 five 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 in detention, in Saturday School/ late stay or alternative classroom, on suspension or expelled from school on a case by case basis.
4. When a student accumulates 60 points under the misconduct point system, the student may be recommended for expulsion. The Board of Education may elect to impose "Principal's Probation" in place of expulsion on a case by case determination. If an expulsion disposition is deemed necessary, the length of the expulsion will be determined on a case-by-case basis.
5. Students may earn back up to 10 points for "good" behavior through the end of third quarter. Students earning points for misbehavior in fourth quarter will not have enough time to earn back points, so will not be a candidate for this program. Students wanting to be in this buyback program must contact administration by the last week in April. This process is under the discretion of the administration based upon student actions from the point of their misconduct.

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
- Tardy
- 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
- Arrival Late to School
- Cheating
- Forgery
- Failure to serve Late Stay
- Failure to serve or leaving Alternative Classroom without permission (original Alternative Classroom must be served)
- Disrespect toward staff
- Disruption of educational process
- Obscenity/Pornography/Profanity
- Refused to follow directive
- Fictitious phone call
- Gang/Graffiti/Symbols/Signing
- Inappropriate use of technology

#### **15 points**

- Lack of academic progress
- Misconduct under substitute teacher
- Rough housing
- Disruptive device (including cell phones)
- Possession of tobacco products (including e-cigarettes)

**30 points – these are examples of items determined to cause a disruption to the educational environment and/or a threat to school safety.**

- Theft
- Fighting
- Defiance of authority
- Vandalism/property damage

- Use of tobacco products

**40 points – these are examples of items that are determined to cause a disruption to the educational environment and/or a threat to school safety.**

- Gesture/obscenity toward staff
- Harassment/intimidation of student, including filming/videoing/photographing of another without their consent with the intent of malice/harassment/intimidation.

**50 points – these are examples of items that are determined to cause a disruption to the educational environment and/or a threat to school safety.**

- Threat/Intimidation/Harassment toward staff
- Battery of student

**60 points – these are examples of items that are determined to cause a disruption to the educational environment and/or a threat to school safety.**

- Bomb Threat
- Threat to school/student body\*
- 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

*\*Disruptive behavior that poses a serious threat or implies a threat to the learning environment, health, safety, or welfare of others.*

<u>Accumulated Points</u>	<u>Possible Consequences</u>
5	1/2 hour detention/Lunch Detention
10	1 hour detention
15	1 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\*\*\*

### **6.1 Expulsion Authority**

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

### **7.1 Suspension Authority**

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

disobedience or misconduct. School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties.

#### **7.12 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 letterhead. This letter shall outline steps to be taken if the parent/guardian of student wishes a hearing concerning the suspension.

#### **8.1 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.

#### **9.1 SPECIFIC MISCONDUCT PENALTIES**

##### **9.11 WEAPONS**

Any student who comes on the school campus, school bus stops, rides a bus, or attends any extracurricular 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 must be left at home.

##### **9.12 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.

##### **9.13 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.

##### **9.14 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 may be subject to immediate suspension from school. (Refer to definition 13.d).

##### **9.15 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 brought before the Board of Education for a discipline hearing.

#### **9.16 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.

#### **9.17 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 15 MISCONDUCT POINTS AND THE APPROPRIATE CONSEQUENCE.

#### **9.18 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.)

#### **9.19 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.).

#### **9.20 PERSONAL HABITS AND DRESS CODE**

Courts have recognized a student's limited right to freedom of expression with respect to manner of dress. However, a student's appearance, including dress and grooming, must not disrupt the educational process, interfere with the maintenance of order and a positive educational climate, or compromise reasonable standards of health, safety, and decency. As a result, the District has established the following restrictions for personal habits and appropriate dress.

1. Displays of affection will not be tolerated.
2. Any garment 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.
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, spaghetti straps, or tank tops are allowed. Tops and shirts must have shoulders and sleeves. Cold "open" shoulder tops are an exception to this policy.
5. Students should be clothed from shoulder to the mid-thigh. Skirts, dresses, sweater-tops, and shorts should be no shorter than mid-thigh. Garments should not have holes, cut-outs, or transparent material exposing undergarments or skin below the shoulders to the mid- thigh.
6. Students are not allowed to wear hats or other headwear, including scarves or sunglasses, in the building. Headwear is defined as any garment that that covers the head, ears, and/or obstructs the eyes or face. All outerwear such as coats, gloves, hand warmers, and earmuffs should be kept in lockers and/or backpacks.
7. 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.
8. Pants should not have holes higher than mid-thigh that expose skin. Pants should be worn at the waist and sized appropriately.
9. Any student deemed to have undergarments showing will be given the opportunity to correct the issue the first time and could face discipline consequences if it happens again.

#### Requests for Accommodations:

The District will consider what accommodations, if any, may be appropriate when a student or a student's parent/guardian submits a request, along with supporting documentation, seeking an exemption for religious or

medical reasons.

Dress Code Enforcement:

Students are responsible for complying with the dress code upon entering the school building and throughout regular school hours. Students who do not comply with the above guidelines shall be given the opportunity to correct attire so that it complies with the school dress code. A refusal to correct the attire or continued violations of the dress code will be considered cause for disciplinary action for not following a directive or defiance of authority. Interpretation of dress code violations is up to building administration and is determined based on safety and appropriateness. School staff may relax restrictions or impose additional restrictions on an equal basis as may be appropriate for a specific activity that they supervise.

### **9.21 CLOSED CAMPUS**

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

### **9.22 DISRUPTIVE DEVICES**

Any device, including cell phones, that disrupts the educational environment or the daily routine and operation of the school is considered a disruptive device. These devices will be confiscated. The school will attempt to notify the parent/guardian and the device will only be returned to a parent or guardian. Pick up times will be from 8:00 a.m. to 3:30 p.m. 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 OR BATHROOMS. A CELL PHONE, SMART WATCH, OR OTHER COMMUNICATION DEVICE THAT VIOLATES THIS POLICY WILL RESULT IN THE ENTIRE DEVICE BEING CONFISCATED. Phones may be used in the office with permission.

- **First Offense – Device confiscated and returned only to a parent/guardian.**
- **Second Offense – Device confiscated and returned only to a parent/guardian, late stay assigned (15 points) and must take final exams.**
- **Third Offense – Device confiscated and returned only to a parent/guardian with two days alternative classroom.**

**\*\*Multiple violations could be considered as student defiance and subject to additional discipline.**

**\*\*\*If a student refuses to give their disruptive device, such as a phone, to school personnel for violating disruptive device policy, they are defiant, which is 30 points and the appropriate consequence\*\*\***

### **9.23 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 accumulate 10 to 60 misconduct points, the student being removed from the class, and if necessary other appropriate discipline or legal action that would apply.

#### **9.24 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.

#### **9.25 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.

#### **9.26 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).

#### **9.27 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.).

#### **9.28 DANCE GUIDELINES- PROM**

Prom is for Junior and Senior level students and one 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. *Students who have been expelled and are attending pathways, aspire or another alternative educational setting are not eligible for prom. Students not attending EHS are not permitted to attend prom without prior approval of a guest form.* 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. Effingham High School students are limited to one guest and this guest will need to be approved using the Prom Dance Form. Any student who has an out of school suspension will miss the upcoming scheduled school dance, including Prom.

#### **9.29 – All other 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 student who has an out of school suspension will miss the upcoming scheduled school dance. Multiple suspensions could result in missing all dances in a school year. 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.

### **9.30 TRESPASSING**

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 with permission from administration. (refer to definition 14.c).

### **9.31 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.).

### **9.32 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.

## **10.1 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 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 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

<u>Accumulated Points</u>	<u>Possible Discipline/Consequences</u>
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

### **11.1 Point System Rational**

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\*\*\*

### **12.1 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 without notice or consent. 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. School officials may also conduct a search **of a student’s personal effects in the student’s possession when there is reasonable belief the search will produce evidence of a violation of law or student conduct rules** 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, such as lockers, tables, and other school owned items. 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.

### **13.1 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. Generally, such requests will be made only if there is an imminent threat of harm to a student or staff member or the property of a student, staff member or the school. Any request may only be acted upon with the pre-approval of the Superintendent. Failure of a student or parent to comply with a request to provide a password or other related account information to gain access to the student's account or profile on a social networking website may subject the student to further discipline.

#### **14.1 METAL DETECTOR POLICY (7:140-AP)**

Based upon the rise in the number of weapons and dangerous objects 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 wellbeing 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.

#### **15.1 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.

##### **15.11 DISCIPLINARY ACTION:**

A student found in violation of this policy may be suspended out of school for ten (10) days, and will be required to have a discipline hearing before the Board of Education. Parents or guardians will be notified. Furthermore, police officials will be contacted. The Administration, if finding a safety or disruption of the school violation, 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 substance abuse program with a minimum number of hours set by the school board 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.

### **16.1 GANGS (7:190-AP2)**

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.

### **17.1 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).

#### **17.12 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.

#### **17.13 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.

### **18.1 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 locker 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.

## **19.1 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 at no charge. Student Council Officers will be assigned a parking space following the perfect attendance students and will be charged the regular fee. 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. 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. 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.

**20.1 STUDENT DAILY ROUTINE**

**20.11 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.

## **20.12 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. 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. (Noncompliance may result in points assigned).
9. Your ID card and each replacement card will cost \$4.00 each.
10. Outside food deliveries by parents and restaurants are prohibited.

## **20.13 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.

## **20.14 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).

## **20.15 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.

## **20.16 STUDENT MEDICAL AUTHORIZATION (7:270-E)**

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.

Students may not carry any medication on them at school, including Tylenol, Advil, Midol, etc. All medication can be locked in the office once the Medication Authorization Form is on file.

### **20.17 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 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.

### **20.18 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.

### **20.19 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.

### **20.20 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.

#### **20.21 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.

#### **20.22 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.

#### **20.23 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.

#### **20.24 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.

#### **20.25 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.

#### **20.26 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.

#### **20.27 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).**

#### **20.28 FEES 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.

#### **20.29 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.

### **20.30 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.

### **20.31 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.

### **20.32 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.

### **20.33 P.A. SYSTEM**

Announcements are made as needed throughout the 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.

### **20.34 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.

### **20.35 SPECIAL CURRICULUM ACTIVITIES**

- |                                     |                         |
|-------------------------------------|-------------------------|
| 1. National Honor Society           | 12. Jazz Band           |
| 2. History Club                     | 13. Scholastic Bowl     |
| 3. Pom Pon                          | 14. The Green Team      |
| 4. Chemistry Club                   | 15. Student Council     |
| 5. Spanish Club                     | 16. Drama T.I.C.S.      |
| 6. French Club                      | 17. Chorus              |
| 7. Book Club                        | 18. Art Club            |
| 8. Society for Academic Achievement | 19. Math Club           |
| 9. Pep Club                         | 20. Young Heart Writers |
| 10. Concert Band                    | 21. Chess club          |
| 11. Marching Band                   | 22. Future Teachers     |

### **21.1 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.

### **22.1 EFFINGHAM HIGH SCHOOL: Co-Curricular Activity Code (7:240-AP)**

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 a 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. If a student athlete has joined a sport and is serving a suspension due to an athletic code violation and does not finish the season successfully (i.e. is dropped from the team, quits, etc.) then the student athlete will have to serve the suspension in the next sport even if they served partial or all of the suspension.

#### **22.12 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.

### **22.13 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.

### **22.14 EXTRA CURRICULAR ACADEMIC ELIGIBILITY:**

The student shall do passing work in at least twenty-five (25) credit hours of high school work per week 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-five (25) credit hours of high school work for the previous semester. (This translates to passing (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.

### **22.15 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. Once a season is started based on the IHSA/IESA start dates an athlete may not join that sport to serve a suspension. The athlete must finish the sport they serve suspension in order for the suspension to count. 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\*\***

### **23.1 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; Junior High and High School Scholar Bowl; High School Winter Guard.

Spectator's Sportsmanship Code (7:240-AP)

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.

### **24.1 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, and 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 Zumbahlen 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.

## **25.1 COMPUTER NETWORK OPERATING PROCEDURES FOR: EFFINGHAM UNIT #40 SCHOOL DISTRICT (6:235-AP)**

- 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.

**25.12. ACCEPTABLE USE OF ELECTRONIC NETWORKS (6:235-AP)**

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 action, 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.

**25.13 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 de-virused;
- 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

### **26.1 STUDENT SERVICES**

Every student is assigned to a counselor upon entering EHS. This is done alphabetically and assignments are by last name:

Mrs. Becky Eskew (A to G) 540-1154

Mrs. Tara Raddatz (H to O) 540-1155

Mrs. Jennifer Patton (P to Z) 540-1156

The following services are provided in the Student Services Center:

- Academic counseling and information
- Information on financial aid and scholarships
- Assistance with scheduling and career/college planning
- Information on NCAA requirements
- Information on college testing
- Job Shadowing
- Providing emotional support for students
- Addressing personal or group crisis situations
- Conducting support groups to address student issues

- Making referrals to community agencies

## **26.12 GRADUATION REQUIREMENTS (6:300-AP2)**

- 4 units of English
  - 1 credit of English I
  - 1 credit of English II
  - 1 credit of English III
  - 1 credit of English IV
- 2 units of Social Studies
  - ½ credit of American History I
  - ½ credit of American History II
  - ½ credit of American History III
  - ½ credit of American government (must complete 12 hours community service)
- 2 units Science
  - 1 credit of Biology
  - 1 credit of Investigative Science/Upper Level Science
- 3 units of Math
  - 3 credits of math (must include one year of Algebra I and Geometry)
- 1 ½ units of Career and Technical
  - ½ credit of Computer Applications I
  - ½ credit of Business and Technical Concepts
  - ½ credit of any Career and Technical elective
- ½ credit of Health
- Must satisfy state requirements for Consumer Education and Career Education by passing Business and Technical Concepts (included in Career and Technical Requirement)
- Must satisfy district and state requirements for Safety and Health Education by passing Health
- Must be enrolled in Physical Education for four years.
- 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. Transcripts will be evaluated and credits accepted according to the established practices of giving credits in Unit #40 Board Policy.

## **26.13 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 or logging into the Infinite Campus portal. Students with at least a 3.75 GPA (high honors) at the end of 7 semesters are recognized at graduation.

## **26.14 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 count towards a student's grade point average.

## **26.15 APEX POLICY**

Apex is a computer-based, online learning system, which provides students the opportunity to recover credits needed for graduation. Upon successful completion of an Apex credit recovery course, a student will receive credit for that course on his/her transcript. If a student does not successfully complete the Apex credit recovery course by the designated end of the Apex 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. Apex credit recovery courses will not be calculated as part of cumulative grade point average or honor roll.

### **26.16 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. Students who miss 10 days (excused or unexcused) may forfeit college credit for the class.

### **26.17 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, competitive cheerleading, volleyball, soccer, cross country, boys'/girls' golf, boys'/girls' swimming (participating in IHSA series) or marching band. Students in boys/girls basketball, wrestling, baseball, softball, boys' tennis, or boys'/girls track may opt out of spring semester of P.E. 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.

### **26.18 MTSS**

Our district implements Multi-Tier Systems of Support (MTSS) which is based on the premise of intervening early to prevent failure and to maximize the effectiveness of grade level curriculum and instruction. Providing every P-12 student differentiated, high-quality instruction matched to their specific needs to be successful in our education system through a system of support for academic, behavioral and social-emotional student needs. MTSS is grounded in the belief that ALL students can learn and achieve high standards. A comprehensive system of tiered interventions is essential for addressing the full range of students' academic and behavioral needs. Collaboration among educators, families, and communities is the foundation of effective problem solving. For additional information regarding MTSS in your child's school, please contact the school.

### **26.19 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.

Effingham High School Grading Scale			
Adopted by Unit #40 Board of Education July 2019			
Percentage Grade	Letter Grade	GPA Equivalent Through the Class of 2022	GPA Equivalent for Class of 2023 and After
100-99	A+	4.0	4.0
98-92	A	4.0	4.0
91-90	A-	4.0	3.7
89-88	B+	3.0	3.3
87-82	B	3.0	3.0
81-80	B-	3.0	2.7
79-78	C+	2.0	2.3
77-72	C	2.0	2.0
71-70	C-	2.0	1.7
69-68	D+	1.0	1.3
67-62	D	1.0	1.0
61-60	D-	1.0	0.7
59-0	F	0.0	0.0

**26.20 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.
  - For attendance purposes, in order for students to be exempt from final exams all absences must be excused (Reference Section 1.1 Attendance Policy). This includes funerals, more than the allotted 2 college days for seniors, out of town, doctor's excuses/notes, vacations, church trips, and surgeries. Students with UNEXCUSED ABSENCES OR TRUANCIES must take ALL final course exams. This includes SINGLE PERIOD through all day absences. For example, once a student reaches a 6<sup>th</sup> excused absence in a single class, any absence after in that single class will be marked unexcused if not doctor excused, planned absences or other excused absences.
  - 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.

- An appeal process is in place for students missing more than 6 days due to a diagnosed chronic illness.
- *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.

#### **26.21 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 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.

#### **26.22 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

#### **26.23 STUDENT RECORDS AND TRANSCRIPTS**

Requests for student records 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 records. Any student requesting a transcript needs to utilize [www.parchment.com](http://www.parchment.com), an electronic transfer delivery system. There may be a small fee associated with this service. 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.

#### **26.24 OFF CAMPUS CLASSES**

Students that attend 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 the EHS office to be accounted for. Any student who is tardy or fails to report to EHS will receive consequences listed in the student attendance policy. There may be additional fees when taking classes off campus.

#### **26.25 NATIONAL HONOR SOCIETY**

Eligibility is based upon a cumulative GPA at the end of the 4<sup>th</sup> and 6<sup>th</sup> semesters. Junior and senior students’ with a cumulative GPA of a 3.6/4.0 or higher are notified at the beginning of the school year to petition for membership

into National Honor Society. Students must complete a petition for further consideration by the Faculty Council. The criteria used at Effingham High School is outlined as follows.

**Scholarship** is determined by cumulative GPA (Grade Point Average.) Our local chapter has set 3.6/4.0 as the minimum standard.

**Leadership** is judged by offices/responsibilities held in various groups, as well as by general leadership qualities as noticed by students' teachers/coaches. Leaders are those who act as role models for others, influencing their peers in positive ways. These students contribute ideas, show a willingness to work on projects/activities, delegate responsibility, and display reliability. To be eligible for NHS, a student must show at least a minimum of (2) leadership roles held within the school or local community, achieved since the ninth grade and indicate roles and name of verifiable supervising adult.

**Service** means students contribute to their school and community. The area of service is made up of actions students have taken for which they receive no money or material rewards. It may also include willingness to take on various responsibilities, work on committees, volunteer time with school and community activities that are above and beyond what is expected, or any other giving of their time/talents. To be eligible for NHS, a student must demonstrate a completion of a minimum of (10) service hours completed within the school or local community achieved since the ninth grade and indicate what activity and role was taken and the name of the verifiable supervising adult.

**Character** is the most difficult to judge since neither grades nor activities necessarily qualify students in this area. Qualities such as honesty; cooperation; respect towards peers, adults, and school regulations; morality; and student records including administrative records, discipline records, and attendance records are some criteria used. The Faculty Council observes students' interactions on a daily basis across multiple settings.

*Qualified students must understand that membership is not guaranteed by anyone. The final decision of membership is made up of a majority vote of the Faculty Council. The Faculty Council looks for a student that is well rounded and involved in a variety of activities and stands out in the school and community.*

#### **26.26 DRIVER EDUCATION REQUIREMENTS**

Driver Education will be taught during the first and second semester each school year. Freshman will be placed in drivers education by their birthdate. Use the Effingham CUSD #40 website for additional requirements.

#### **26.27 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.

## **27.0 Guidance Calendar 2023-2024**

<b>ACT National Testing Dates</b>		
<u>Test Date</u>	<u>Registration Deadline</u>	<u>Late Fee Required</u>
September 9, 2023	August 4, 2023	Aug 18 – Sept 1, 2023
October 28, 2023	September 22, 2023	Oct 6 - Oct 20, 2023
December 9, 2023	November 3, 2023	Nov 17 - Dec 1, 2023
February 10, 2024	January 5, 2024	Jan 19 – Feb 2, 2024
April 13, 2024	March 8, 2024	March 22 - April 5, 2024
June 8, 2024	May 3, 2024	May 17 - May 31, 2024
July 13, 2024	June 7, 2024	June 21 – July 5, 2024

<b>SAT National Testing Dates (ANTICIPATED)</b>		
<u>Test Date</u>	<u>Registration Deadline</u>	<u>Late Fee Required</u>
Aug 26, 2023	July 27, 2023	Aug 14, 2023
October 7, 2023	September 1, 2023	September 19, 2023
November 4, 2023	October 4, 2023	October 22, 2023
December 2, 2023	November 2, 2023	November 20, 2023
March 9, 2024	February 9, 2024	February 20, 2024
May 4, 2024	April 5, 2024	April 23, 2024
June 1, 2024	May 3, 2024	May 14, 2024

ACT Test Calendar: registration can be secured at [www.actstudent.org](http://www.actstudent.org)

**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

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Date:

---

User Signature

---

Please Print Name

Failure to return this acknowledgement and pledge will not relieve a student or the parent/guardian from being responsible for knowing and complying with the rules contained within the Board policy on Student Behavior and the Student Conduct Code.



**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

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Date:

---

Parent/Guardian Signature

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Please Print Name

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Failure to return this acknowledgement and pledge will not relieve a student or the parent/guardian from being responsible for knowing and complying with the rules contained within the Board policy on Student Behavior and the Student Conduct Code.

**Parent and Student  
Agreement/Acknowledgement Form  
Performance-Enhancing Drug Testing Policy**

**Concussion Information Sheet**

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away. For current and up-to-date information on concussions you can go to: <http://www.cdc.gov/ConcussionInYouthSports/>

**IHSA Performance-Enhancing Substance Testing Policy**

In 2008, the IHSA Board of Directors established the association’s Performance-Enhancing Substance (PES) Testing Program. Any student who participates in an IHSA-approved or sanctioned athletic event is subject to PES testing. A full copy of the testing program and other related resources can be accessed on the IHSA Sports Medicine website. Additionally, links to the PES Policy and the association’s Banned Drug classes are listed below. School administrators are able to access the necessary resources used for program implementation in the IHSA Schools Center.

IHSA PES Testing Program

<http://www.ihsa.org/documents/sportsMedicine/2013-14/2013-14%20PES%20policy%20final.pdf>

IHSA Banned Drug Classes

<http://www.ihsa.org/documents/sportsMedicine/2013-14/2013-14%20IHSA%20Banned%20Drugs.pdf>

As a prerequisite to participation in IHSA athletic activities, we agree that I/our student will not use performance-enhancing substances as defined in the IHSA Performance-Enhancing Substance Testing Program Protocol. We have reviewed the policy and understand that I/our student may be asked to submit to testing for the presence of performance-enhancing substances in my/our student’s body either during IHSA state series events or during the school day, and I/our student do/does hereby agree to submit to such testing and analysis by a certified laboratory. We further understand and agree that the results of the performance-enhancing substance testing may be provided to certain individuals in my/our student’s high school as specified in the IHSA Performance-Enhancing Substance Testing Program Protocol which is available on the IHSA website at [www.IHSA.org](http://www.IHSA.org). We understand and agree that the results of the performance-enhancing substance testing will be held confidential to the extent required by law. We understand that failure to provide accurate and truthful information could subject me/our student to penalties as determined by IHSA.

A complete list of the current IHSA Banned Substance Classes can be accessed at [http://www.ihsa.org/initiatives/sportsMedicine/files/IHSA\\_banned\\_substance\\_classes.pdf](http://www.ihsa.org/initiatives/sportsMedicine/files/IHSA_banned_substance_classes.pdf)

**Student/Parent Consent and Acknowledgements**

By signing this form, we acknowledge we have been provided information regarding concussions and the IHSA Performance-Enhancing Testing Policy. We also acknowledge that we are providing consent to be tested in accordance with the procedures outlined in the IHSA Performance-Enhancing Testing Policy.

STUDENT ACKNOWLEDGEMENT AND AGREEMENT:

Student Name (Print): \_\_\_\_\_ Grade (9-12) \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PARENT/GUARDIAN CERTIFICATION AND ACKNOWLEDGEMENT

Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

**Consent to Self-Administer Asthma Medication**

As a patient under my care, \_\_\_\_\_, is prescribed to self-administer the following asthma medication.

Medication \_\_\_\_\_

Purpose \_\_\_\_\_

Dosage \_\_\_\_\_

Time/Special Circumstances \_\_\_\_\_

\_\_\_\_\_  
**Printed Name of Physician**                      **Signature of Physician**                      **Date**

I \_\_\_\_\_, do hereby give my son/daughter \_\_\_\_\_, Permission to self-administer his/her asthma medication as prescribed by his/her physician during athletic competition.

\_\_\_\_\_  
**Printed Name of Parent/Guardian**                      **Signature of Parent/Guardian**                      **Date**