

EFFINGHAM JUNIOR HIGH SCHOOL

2018 - 2019

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Unit #40 Web Site
www.effingham.k12.il.us

HOUR	TIME	1st Semester	2nd Semester
Announcements	8:00 – 8:03		
1	8:03 – 8:50		
2	8:53 – 9:40		
3	9:43 – 10:30		
4A Class	10:33 – 11:20		
4A Lunch	10:33 – 11:07		
4B Class	11:10 – 11:57		
4B Lunch	11:23 – 11:57		
5	12:00 – 12:47		
6	12:50 – 1:37		
7	1:40 – 2:27		
Skills	2:30 – 3:00		

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper



Record Keeper

	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
ELA				
Math				
Science				
SS/Geo/Hist				
Absences				

Math AimsWeb	MComp	MCap
Fall		
Winter		
Spring		

Reading AimsWeb	Fluency	Maze
Fall		
Winter		
Spring		

Math StarTest	Scale Score	Grade Equivalency
Fall		
Winter		
Spring		

Reading StarTest	Scale Score	Grade Equivalency
Fall		
Winter		
Spring		

EFFINGHAM JUNIOR HIGH SCHOOL

2018-2019

WELCOME

Effingham Jr. High School is proud to be a part of an educational system that deals with students at one of the most critical and formative periods of their lives. Our goals and objectives are for the maximum development, adjustment, and personal realization of individual talents, interests, and abilities.

The junior high years are only part of the total education structure; it is a unique part. Students are in a state of change and will be exploring various means of self-expression. The individuality of these rapidly maturing young people is initiated during these formative years.

Effingham Jr. High School must seriously and conscientiously guide its students to develop successfully into young adults, to solve adult problems with adult values, to assume responsibility for their own behavior, and to build a set of values worthy of good citizenship. Effingham Jr. High School must seek to develop pride in building a sound foundation of school knowledge and citizenship.

VISITORS

An open-door policy is extended to parents during regular school hours. Parents and any other visitors must report to the office. Parents or any other visitors are required to sign in and sign out when entering and exiting the building. A visitor's pass will be issued. Parents must make arrangements with teachers before visiting their classrooms. All other visitors shall report to the Principal's Office. Student visitors are not permitted at Effingham Jr. High School.

GUIDANCE

The purpose of the guidance program is to help each individual student achieve his/her highest growth mentally, emotionally, and socially. Our staff does this in several ways: 1) By helping the new student feel at home in our school with new teachers and friends in a different setting; 2) Through individual conferences whenever a student, a teacher, or the counselor deems it necessary; 3) Through a testing program to help the student learn as much as possible about his/her capabilities.

The counselors welcome the opportunity to talk things over with any student, teacher or parent.

PARENT/GUARDIAN RESPONSIBILITIES/RIGHTS

Parents/guardians have responsibility for requiring and promoting their child's regular school attendance, the first step in achieving academic success. Students may be turned over to the Regular Attendance Program (RAP) specialist upon accumulating five days absent without a doctor's excuse. Upon the RAP specialist's discretion, a student may be turned over to the Regional Truancy Officer.

Illinois School Law under the Article 26-1 Compulsory School subsection, places the burden of responsibility for school attendance on the parent/guardian:

Every parent/guardian, or other person in this state having charge, control or custody of a child between the ages of 7 and 17 years shall cause the child to attend school regularly and in a non-disruptive manner.

The Family Education Rights and Privacy Act (FERPA) and the Illinois School Student Records Act (ISSRA) affords students, parents, and guardians certain rights with respect to their educational records. If you have any further questions, see the building principal.

PARENT DROP-OFF/PICK-UP

Students may be dropped off by parents on the north side of the building in the morning. Students, who are not riding a bus after school and are going home in a car, truck, van, etc., must be picked up in the parking lot on the southeast side of the building by 3:15 p.m. Detailed information may be obtained in the office. Do not use the circle drive in front of the building for pick-up or drop-off of students. Do not pick up students north of the building on Richland Avenue.

CLOSED CAMPUS

Students are to remain in their assigned buildings and on the school's grounds continuously from the time of reporting to the time of departure for the day, unless permission to leave is granted by the Building Principal or a designee or is otherwise excused. Any student who is dropped off on school grounds and then leaves is in violation of this rule.

ANTI-LOITERING

Loitering by students in designated 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 they may not loiter in these areas. Students violating this policy **MAY RECEIVE A SUSPENSION FROM ONE TO THREE DAYS**. If students are in line of sight from the building, coming to or from school, discipline can be administered. If a teacher or administrator observes students in the following designated areas, these students will be disciplined accordingly. (If students are visible and are not in the process of walking to and from school, they are loitering).

The following areas near EJHS are designated as anti-loitering areas: Henrietta St. from Richland Ave. to Crawford Ave., Richland Ave. from Henrietta St. to Cherry St., Grove Ave. from Henrietta St. to Cherry St., Crawford Ave. from Henrietta St. to Vine St., Vine St. from Grove Ave. to railroad tracks south of EJHS, Cherry St. from Grove Ave. to Richland Ave. Staff parking areas of EJHS staff are off limits to all EJHS students before and after school.

SCHOOL CONDUCT

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration of other people.

With an understanding of the purposes of discipline in school, you may form a correct attitude toward it, and not only do your part in making your school an effective place of learning, but also develop the habit of self-restraint which makes you a better person.

Every teacher is entitled to the respect and obedience of the students to reasonable rules. Students are expected to act like ladies and gentlemen at Effingham Jr. High School and whenever they represent the school. A teacher may remove a student from the classroom for disruptive behavior and must allow the student the opportunity to explain their side of the story (Due Process).

Parents are notified when inappropriate behavior is displayed. Disciplinary actions may result in lunch or after-school detentions, in-school suspension, Saturday school, late stay, out of school suspension, and expulsion. Furthermore, local police authorities may be notified as the misconduct warrants it. The school, parent, and student must form a solid triangle to correct inappropriate behavior.

DISCIPLINE

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

1. Points are issued upon violations of school rules.
2. Points accumulate throughout the school year.
3. Accumulation of points will result in being placed on detention, in Saturday school, 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.

Students and parents will be notified by mail of the students' points as they are accumulated.

MISCONDUCT POINT SYSTEM

The following list contains examples of items determined to cause a disruption to the educational environment and/or a threat to school safety. This list is only examples it should not be considered as an exhaustive list.

5 Points

- Dress Code/Appearance
- Failure to serve detention
- Projectiles
- Public display of affection
- Improper use of school supplies or property

10 Points

- Attempt to injure
- Cheating
- Lying
- Disrespect toward staff
- Failure to serve alternative classroom
- Failure to serve Saturday school
- Fictitious phone call
- Forgery
- Gang/Satanic graffiti-symbols-signing
- Obscenity/Pornography/Profanity
- Misconduct under substitute teacher
- Possession of tobacco products/E cigarettes
- Refusal to follow directive
- Roughhousing
- Inappropriate use of technology
- Disruption of class

30 Points

- Disruptive devices
- Theft
- Fighting
- Defiance of authority
- Vandalism/Property damage
- Use of tobacco products or E cigarettes

40 POINTS

- Harassment/Intimidation of student
- Gesture/Obscenity toward staff

50 POINTS

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

60 POINTS

- Assault/battery of staff member
- Bomb Threat
- Drug/alcohol abuse/possession etc. (alcohol and drug policy in effect)
- Explosive device
- False Alarm
- Possession/Use of a weapon

POSSIBLE CONSEQUENCES

Points	Discipline:	Points	Discipline:
5	1/2 hour detention	35	Out of school suspension/AIM (1-3 days)
10	1-hour detentions	40	Out of school suspension/AIM (1-5 days)
15	Saturday school (4 hours)/Late Stay	45	Out of school suspension/AIM (1-5 days)
20	Alternative Classroom (1-3 days)/Late Stay	50	Out of school suspension/AIM (5-10 days)
25	Alternative Classroom (1-3 days)	55	Out of school suspension (5-10 days)
30	Out of school suspension/AIM (1-3 days)	60	Out of school suspension 10 days / recommendation for expulsion

The administration agrees with the concept of progressive discipline and to the extent circumstances warrant it. The point system is designed to communicate to students and parents what is expected of students and the severity of their cumulative behaviors. 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. 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 the specific situations not addressed in the misconduct point system.

DEFINITIONS OF AUTHORIZED DISCIPLINARY ACTIONS

1. "Exclusion" means any denial of educational services, programs, or transportation, as the case may be, to which a student would otherwise be entitled.
2. "Suspension" means exclusion for a period not to exceed ten (10) school days. The maximum that students who are suspended out of school can receive for any assigned work or tests given during the period of suspension is 100%. 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. Upon completion of the suspension, student should meet with Student Services to facilitate the re-engagement of student to EJHS.
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 exclusion 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 EJHS.
6. "Alternative Education" means an exclusion from the routine school day, except the student shall remain at school in a restricted isolated area.
7. "Denial of Privileges" may include, but is not limited to, loss of classroom sign-out privileges, restricted lunch period and/or recess.
8. "Probation" is a period of heightened observation. 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 may result in recommendation by the administration to expel the student at a hearing before the Board of Education.
9. "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.
10. "Office Directed Detention" may also be assigned by the administration to the student who misbehaves or breaks classroom rules.
 - a. "Noon Hour Detentions". The student spends the entire lunch period in a designated area under the supervision of the Assistant Principal or a designated person (certified staff member). Students are to bring books and study during the time they are serving detention or they will be assigned work by the supervising staff member.
 - b. "Before or After School Detentions" may be assigned by the administration or the classroom teacher.
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.
18. Alternative In-school suspension Mandate (AIM) is a suspension to an ROE safe school by recommendation of administration in which student(s) can earn 100 percent credit for academic work completed successfully.

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.

HARASSMENT: To repeatedly torment or irritate.

STEALING: The act of dishonestly acquiring the property of the school or property of other students.

FORGERY: The act of fraudulently using in writing the name of another person or falsifying times, dates, grades, addresses, or other data on school forms.

FIGHTING: The act of quarreling involving bodily contact in or on school property or going to or from school, including any activity under school sponsorship (dances, athletic events, bus, etc.).

DEFIANCE OF AUTHORITY: The failure to respond or carry out a reasonable request by a staff member.

GROSS MISBEHAVIOR: The act of deliberate or willful conduct detrimental to normal function of the program or activity under school sponsorship or the act of threats to the staff members or to other pupils.

VANDALISM AND PROPERTY DAMAGE: Students who destroy or vandalize school property or property belonging to other students will be required to pay for losses or damages. If students willfully destroy school property, suspension and subsequent expulsion may be necessary. If a student should accidentally damage something, it should be reported to a teacher or the school office immediately.

INDECENCY: The act of offending against commonly recognized standards of good taste, including the use of vulgar language.

TRUANCY: Failure to attend required class time.

SUBSTITUTE TEACHER: 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 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.

WEAPONS: Any student who comes on the school campus with what the school officials determine is a weapon, including look-alikes, may receive 60 misconduct points and could be recommended for expulsion. Local police authorities will be notified. Knives, of any kind, are not allowed at school.

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.

SMOKING, DIPPING, AND CHEWING: The use or possession of tobacco, tobacco products or e cigarettes is prohibited, and any student who violates this rule is subject to disciplinary action. The rules apply on the way to and from school, on the buses, during lunch period, at school activities, and during the school day.

TARDINESS: Students must be inside the classroom when the bell sounds. Teachers will enforce punctuality to class with the following system:

- Upon accumulating three tardies to a class in a quarter, the student will be required to serve **one lunch detention.**
- Upon accumulating four tardies to a class in a quarter, the student will be required to serve **three lunch detentions.**
- Upon accumulating five tardies or more to a class in a quarter, the student will attend a **Late Stay from 3:00 – 5:00 p.m. at EJHS.**

DISRUPTIVE DEVICES

Disruptive device is defined as any electronic device to include but not limited to cell phones, smart watches, CD players, DVD players, digital cameras, cameras, IPODS, MP3 players, pagers, beepers, laser pointers, games. Any device, object, or substance that disrupts the educational environment or the daily routine and operation of the school is also considered a disruptive device. Students may possess cell phones only if they are out of sight and off. Cell phones that are set on vibrate or "manner mode" are not considered off. If seen, or otherwise detected, these items will be confiscated, parents will be notified and students with such items may receive 30 misconduct points and the appropriate consequence. When confiscated the student will have the opportunity to lock the phone to protect confidential information. Any device, object, or substance that disrupts the educational environment or the daily routine and operation of the school is also considered a disruptive device. Cell phones may be used only after 3:00 p.m. and outside the school building. The use of cameras, camera phones, video or audio recording is prohibited without administrative approval. Disclaimer: Effingham Unit 40 is not responsible for lost or confiscated items under the care of Unit 40. A CONFISCATED DEVICE WILL BE HELD FOR THE NUMBER OF DAYS LISTED BELOW INCLUDING ANY WEEKEND DAYS FALLING DURING THAT TIME. The day the device is confiscated does not count towards that number of days held. The device will only be returned to a parent or guardian.

First Offense - **FIVE** school day holding period.

Second Offense - **SEVEN** school day holding period and a 2 hour late stay.

Third Offense - **TEN** school day holding period and 2 days Alternative Classroom.

SUSPENSION AUTHORITY

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

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. The letter shall outline steps to be taken if the parent/guardian of student wishes a hearing concerning the suspension.

JURISDICTION OF THE SCHOOL

Effingham Junior 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 considered a threat or an attempted intimidation of a school staff member, or an interference with school purposes or an educational function.

OUT-OF-SCHOOL SUSPENSION

An offense against the school discipline or moral codes of conduct while attending school, participating in or attending an activity sponsored by the school may result in a student being assigned an out-of-school suspension as a penalty. Student's assigned out-of-school suspensions are not allowed to attend any school functions during the assigned period of suspension.

Students may receive up to 100% credit for any work missed while suspended from school. It is the student's responsibility to use available resources to determine assignments during the period of the suspension. All work completed during an out-of-school suspension must be turned in during the appropriate period on the first day the student returns to class from that out-of-school suspension. Any tests and/or quizzes that took place during the out-of-school suspension must be completed during the appropriate period on the day the student returns from the out-of-school suspension. The maximum score on those tests and/or quizzes will be 100%. All tests quizzes and assignments must be completed by the student returning from out-of-school suspension at their regularly scheduled times for full credit. For example, a test scheduled for the day the student returns from out-of-school suspension must be taken on that day. Teacher/administrative discretion will be used to determine credit for major projects due during the period of the suspension.

AIM PROGRAM

AIM (Alternative In-School Mandate) is an optional disciplinary intervention prior to out-of-school suspension. The administration has the authority to offer AIM assignments to a student as an alternative to an out-of-school suspension based upon the severity of the infraction and availability of the AIM site. Students that successfully complete the AIM program will receive up to 100 percent of the earned credits for each assignment. If a parent should choose not to opt for the AIM placement for their student or if the student is unexcused to AIM, the student will be issued an out-of-school suspension.

The following procedures will be followed with the AIM program:

- The EJHS handbook's rules are in effect at the AIM site.
- Parents may be asked to escort their child to the Junior High School Office the morning of the AIM assignment and from the Junior High School Office in the afternoon of their AIM assignment. Students not using Unit 40 transportation that arrive after 7:45 am on the day(s) of the AIM assignment will forfeit their opportunity to attend AIM on that day.
- Students will be escorted to their lockers to get their textbooks and study materials.
- Students will be transported by bus to the AIM campus where they will be met by certified personnel and escorted to their classroom.
- Students will be given, and expected to complete, all homework assignments for the day.
- Assignments will be submitted to the appropriate teacher for grading.
- Students will participate in remediation activities.
- Students will have an opportunity to purchase a nutritional lunch
- Students will be transported back to EJHS by bus and will report to the school office before being dismissed from school for the day.
- Students attending AIM are **not** permitted to participate in any extracurricular activities, athletic practices, or contest on the days of their AIM assignments.

The following rules are expected to be followed by students. Failure to abide by these standards will result in forfeiture of the AIM placement, and the student will be assigned an out-of-school suspension.

- Students may only ride the bus provided by the district to and from the program. Students may not be dropped off or picked up at the AIM campus.
- Students who are sick and therefore unable to attend the AIM assignment must have a parent call the office as per the attendance policy by 12:00 noon on the day of the absence and must present a physician's note to the building administrator the first day back stating that the child was seen in a doctor's office on the day(s) of the assignment and the physician deemed the student too ill to attend school for the entire school day.
- Students and parents will be responsible for signing the AIM contract before admittance into the program.

ALTERNATIVE CLASSROOM

Any student placed in Alternative Classroom is required to report directly to the office immediately upon arriving at school. Parent notification and due process will be given. The rules for students in Alternative Classroom are as follows:

1. Students are to report to AC room at 8:05 a.m.
2. AC assignments will be collected each day. Students will report to the Alternative Classroom with pencils/pens, paper, and all textbooks as well as an Accelerated Reader book.
3. Students assigned to the Alternative Classroom must remain busy with teacher assigned homework.
4. Students having completed assigned work may then read their A.R. books.
5. No gum, candy, food or drinks are allowed in the Alternative Classroom except during lunch.
6. No electronic devices, note writing, drawing, sleeping, or head on desk.
7. Students will receive FULL credit for all work successfully completed.
8. Students receiving 20 A.C. points will serve an additional day in A.C. A student earning 40 A.C. points will be sent to the office for additional disciplinary action such as suspension from school.
9. Students forgetting to attend or skipping A.C. will receive 10 points. Students will remain in A.C. until all responsibilities have been fulfilled.
10. Students are to raise their hand before getting up for any reason.
11. Absolutely no talking in the A.C. room.
12. Students will clean the A.C. room before leaving for the day.

Teachers will be notified by the office of a student in AC as soon as possible. Teachers will be responsible for giving assignments for AC students. Teachers may choose to include all incomplete assignments from the previous week that the student has accumulated. Students will be given full credit for assignments completed while serving in Alternative Classroom.

IN-SCHOOL SUSPENSION WITH STATION ADJUSTMENT

In some cases of discipline, not only are school rules broken, but laws are violated as well. In such cases, according to the discretion of school administration and the School Resource Officer (SRO), the student may be assigned a Station Adjustment (community service within the school) in conjunction with an In-School Suspension as an option to pursuing the case through legal authorities.

Parents will be required to meet with the school administration and SRO if such an option is to be offered. The student and parents will consent to the Station Adjustment and agree to the consequences if the Station Adjustment is not adequately completed.

EXPULSION AUTHORITY

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

DETENTION POLICY

Misconduct by a student may result in serving a lunch detention, Late Stay (after school) or Saturday School.

LUNCH DETENTION

Students assigned lunch detention must report to the detention area promptly with work to do. Failure to do either will result in the addition of another detention.

LATE STAY

Students will be given a one-day notice before having to serve a Late Stay. In some instances parents may be contacted by phone for permission to waive the one-day notice.

It is the student's and parent's responsibility to make arrangements for his or her transportation home from a Late Stay.

There will be no changing of scheduled detentions for the convenience of the student unless a parent calls the office by 11:00 a.m. on the day the detention is to be served to make other arrangements.

If a student misses a scheduled detention he or she may be assigned Saturday School. The second time a student misses a detention, he or she will attend two Saturday detentions; and the third missed detention will result in a three-day out-of-school suspension with a mandatory conference with the student's parents upon returning to school.

SATURDAY SCHOOL

"Saturday School" may be assigned by the administration to a student for violation of school rules. Saturday school ranges from 8:00 a.m.-12:00 noon at the high school. When the assignment is made, the student will be provided with the rules for Saturday school. All necessary materials for the detention must be taken home from Effingham Jr. High School the previous night.

RULES FOR DETENTION/LATE STAY/SATURDAY SCHOOL

1. Students must report to Late Stay detention room by 3:05 p.m.
2. Students attending Saturday School must report to the high school by 7:50 a.m. Students should come prepared with books, paper, and pencil to keep busy for the time involved.
3. Students will remain quiet.
4. Students will remain awake and will sit in an upright position.
5. Students will sit properly at the desk with their feet on the floor.
6. A book must be open at all times in front of the student.
7. Any disruption or misbehavior in detention will result in additional consequences.

GANGS

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

Any public school fraternity, sorority, secret society or a gang is contrary to the best interest of Effingham Community Unit 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 to expel any student who violates this paragraph.

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

ALCOHOL AND DRUG ABUSE

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

Disciplinary Action:

A student found in violation of this policy 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 parent(s)/guardian(s) choose to participate in and successfully complete the following:

- A forty- (40) hour substance abuse program through an approved program or agency. (Approval by building principal).
- Proof of successful completion of the substance abuse program must be submitted to the building principal before the student will be allowed to enroll in Unit 40 schools.
- The cost of the assessment and all counseling will be the responsibility of the student and/or parent(s)/guardian(s).

The student and parent(s)/guardian must agree upon the following condition before the student will be allowed to enroll after the expulsion has been served.

- No participation in or attendance at any extra-curricular activity for the remainder of the school year.

NOTICE OF NON-DISCRIMINATION

Notice is hereby given that Effingham Jr. High School as a part of the Unit #40 School District does not discriminate on the basis of race, color, national origin, gender, age or disability in admission or access to its programs and activities.

Any person having inquiries concerning Effingham Unit #40's compliance with regulations implementing the Americans with Disabilities Act, Title IX, or Section 504 of the Rehabilitation Act is directed to contact the building principal.

HARASSMENT POLICY

Bullying is contrary to State law and the policy of the school district. No student shall harass or intimidate another student based upon the student's sex, color, race, ancestry, national origin, physical or mental disability, or other protected group status. The District will not tolerate harassing or intimidating conduct, whether verbal, physical or visual, that affect 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, cyber-bullying, using derogatory slurs, sexting, teen dating violence or wearing or possessing items depicting or implying hatred or prejudice or 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 Junior 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. Other outside support systems will be made know to students and parents if deemed necessary.
8. If the problem persists, the student(s) will receive consequences based upon the seriousness or the degree of the bullying or harassment. Possible consequences are:
 - Verbal warning
 - Detention
 - Saturday School District
 - 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.

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

SEX EQUITY POLICY

A. Policy Statement

It is the policy of Effingham Community Unit School District #40 that it does not discriminate on the basis of sex in the provision of programs, activities, services or benefits. Effingham Community Unit School District #40 guarantees both sexes equal access to educational and extra-curricular programs and activities.

B. Grievance Procedure

1. A grievance shall be limited to a claim that the School District has discriminated against a student or students on the basis of their sex.
2. Any allegation of sex discrimination may be heard informally by the Building Principal or other person designated by the Superintendent. Persons who may attend an informal conference shall be limited to the Building Principal (or designee), the student(s) and parent(s) involved. The request for an informal hearing does not institute the grievance process.
3. If the results of an informal conference are unsatisfactory, or if the informal process is not utilized, the student(s) or parent(s) shall be entitled to present a grievance.
4. A grievance shall be in writing, stating the name of the grievant, the student (or group of students) claimed to have been discriminated against, the facts constituting the discrimination, and specific portion of this policy, and/or the State Board of Education Sex Equity Rules upon which the grievance relies, and the names of all persons whom the grievant believes have relevant factual inform

STUDENT CONDUCT ON SCHOOL BUS

School bus riders, while in transit, are under the jurisdiction of the school bus driver unless the local board of education designates some adult to supervise the riders. A school bus driver must devote 100 percent of his/her attention to driving the school bus and, therefore, should not be distracted by the conduct of his/her passengers. Each year, millions of boys and girls are transported to and from school safely. This is only possible because they understand how to act safely on the bus. Everyone has a part in helping the driver maintain order – the classroom teacher, parents and last but not least, the riders themselves.

The following list of safety rules, although far from complete, will provide a basis for safe conduct. Misconduct on the bus includes, but is not limited to violations of the following:

- Be on time to designated school bus stop. The driver has a schedule to keep, so he/she cannot wait for you: if thirty students each day delay 30 seconds, the schedule will be fifteen minutes late.
- Be careful in approaching the place where the bus stops. Walk on the left side facing oncoming traffic. Do not move toward the bus until the bus has been brought to a complete stop; this is particularly important during icy weather, because the bus might skid as it is stopping for you. If it is necessary to cross the highway, proceed to a point at least ten (10) feet in front of the bus, then WAIT for a SIGNAL from the driver permitting you to cross.
- Stay off the road, out of danger of passing vehicles and flying stones, at all times while waiting for the school bus.
- Board in an orderly fashion; do not crowd, push, or shove, and always use the handrail. Go quickly and directly to your seat.
- Stay in your seat while the bus is in motion.
- Keep your voice low; remember that loud talking, laughing, or unnecessary confusion diverts the driver's attention and may result in a serious accident.
- Keep your head, arms, and hands inside the bus at all times. Do not throw anything out of the bus windows.
- Keep your feet, books, packages, coats and other objects out of the aisle, so that students will not trip over them – musical instruments and other large packages should be placed under the seat.
- Be absolutely quiet when approaching a railroad-crossing stop.
- If you detect any approaching danger that you believe the driver is not aware of, don't hesitate to warn the driver – sometimes the driver cannot see in all directions; if you see that a car is not going to stop while he/she is loading or unloading, or if some vehicle is passing on the right, let the bus driver know about it quickly and calmly.
- Be alert in event of a road emergency or danger signal from the driver. Remain seated in the bus until instructions are given by the driver.
- Treat bus equipment as you would valuable furniture in your own home; damage to seats, etc. is unnecessary, costly and wasteful.
- Help keep the bus clean and sanitary; this means no eating allowed on the bus.
- Carry no animals on the bus.
- Be courteous to fellow pupils and the bus driver.
- Help look after the safety and comfort of smaller children.
- Do not ask the driver to stop at places other than the regular bus stop; he/she is not permitted to do this except by proper authorization from a school official.
- Observe the same safety precautions when the bus stops to unload: remain seated until the bus stops, get off the bus quietly and quickly, do not crowd, push or shove, always use the handrail; if it is necessary to cross the highway, proceed to a point at least ten (10) feet in front of the bus, then WAIT for a SIGNAL from the bus driver permitting you to cross.
- Observe these same rules and regulations on other school-sponsored trips. Respect the wishes of the chaperone appointed by the school.
- Students are not allowed to transport skateboards on the school bus.

The bus driver will have primary responsibility for discipline on his/her bus; however, in cases when a child does not conduct himself properly on a bus, such instances are to be brought to the attention of the Building Principal by the Director of Transportation or Bus Driver. The Building Principal will inform the parents immediately of the misconduct and request their cooperation in checking the child's behavior.

Children who become a serious disciplinary problem on the school bus may have their riding privileges suspended. In such cases, the parents of the children involved become responsible for seeing that their children get to and from school safely. (Illinois School Code Chapter 105, Article 5/10-22.6)

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 the Unit #40 Board of Education to supervise the students riding the bus. The bus driver must devote 100 percent of his/her attention to driving the 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 ensure 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 notice of some type of misconduct and/or violation of a school rule. The three main components of the misconduct point system are as follows:

- Points are issued upon violation of school rules and transportation rules.
- Points accumulate through the school year and start over with each new school year.
- Accumulation of points WILL result in being placed on detention time or time off the bus or removal from the bus for the remainder of the school year.
- In a case of gross disobedience or misconduct, the student may also be assigned school points concurrently.

10-20 Points

Consumption of candy, food drinks
Excessive noise
Deliberate delay
Extremities out of window
Misconduct under a substitute driver

10-30 Points

Refusal to stay seated
Vandalism (plus restitution)
Defiance (disrespect)
Obscene language/gestures toward a student
Fighting
Possession of a tobacco product or e-cigarettes
Theft

10-60 Points

Projectiles
Weapons possession/use

30 Points

Deliberate boarding of unassigned bus

40 Points

Obscene language/gestures toward driver/bus aide staff

40-60 Points

Threat/Intimidation of driver/bus aide/staff member/students (physical or verbal)

60 Points

Possession, use, distribution of alcohol, drugs, or look-alike substances.
Assault of bus driver, bus aide, staff member, and student
Explosive device

ACCUMULATED POINTS	POSSIBLE DISCIPLINE/ CONSEQUENCE
10	1 hour detention
20	Off bus (1-3 days)
30	Off bus (5 days)
40	Off bus (10 days)
50	Off bus (20 days)
60	Removal from bus for remainder of year. Student must go through expulsion hearing.

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. The Administration reserves the right to impose more severe disciplinary sanctions than called for by the points 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 punishment of specific situations not addressed in the misconduct point system.

CHEATING

Whenever a student is guilty of cheating, the teacher shall collect the student's paper, and the student shall receive zero credit for the work. We will notify the parent and guidance office. The second offense will bring further disciplinary action

PERSONAL HABITS AND DRESS CODE

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

1. Displays of affection will not be tolerated.
2. Clothing or jewelry that displays inappropriate words, pictures or promotes alcohol, tobacco, or illicit drugs WILL NOT be allowed to be worn at school.
3. Shoes must be worn in the building. These shoes will be free of cleats. For safety reasons, slippers will not be allowed.
4. ALL SHIRTS AND BLOUSES MUST HAVE SLEEVES FOR BOTH BOYS AND GIRLS. The length of the shirt/blouse should not allow the midriff to be exposed. No halter tops, tube tops or tank tops are allowed. There should be NO holes in the sleeves of the shirts.
5. Students should be clothed from shoulder to the mid thigh. Skirts, dresses, sweater-tops, and shorts must be of modest length. The suggested guideline is for these items to be no shorter than 2" above the crease of the back of the knee (mid-thigh). This length restriction is enforced regardless of what is being worn underneath the clothing.
6. Students are not allowed to wear hats, including scarves or sunglasses in the building. All coats, hats, gloves, hand warmers, and headwear should be kept in lockers.
7. For the safety and welfare of students, CHAINS WILL NOT BE WORN AT SCHOOL. Excessively large jewelry that is of a nature or size that would allow it to be harmful to the student wearing it or other students will not be worn at school.
8. Student book bags and binders are to be free of all graffiti. Book bags or binders displaying graffiti will be confiscated and released to a parent. The student may receive points for NOT following a directive. Any equipment used to carry books (including backpacks and book bags) is not to be carried from class to class unless permission has been specifically granted by the administration.
9. ALL PANTS SHOULD HAVE NO HOLES LOCATED ABOVE THE KNEE regardless of what is being worn underneath the clothing. Pants should be worn at the waist and sized appropriately. Flannel (pajama type), Leggings, jeggings and yoga type pants are allowed if the garment worn over them covers from shoulder to mid-thigh.
10. Any student deemed to have undergarments showing will be given the opportunity to correct the issue the first time and will be sent home if it happens again.
11. Any shirt with a neck line lower than 5 inches will not be allowed.

CONSEQUENCES FOR DRESS CODE VIOLATIONS WILL BE AS FOLLOWS:

1st Offense: Student will be given an opportunity to change into P.E. Clothes and a notice will be sent home.

2nd Offense: Student will receive a late stay and notice will be sent home.

3rd Offense and Up: Student will receive a late stay. Parents will be asked to pick up their child and return them to school with attire that meets the dress code.

STUDENT HYGIENE

All students are expected to come to school demonstrating appropriate hygiene. Any student whose lack of hygiene is having a negative effect on the educational environment may be sent home to correct the issue. It will be the students responsibility to make up any assignments missed.

HALLS

During passing periods students should move between classrooms in an orderly and timely manner which allows them to be on time and prepared for class. Students in the halls during class time must carry their agenda. Students are asked to be courteous at all times. Please keep to the right when moving in the halls. Running and shouting in the halls is never permitted

CORRIDOR PLANNERS (HANDBOOK)

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

ASSEMBLIES

At all times the students' behavior should be refined and courteous. An indication of the cultural level of the school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable behavior would include whistling, uncalled for clapping, boisterousness, and talking during the program.

Effingham Jr. High students are assigned an assembly section and seat. A teacher will sit in each sections. Students who cannot behave will be sent to the cafeteria for detention. The student council sponsors assemblies providing a wide range of performances. An admission fee is charged at registration for all school assemblies.

SPECIAL EVENTS & DANCES

Currently the Student Council sponsors dances during the school year. Attendance at a dance or other special event is not a right, but a privilege of students. Attendance will be determined by the school administration based on set criteria of behavior and academics. Any student receiving a grade of "F" in any subject at the end of a nine-week grading period will not be allowed to attend a dance for the next nine weeks. Any student who has been suspended out of school will not be allowed to attend the next dance during that school year. A second suspension out of school will make the student ineligible for any remaining dances during that school year.

GUM, FOOD, AND CANDY

Chewing gum that is visible or heard, or in any other way a disruption to the learning environment is not allowed. Specific guidelines set within the classroom by the teacher pertaining to gum will be followed by students.

Candy, other food items, and drinks that do not adhere to the state nutritional guidelines for healthy food and drinks in the school may be distributed only with permission of the administration.

NON-SCHOOL LUNCHES

Sack lunches should be kept in lockers and not eaten until lunch period. Lunches may be brought into school by a parent or guardian but only for their student and cannot be distributed to other students.

Students may leave for lunch if signed out by a parent/guardian only. Students will not be allowed to go to lunch with other students' parents/guardians.

GAMBLING

Any form of gambling is not permitted at EJHS. Card playing is prohibited. These activities are not in the best interest of the educational environment at EJHS. These games should be kept at home. Students with these cards at school will have them confiscated. The cards will be returned to the student at the end of the school year. 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.

CLASSROOM REQUIREMENTS

All students are required to bring the following materials to class: agenda, ID card, a writing tablet, a writing instrument, textbooks, and workbooks.

Students are expected to be prepared for class. Organizational skills must be stressed for maximum performance in the classroom.

TEXTBOOKS

All basic texts are loaned to the students for the duration of the school year. Workbooks and other supplies are paid for by the student. Textbooks are to be kept clean and handled carefully.

Please be sure your name, grade, and school are written on the book label in case the book is misplaced. The student will be required to pay for lost or damaged books.

HOMEWORK

Each classroom teacher may give homework assignments. Each student is responsible for turning in his/her homework assignments.

Homework assignments are designed to parallel classroom work. They may be a review assignment, skill builder, or a study of new material. Students who become chronic in their failure to do work in class or homework may be subject to the assignment of detentions and/or extended school time. Parents will be contacted.

Classroom teachers are available before and after school, for questions about assignments. Homework assignments can be accessed 24 hours a day on the school web page under Grade Viewer and INOW Home Portal. See the building secretaries for log-in and password.

MAKE-UP ASSIGNMENTS

It is the responsibility of the student to make up all work that is missed during an **EXCUSED** absence. Upon returning, the student should meet with the teachers to obtain the necessary assignments. Missed work may result in no credit if the make-up work is not completed and turned in. A student has one day to turn in work for each day of an **EXCUSED** absence.

Students will be granted the amount of time equal to that which they were absent to make up work. Make-up work should be turned in, in a timely and sequential order.

WITHDRAWAL-TRANSFER PROCEDURE

The main office must be notified as soon as possible when a student plans to withdraw or transfer from Effingham Jr. High School. The guidance office will initiate a clearance form. This clearance form must be picked up the day before the student plans to leave. Each teacher must be contacted, books returned, library books returned, and bills paid before clearance can be given. After having the clearance form completed and returned to the main office, a partial refund of book rental fees may be received if the procedure occurs during the first three-quarters.

SCHOOL INSURANCE

School insurance is available to each student during registration and during the first weeks of school. Purchase of this insurance is optional.

STUDENT I.D. CARD

All students should have their school id card available if asked for by a staff member.

FIRE, EARTHQUAKE AND TORNADO DRILLS

Instructions for an orderly and safe exit of the building will be posted in each classroom. Fire, earthquake and tornado drills are held at irregular intervals throughout the school year. Remember these basic rules.

1. Listen for instructions from your teacher.
2. Walk. No talking. Move quickly to your designated area.
3. Roll will be taken once the class has reached the designated area.

LOST AND FOUND

Articles found in and around the school should be turned in to the main office where students or parents may claim their property by identifying it. Each Friday, the items will be placed in a box in the custodian's office. Items will regularly be laid out on tables for students to identify.

TELEPHONE

Students will NOT use the office phone for personal calls except in an emergency or with staff permission. In the event a student receives a call, he/she will be called out of class only in an emergency. Normally, necessary phone calls for students will be handled between classes, during lunch hour, before and after school.

STUDENT IMAGES

Student images may be used in publications, videos, and the Internet as part of school related functions.

SKATEBOARDS/SCOOTERS

Students are not allowed to ride skateboards or scooters on school grounds. Such items may be brought into the building if they can be safely stored in the student's locker.

SCHOOL CLOSING

When school is called off due to inclement weather conditions, an announcement will be made over the WCRA/WCRC, and WXF radio stations. Please listen to these stations for the announcements. Also, an attempt will be made to reach parents/guardians by Student Reach automated calling program.

LEAVING SCHOOL

In order to ensure student safety, students will not be allowed to leave with anyone who is not listed on the guardian or emergency contact lists in the computer. If a parent wishes to have their child picked up by someone who is not listed, they will need to notify the school in person

REPORT CARDS

Parents and students will receive a report card after each nine-week grading period. The evaluation of student achievement is one of the most important functions of the teacher.

GRADE SCALE

99-100	A+	88-89	B+	78-79	C+	68-69	D+	0-59	F
92-98	A	82-87	B	72-77	C	62-67	D		
90-91	A-	80-81	B-	70-71	C-	60-61	D-		

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" four weeks from the date the report card is issued if the work is not completed. Make-up work is the complete responsibility of the student.

HONOR ROLL

In order to encourage and reward academic achievement, Effingham Jr. High School will compile and publish a listing of all students attaining high scholarship standards. An honor roll will be published at the end of each nine-week grading period.

- HIGH HONORS: To be eligible for the high honor roll at Effingham Jr. High School, a student must have No Grade Below an "A-" (90%).
- HONORS: To be eligible for the honor roll at Effingham Jr. High School, a student must have a "B" (82%) average or higher, and no grade lower than a "C" (72%).

GRADES

All junior high teachers will use percentages to establish quarter and yearly average grades. Final grades (yearly averages) will be determined by totaling the quarter grade percentages from each quarter and dividing by four. Ex. First Quarter=92.6%/A, Second Quarter =92.4%/A, Third quarter=90.7%/A-, Fourth Quarter =94.3%/A, Yearly Average =370 divided by 4=92.5% rounded up=93%/A. Notice: The quarter grade is rounded up or down accordingly. (5/10 or higher rounds up. 4/10 or lower rounds down.) 89.5% is an A- and 89.4% is a B+. However, when figuring the yearly average, the actual percentages, not the rounded percentages, are added in order to get the final course grade. The teacher may use one or two decimal places, but when rounding, the grade will be rounded to the whole number.

- EJHS students must pass 2 out of 4 quarters and have a passing average of 60% for all four quarters to pass the class
- Percentages will be used to figure grades for the semester classes of p.e., health, and vocational education. The two-quarter percentage grades will be averaged together to get a semester average. Students must have a passing average to pass the semester classes.
- EJHS students must pass 3/4 core classes to be promoted. CORE SUBJECTS INCLUDE: math, science, social studies, and English Language Arts.
- The principal always makes the final decision to promote or to retain a student.

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.

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 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.

ATTENDANCE

The Effingham Unit #40 Board of Education finds that irregular attendance and truancy has been a significant problem for some students of Effingham Community Unit School District #40. The Board of Education believes that regular and punctual attendance is an important factor in a student's success in school. An integral part of the learning experience is the interaction between students and teachers.

Students who are absent from school are not able to participate in class discussion, small-group concepts and ideas that will appear on homework assignments and tests. Missing school results in poor work habits, lower grades, lower self-esteem, and a lack of self-discipline.

Since there is a direct relationship between attendance, grades, and success in school, the Board of Education believes that students must maintain a good attendance record. This attendance policy has attempted to establish reasonable standards regarding absences with the purpose of encouraging and supporting students toward achieving the highest possible academic success.

One of the purposes in adopting this policy is to provide clear guidelines to parents/guardians, students, administrators and teachers as to student absences, which are permitted or not permitted. Another purpose of this policy is to establish penalties for failure to attend school without an excused absence.

Effingham Community Unit School District #40 is funded in significant part by State Aid. State Aid is determined by average daily attendance of students. Failure of students to attend school reduces the amount of State Aid, thereby reducing funds, which would otherwise be available to this School District and its students. Increased school attendance will increase State Aid and benefit the educational process.

EXCUSED ABSENCES

We are encouraging parents to help us improve our students' daily attendance at EJHS. If you are scheduling an appointment for your child, please consider the following options to prevent your child from being counted absent from school.

1. Schedule morning appointments so the child will return to school by 9:25 a.m.
2. Schedule afternoon appointments so your child does not leave school before 1:45 p.m.
3. A child may be gone from school during his/her lunch hour and the class prior to OR after lunch hour.

*If any of these three options are used, the student will not be counted for a ½ day absence.

For absences to be excused, a parent/guardian must contact the school office by telephone by 12:00 noon of the next school day after the absence.

Calls by students are not acceptable. This call is the parent/guardian's responsibility. An absence should be reported by calling the school at 540-1300. Press 1 to choose the attendance voice mail option.

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, personal contact with the school office and telephone calls only will be accepted to verify student absences.

Excusable absences are limited to the following:

1. Death or severe illness in the student's immediate family.
2. Illness of the student
3. Doctor or dental appointment
4. Certain days of religious observance
5. Court appearances
6. Extraordinary emergency in the home or family

Students who are absent 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 the abilities of the parent/guardian; 2) possibility of alternate arrangements so that the student's education will not be interrupted; 3) other interest 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 a planned absence arranged in advance, the following will apply: 1) the student must procure assignments in advance of any planned absence; b) all assigned work must be turned in to the appropriate teacher upon entrance to the class the day the student returns to school; c) arrangements for make-up tests, assignments, labs or other activities are the responsibility of the student, and are to be made up at the discretion of the teacher.

Absences for all other reasons are UNEXCUSABLE and shall be treated as truancy. Unexcused absences include but are not limited to missing the bus, car trouble when the District provides transportation, unapproved job interviews, working, hunting, shopping, hair appointments, or frivolous absences. **Any work missed due to an unexcused absence will be graded as a zero.**

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

Students shall be permitted no more than ten (10) excused absences per school year based upon parental confirmation for the reasons of the absences. After the student has been excused ten (10) times in one (1) or more of his/her classes during the year, additional excused absences for illness may only be verified through a written medical statement from a physician. **ANY NOTE TO EXCUSE AN ABSENCE BY A DOCTOR MUST BE TURNED IN WITHIN 10 DAYS OF THE ABSENCE.**

CREDIT DENIAL OR RETENTION FOR EXCESSIVE ABSENCES

At Effingham Jr. High School, excessive absences per year may be cause for retention. For this purpose "absences" will include all absences, whether or not excused. Exception will be made for absences explained in a doctor's statement or by health conditions determined in a doctor's statement such as hospitalization, allergies, asthma, etc. Other exceptions include absences for observance of a religious holiday, death in the immediate family, a family emergency, or other circumstances, which cause reasonable concern for the safety, or health of the student, and situations beyond the control of the student as determined by the principal. Students will be allowed to make up work for credit under these conditions.

HEAD LICE

In September of each year the Effingham County Health Department conducts checks for head lice in grades Preschool-4. You should check your child's head frequently, too. Call the Health Department (342-9237) if you are not sure what to look for. If it is determined that your child has head lice, the parent will be notified to pick up the child immediately. If your child gets lice, the WHOLE FAMILY must be treated. The Health Department recommends NIX, which is available without a prescription and is covered by Public Aid. Unit #40 requires that all nits (eggs that stick to the hair follicles) must be removed before the student may return to school. Your child must be checked by the Health Department before returning to school. If cleared they will be given a form allowing them to return to class. Please let us know if your child has lice, if we have not already notified you, so that we can prevent its spread. One (1) day to get clearance from the Effingham County Health Department is excused if the student has not reached the ten (10) days allowed per school year without a doctor's excuse. Head lice is a treatable condition and should not lead to excessive absence from school.

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 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: The parents or guardians of the pupil provide to the school written authorization for the self-administration of medication.

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(s) at which or the special circumstances under which the medication is to be administered.
- The prescription label

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 the 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:

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

STUDENT MEDICAL AUTHORIZATION

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

EXTRA-CURRICULAR ELIGIBILITY REQUIREMENTS

The by-laws of the Illinois Elementary School Association are the basis for the eligibility requirements. To remain eligible and/or free from probationary status, a student must maintain a passing grade in all subjects. All participating students will have their grades monitored. Grade checks will begin at the end of the second week of school for each quarter. Students must have had the opportunity to earn credit on at least three academic assignments in each class for eligibility to be taken.

Weekly grade checks may be required to monitor the progress of each student. The sponsor of each activity has the responsibility to monitor grades and to help keep his/her students eligible to participate.

Eligibility over holiday breaks is reflective of the last grade check before the break begins. Any grades entered into the grade book during the break will not influence eligibility until the next grade check after the break.

Students who are on scholastic probation will not be eligible to participate in extra-curricular activities. Disciplinary and behavior difficulties may also result in suspension or permanent ineligibility.

EXTRA-CURRICULAR ACTIVITIES

Band, Cross Country, Baseball, Boys' Basketball and Track, Cheerleading, Chorus, Eco-Meet, Color Guard, Girls' Basketball, Softball, and Track, Volleyball, Literary, Pep Club, Science Club, Scholastic Bowl, Student Council, Yearbook, Mustang Outreach, School Musical and the Play are the extra-curricular activities.

All students are subject to and are expected to obey school district policies, rules and regulations while attending or participating in district-sponsored activities.

ATHLETIC INSURANCE

Any athlete must either purchase student accident insurance through the school or file a letter with the school indicating:

The parent does not want student accident insurance with the school.

The parent has adequate insurance from another insurance company to protect against injuries or potential injuries.

The parent would hold the school district harmless of any liability arising from an athletic injury of their child.

The parents or guardians must sign the letter.

CLASSROOM PARTICIPATION/HANDOUTS

Students who wish to do so may participate in "days of silence" in an exercise of their free speech rights so long as they do not disrupt school. The exercise of free speech rights may not interfere with your participation in classroom activities. If your teacher asks you to participate in class discussion or other classroom work, you should obey so that there is no disruption.

Students may not hand out any printed materials without prior permission of administration. Students that do so without permission of administration may be subject to disciplinary action.

STUDENT COUNCIL

Your student council provides for student activities, serves as a training experience for both leaders and followers, promotes the common good, gives students a share in the management of school, develops high ideals of personal conduct, acts as a clearing house for student activities, seeks to interest students in school affairs and helps solve problems that may arise. Members of the student council are your representatives and have direct access to the school administration.

LOCKERS

Lockers are issued to the 6th, 7th and 8th grade students with class schedules at the beginning of the school year. Each student is responsible for keeping his/her assigned locker clean both inside and outside. Damages caused by misuse of tape will be charged to the student who is responsible. Students are cautioned not to keep money or other valuables in their lockers. **TURN IN VALUABLE ITEMS TO THE OFFICE FOR SAFEKEEPING.** Coats, jackets, etc., should have student's name in an inconspicuous place for identification purposes. Students should not give their locker combinations to other students; nor should they rig their lockers. Students should not have glass bottles in any school lockers including P. E. lockers.

Physical education locks will be assigned during the first week of school. Lockers must be locked daily to insure contents.

LOCKER INSPECTION

Staff members at Effingham Jr. High School are permitted to inspect students' lockers so as to insure an orderly and safe environment for students.

SEARCH AND SEIZURE

The Constitution does not forbid all search and seizures, only those that are unreasonable. The courts have held that a school official may search a student's locker. "To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as students and their personal effects. "School authorities" includes school liaison police officers. Methods of search could include, but will not be limited to, the use of dogs or metal detectors". The lockers are owned and controlled by the school for the use and benefit of the students. Students have no reasonable expectation of privacy on school-controlled or school-owned property or equipment. Thus, school officials may conduct a search without violating the fourth amendment in order to control and supervise student conduct and maintain a proper education environment. Searches shall be subject to persons, personal effects and school property. If evidence of a violation of law or school district rule is found, the evidence may be seized and impounded and disciplinary action may be taken. Law enforcement officials may be notified.

NOTIFICATION REGARDING STUDENT ACCOUNTS OR PROFILES ON SOCIAL NETWORKING WEBSITES

State law requires the District to notify students and their parents/guardians that school officials may request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website. This request may be made only if there is reasonable cause to believe that the student's account contains evidence that he or she violated a school disciplinary rule or Board policy. 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.

METAL DETECTORS

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 to screen students, student lockers and student possessions (such as briefcases, knapsacks, purses, bookbags or parcels) in order to protect and maintain the safety and well being of the students and staff as well as to maintain an appropriate educational environment for the students who attend schools 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 trained in accordance with the Illinois State Police protocol and training. This will involve a pat-down search and restraint that will provide safety and security for the staff member and the student.

A District staff member 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 District staff is satisfied that the student does not possess any prohibited metal object. District staff may inspect and search the contents of any briefcase, knapsack, purse, bookbag or parcel that activates the metal detector for the purpose of determining whether a prohibited item is contained 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.

CAFETERIA & LUNCH HOUR

Student behavior in the cafeteria should be based on courtesy and cleanliness. This means leaving the lunchroom area in the condition you would like to live in. Students will go through the cafeteria line under the supervision of the lunchroom supervisors. Students should remain in the cafeteria until they have finished eating. At no time are students allowed to take food outside of the cafeteria. Students are not to go into areas where classes are being held during lunch hour. Students will line up outside or sit in the bleachers in the gym. The lunchroom supervisor will dismiss the students back to class.

Breakfast and lunch are served daily. Cafeteria menus are sent home once a month. Unit 40 cafeterias use the Cafeteria Billing System. This is a debit and credit system. Charges will not be permitted. Each year, students will be issued a card with their student number. Students who lose or damage their cards will be charged \$4.00 for a replacement. Parents may deposit money on a weekly or monthly basis, the first school day of each week. Checks are preferred. Parents should send payments in a sealed envelope with their child's name, student number, and class written on the outside. Students should deposit this money in the lunch box in the office. **PAYMENTS ARE TO BE MADE ON THE FIRST DAY OF EACH WEEK FOR WEEKLY AND MONTHLY PAYMENTS.**

Paid Student: Breakfast 2.20 Lunch 2.70, extra milk .35; Reduced Student: Breakfast .30, lunch .40, extra milk .35; Free Student: extra milk .35.

Extra servings of food may be purchased at an additional cost to the student. If you do not wish for your child to purchase extra food, please let your child know. If there is a problem, let the lunch cashier know and she will not allow your child buy extra food.

A report of student balances will be sent home twice each month. It is important that you review the balance. A student will be allowed to charge \$8.00, including breakfast and lunch. At that point the student must bring a sack lunch and will not be able to participate in the school breakfast or lunch program until their cafeteria account is paid in full. Questions on student accounts need to be addressed to the Food Service Director. Denise Anderson can be reached at 540-1527.

SCHOOL FOOD SERVICE

Effingham Unit #40 maintains 7 cafeterias to provide a Type A lunch to each student. Participating Unit #40 schools also provide a Type A breakfast. The Type A lunch and Type A breakfast are available to families who qualify for free or reduced prices. The reduced lunch price is 40 cents for all students in grades Pre-K-8. The reduced breakfast price is 30 cents for all students in grades Pre-K-8. Parents are requested to apply to the building principal to determine if they meet federal requirements for reduced price meals. Students may bring lunch from home and purchase milk.

EFFINGHAM HIGH AND JUNIOR HIGH SCHOOL CO-CURRICULAR ACTIVITY CODE

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

RULES:

1. The participant shall not use tobacco in any form.
2. The participant shall not possess, use, transmit, deliver, sell, or attempt to use, transmit, deliver, or sell any alcoholic beverage, any illegal performance enhancing drug, any non-prescribed or illegal drug or any substance which the participant believes or represents to any of the above, including but not limited to look alike drugs.
3. The participant shall not be under the influence of any alcoholic beverage or any non-prescribed or illegal drug.
4. The participant shall not commit any criminal offense of any jurisdiction, or violate the motor vehicle code of the State of Illinois or other jurisdiction, except for petty offenses including but not limited to speeding, and moving violations.
5. The Head Coach/Sponsor of each activity (subject to approval by the Activity Director) shall have the authority to specify additional 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, stage, or court, 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 the law as a student, participant, and citizen.
10. The participant will strive to be 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.

ATTENDANCE:

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

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

TRANSPORTATION:

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

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 that 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 Assistance 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 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 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.

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

COMPUTER NETWORK OPERATING PROCEDURES FOR EFFINGHAM UNIT #40 SCHOOL DISTRICT

1. 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.
2. 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).
3. Users will not bring food, candy, drinks, cough drops, or any reasonable facsimile thereof into any computer lab in Unit #40 School District.
4. 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 log in or logging in with another user's login ID will lose network access privileges.
5. 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.
6. 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.
7. Users are not to print files that are not directly related to their course work.

8. Users are not to send print jobs to printers outside the assigned printer location for a particular class or section of the building.
9. Users are not to print multiple copies of a document on any printer. These machines are not photocopiers, and their cost per page to print is not favorable to making multiple copies of the same document.
10. If you use the last piece of paper in a printer, please refill the printer before you go back to your workstation. See the lab supervisor for instructions on putting paper in the printer.
11. 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.
12. 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.
13. 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.
14. The computer system in our school district is a network system; therefore, 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.
15. 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.
16. 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 or other similar file structures are NOT allowed in a user's home directory.
17. When using any communication applications 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).
18. 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.
19. 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.
20. 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.
21. 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 workstations 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.
22. The system constitutes public facilities and may not be used to support or oppose political candidates or ballot measures.
 23. 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.
 24. Communications may not be encrypted so as to avoid security review.
 25. Users should change passwords regularly and avoid easily guessed passwords.
 26. Students should never make appointments to meet people in person that they have contacted on the system without District and parent permission.
 27. 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.
 28. Diligent effort must be made to conserve system resources. For examples, users should frequently delete e-mail and unused files.
 29. Users on the District network will not access, create or distribute harassing, pornographic, obscene, racist, sexually explicit, or threatening material, imagery, or language.
 30. Users on the District network will not use technology at any location for the purpose of bullying or harassment.
 31. 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.

ACCEPTABLE USE OF ELECTRONIC NETWORKS

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

Terms and Conditions

1. 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.
2. 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; his or her decision is final. The District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use of EJHS. 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*.
3. Unacceptable Use – The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:
 - a. 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;
 - b. Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;
 - c. Downloading copyrighted material for other than personal use;
 - d. Using the network for private financial or commercial gain;
 - e. Wastefully using resources, such as file space;
 - f. Gaining unauthorized access to resources or entities;
 - g. Invading the privacy of individuals;

- h. Using another user's account or password;
 - i. Posting material authorized or created by another without his/her consent;
 - j. Posting anonymous messages;
 - k. Using the network for commercial or private advertising;
 - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
 - m. Using the network while access privileges are suspended or revoked.
4. 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:
- a. Be polite. Do not become abusive in messages to others.
 - b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
 - c. Do not reveal the personal addresses or telephone numbers of students or colleagues.
 - d. 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.
 - e. Do not use the network in any way that would disrupt its use by other users.
 - f. Consider all communications and information accessible via the network to be private property.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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.
10. 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.
- a. 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.
 - b. 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.

- c. 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.
- d. The "Fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent/guardian and student.

11. Use of Electronic Mail

- a. 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.
- b. The District reserves the right to 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.
- c. 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.
- d. 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.
- e. 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.
- f. 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), and staff members need only sign this *Authorization for Electronic Network Access* once while enrolled or employed by 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

MOBILE ELECTRONIC DEVICE POLICY

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, the student being removed from the class, and if necessary other appropriate discipline or legal action that would apply.

EFFINGHAM JUNIOR HIGH SCHOOL
RECEIPT OF HANDBOOK AND AUHORIZATION PAGE

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.

My signature below signifies that:

1. I have received and had the opportunity to read the student handbook.
2. I understand the attendance, discipline, grading and network policies in the handbook.
3. I have been given the opportunity to ask questions for clarification.

Authorization for Electronic Network Access

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

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

STUDENT

Date: _____

Student Signature: _____

(Printed Name): _____

PARENT SIGNATURE

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.

My signature below signifies that:

1. My son/daughter provided me with a copy of the Student Handbook. I have seen and had the opportunity to read the student handbook.
2. I understand the attendance, discipline, grading and network policies in the handbook.
3. I have been given the opportunity to ask questions for clarification.

Authorization for Electronic Network Access

4. Effingham Unit 40 frequently uses student images in school related media such as, but not limited to, the school's web site, the school's local cable channel, the Mustang Messenger, or the Effingham Daily News.
 - No, Unit 40 may not use my child's image as outlined above.
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 have read this *Authorization for Electronic Network Access*. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, and Board members, for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the terms of this Authorization with my child.

PARENT

Date: _____

Parent Signature: _____

(Printed Name): _____