

Welcome to ETHS!

Evanston Township High School is one of the nation's premier high schools, a school offering the finest educational experiences. It is important that all ETHS students take full advantage of the learning opportunities at this remarkable high school.

We are committed to equity and excellence at ETHS, committed to providing the best education for each student. Strong academic achievement for all students is paramount, and we know students must be actively involved in their own learning and parents are crucial allies and partners.

This handbook, *The Pilot*, which all students and parents receive, provides useful information to help students and parents successfully navigate through ETHS, helping each student take full advantage of getting a top-flight education.

The Pilot is available online and can be accessed at <http://www.eths.k12.il.us>. *The Pilot* summarizes school rules and expectations but is not a comprehensive statement of school procedures. The district web site provides policies, the district procedures manual, and much more information to assist students and parents, such as important information about a student's classes, grades, and attendance using the Home Access Center. In addition, all parents and students are urged to sign on as early as the 9th grade to Naviance, which provides abundant information about post-secondary planning. Naviance is also available on the district website.

ETHS is the home of the Wildkits. We strive to be a welcoming, nurturing place with a System of Supports serving all students, providing academic, social and emotional support. ETHS is a community of learners where we value an atmosphere of civility and mutual respect. At ETHS, we care about our students and they care about each other. This is a great place to learn and grow, to prepare for careers and for college. This is a great school. Go, Wildkits!

Eric Witherspoon, Ph.D.
ETHS Superintendent



ETHS Mission Statement

*Embracing its diversity,
ETHS dedicates itself to educating
all students to their fullest potential.*

Board of Education

President

Rachel Hayman

Vice President

Jane Colleton

Members

Martha Burns

Deborah Graham

Gretchen Livingston

Mark Metz

Mary Wilkerson

Student Member

Joel Michael-Schwartz

ETHS School Board meetings are usually held the 2nd and 4th Mondays in N112 at 7:30pm. All meetings are open to the public and accessible to people with disabilities.

Evanston Twp. High School Dist. 202
1600 Dodge Ave., Evanston, IL 60201
Main #: (847) 424-7000
Fax: (847) 492-3872
Web Site: www.eths.k12.il.us

ETHS District 202 Board of Education Statement on Equity

ETHS is committed to equity because excellence for all students requires equity. This commitment will be achieved by:

- Providing all students with access to resources, opportunities, supports and interventions to ensure that they maximize their abilities and potential.
- Giving students what they need, not necessarily equally, to meet their learning and well-being requirements.
- Assuring that all ETHS staff members, with deliberate effort, continue to examine and eliminate institutional beliefs, policies, practices, and teaching that perpetuate racial disparities in achievement.
- Preparing all students to succeed in a multi-cultural, global society by teaching the contributions and viewpoints of all people in culturally relevant curricula.
- Raising the achievement of all students while eliminating the racial predictability of achievement.

Approved by the ETHS Board of Education, May 10, 2010

ETHS Vision Statement

ETHS commits itself to excellence and equity in education. Each student will achieve at a high level of academic performance, function effectively in the community, and make contributions to the broader society.

To accomplish this goal, ETHS commits itself to involving school personnel, community members, students, and their families as partners in an ongoing process of educational improvement. We will construct an environment of excellence and responsibility which fosters intellectual, social, physical, emotional, and ethical growth for all. Students, faculty and staff must all continue to learn and grow.

ETHS will design curriculum, instructional strategies, and assessment methods to motivate and prepare all students to become skilled and knowledgeable...

- Problem solvers/critical thinkers
- Self-directed learners
- Effective communicators
- Collaborative workers
- Quality producers
- Technology users
- Community contributors

ETHS will guide all students in planning for their progress both during and after high school. All students will complete an educational program that meets the requirements for admission to an Illinois public college or university. While students' choices will vary, we will prepare students to pursue both a career direction and continued education.

All members of the ETHS community will work together to realize this vision in an atmosphere of mutual respect where the contributions of all are valued.

Adopted by the ETHS School Improvement Team, May 21, 1996

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School Colors: Orange and Blue
School Nickname: ETHS Wildkits
School Mascot: Willie Wildkit

Fight Songs **ETHS Cheer Song**

E-T-H-S we will fight for you
For the right to do everything for you—
We'll go in to play and win the game
We will bring you fame! Rah! Rah! Rah!
Orange and the Blue we'll proudly wear,
May our colors e'er fly!
Victory comes while we sing,
Many trophies we will bring,
So Cheer! Cheer! Cheer! Cheer! Cheer!
We will win the game for Evanston High.

-Paul K. Robertson '20

Down The Field

Down the field the Blue and Orange plunges to the goal
Fighting hard for every yard as the crashing echoes roll.
Rah! Rah! Rah!
Evanston has always won, so now defend her name.
Raise the score a hundred more before we're through this game!

Alma Mater **Rise, Rise for Evanston** (Class song of '29)

Rise, rise for Evanston, spread abroad her fame.
All hail to Evanston and the glory of her name.
Fling out her banner high, her deeds to glorify,
May her praises ring, while we ever sing,
We'll be true to Evanston.

- Daniel Woodhead '29

BELL SCHEDULES

PERIOD	Regular Day Tues-Friday	PLC Monday	In-Service Half Day	Workshop Weds./ Early Dismissal 32-min. periods	Late Start	C-DAY (Communication) 40-min. periods
PLC* or A.M. Support	8 - 8:27 A.M. SUPPORT	8 - 8:45 PLC	8 - 8:27 A.M. SUPPORT	8 - 8:27 A.M. SUPPORT	NONE	8-8:27 A.M. SUPPORT
1	8:32 - 9:14	8:50 - 9:30	8:32 - 9:02	8:32 - 9:04	9:40 - 10:15	8:32-9:12
2	9:19 - 10:01	9:35 - 10:15	9:07 - 9:37	9:09 - 9:41	10:20 - 10:55	9:17-9:57
3	10:06 - 10:53 + 5-minutes	10:20 - 11:05 + 5-minutes	9:42 - 10:15 + 3-minutes	9:46 - 10:18	11 - 11:35	10:02-11:05 63-minutes
4 Lunch	10:58 - 11:40	11:10 - 11:50	NONE	10:23 - 10:55	11:40 - 12:15	11:10 - 11:50
5 Lunch	11:45 - 12:27	11:55 - 12:35	NONE	11 - 11:32	12:20 - 12:55	11:55 - 12:35
6 Lunch	12:32 - 1:14	12:40 - 1:20	NONE	11:37 - 12:09	1 - 1:35	12:40 - 1:20
7	1:19 - 2:01	1:25 - 2:05	10:20 - 10:50	12:14 - 12:46	1:40 - 2:15	1:25 - 2:05
8	2:06 - 2:48	2:10 - 2:50	10:55 - 11:25	12:51 - 1:23	2:20 - 2:55	2:10 - 2:50
9	2:53 - 3:35	2:55 - 3:35	11:30 - Noon	1:28 - 2	3 - 3:35	2:55 - 3:35

Workshop Wednesdays

On the following dates during the 2010-11 year, students will be dismissed from school at 2pm to let teachers attend professional development workshops.

September 15
October 6
November 3
December 1
January 5
February 2
March 2
April 13
May 4
May 25

SCHOOL ORGANIZATION

ETHS's telephone prefix is 424-

Administrators

Peter Bavis — Associate Principal, Teaching/Learning, 7710
Toya Campbell — Director, Human Resources, 7210
Vernon Clark — Associate Principal, Educational Services, 7700
Terrence Doby — Director, Safety, 7510
Paula Frohman — Director, Technology, 7326
Meghan Gibbons — Director, Nutrition Services, 7225
TBA — Director, Operations, 7300
Yolanda Hardy — Asst Director, Human Resources, 7210
Oscar Hawthorne — Asst Superintendent/Principal, 7200
Chala Holland — Director, Academic Supports, TBA
Judith Levinson — Director, Research/Evaluation/Assessment, 7171
Chris Livatino — Athletic Director, 7380
Paula Miller — Associate Principal, Student Services, 7575
Diep Nguyen — Asst Supt/Curriculum-Instruction, 7170
Mary Rodino — Deputy Chief Financial Officer, 7100
William Stafford — Chief Financial Officer, 7100
Maria Smith — Director, Special Education, 7010
Eric Witherspoon — Superintendent, 7220

Deans

Matthew Driscoll (Grade 9), 7900
Cynthia Bumbry (Grade 10), 7900
Tyrone Nelson (Grade 11), 7900
Dondelayo White (Grade 12), 7900

Department Chairs

Applied Sci/Tech — Michelle Gates, 7660
English/Reading — Mark Onuscheck, 7400
Fine Arts — Richard Bowers, 7130
History/Social Science — Jennifer Fisher, 7740
Mathematics — Eugenia Brelas, 7600
Physical Ed/Health Ed/Driver Ed — Theresa Patterson, 7270
Science — Terri Sowa, 7520
World Languages – Kathleen Pino, 7450

Coordinators/Directors/Program Specialists

Academic Support Programs Coordinator — Marcus Campbell, 7685
Athletics/Associate Director — Dan Vosnos, 7390
AVID Coordinator — Marcus Campbell, 7685
Bilingual Coordinator — Jenny Neal, 7470
Communications Director — Evangeline Semark Lemoine, 7515
Community Service Coordinator — Mary Collins, 7570
Development Director (ETHS Foundation/ETHS Alumni Association) — Fran Caan, 7157
Latino Liaison Coordinator — M. Arantza Jauregui, 7166

Project Excel Coordinator — Stacey Nord, 7685
Special Education Transition Coordinator — Jon Ostrowski, 7164
STAE Coordinator — Jennifer Boller, 7685
Student Activities Director — Pam MacPherson, 7949

College Career Center (ext. -7160)

Beth Arey, Coordinator
Michelle Vazquez, Post-Secondary Counselor

Counselors (all counselors at ext. -7580)

<i>Grades 10 and 12</i>	<i>Grades 9 and 11</i>
Marsha Barnthouse	Alana Amaker
Amber Bolden	Denise Chaitkin
Tina Tisiano-Dreher	Anitra Holloway-Nelson
Alonzo Ramirez	Anthony Johnson
Traece Graham	Karen Morris-Synomanis
Stephen Lucas	Julie Morrow-Soto
Leah Piekarz (Lead)	

Social Workers (ext. -7230)

Grades 9/11—Aracely Canchola (9), Anthony King (11)
Grades 10/12—Martha Zarate-Ortega (10), Jeff Simon (12)
Special Education — Taya Kinzie, Angela Husband 7060
Student Assistance Program — Cristina Cortesi 7580
Academic Intervention Team — Melissa Pollack-Valentin 7650

School Psychologists

Petya Todorovska, Jessica Herrmann, Jim Wilczynski 7010

Health-Related Personnel

Health Services (Room N100) 7260

- Lisa Walter, Head School Nurse
- Deborah Hansen, Ann Roberts, Nurses
- Mary Beth Siegel, Secretary/Nurse

ETHS Health Center (Room H101) 7265

- Dr. Julie Holland, Medical Director
- Pediatricians: Dr. Aimee Crow, Dr. Lynn Chehab
- Nurse practioners: Kathy Swartwout, Julianne Russell, Barb Dickinson-Sroka
- Public Health Nurse: Heide Cygan
- Social workers: Anneliese Moy, Julie Portnoy
- Shirley Henry, Secretary

GENERAL INFORMATION

Evanston Township High School is one school. Serving the school district (ETHS District 202) are the Superintendent (**Eric Witherspoon**), Assistant Superintendent/Principal (**Oscar Hawthorne**), Assistant Superintendent for Curriculum & Instruction (**Diep Nguyen**), and three Associate Principals (**Vernon Clark** for Educational Services, **Peter Bavis** for Teaching and Learning, and **Paula Miller** for Student Services).

The people closest to you are your individual **classroom teachers**, who can be reached directly and through their department chairs; your **counselor**, who will guide your academic life for four years; and your **grade-level dean**, who handles all discipline problems. These people, who get to know each student best, are where most of your questions will be answered.

Occasionally you may have a specific problem which can't be handled by these people. If so, please contact one of the following offices:

- **SAFETY HOTLINE (Outside: 1-888-214-4445; internal no.: 211)** The Safety Hotline program seeks to enlist the help of all students, staff, parents and community members who are aware of drugs, violence, misconduct, sexual harassment, weapons, or any other safety issue impacting on the daily life of students. The hotline is open 24 hrs. a day, seven days a week. All calls are anonymous. Just leave a message or place your information on the voice mail.
- Athletics (424-7370, G183): Eligibility for all extracurricular activities
- Attendance (424-7800, S102)
- Bilingual Education (424-7470, E308)
- Business Office (424-7100): Transportation reimbursements
- Health Centers (Doctor's office: 424-7265, H101) (Nurses's office: 424-7260, N100)
- Latino Liaison (424-7166, E112)
- Safety (424-7500, H102)
- Student Accounts (424-7110, H110)
- Special Education (424-7010, S100): All Special Education services
- Student Services (424-7575, E118): Guidance counseling, social work services; college-career program; summer school; substance abuse program; nursing services
- Summer School (424-7950)

Bell Schedules

There are usually nine periods in a day. Each student has a daily lunch period. The **regular schedule** begins at 8 or 8:45am, depending on the day, and continues through nine, 40- or 42-minute periods until 3:35pm. Physical Education offers "early-bird" classes that meet before 8am for juniors and seniors. On Mondays, teachers meet together from 8-8:45am and classes begin at 8:50am. Tuesdays through Fridays, students in need of academic help meet from 8-8:27am with their teachers, and classes begin at 8:32am. Certain other bell schedules are in place for in-service days, professional development/early dismissal, and other special circumstances.

Camera Surveillance

A video monitoring system may be in use in public areas in and around the school building, and video and/or audio monitoring may be in use on school busses. These systems are in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student disci-

pline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel. Only designated school personnel will review the surveillance videos.

Emergency Closings

ETHS rarely closes because of weather or other emergencies. However, if you think there is a possibility of school closing, check the ETHS web site (www.eths.k12.il.us) or call the general school number (424-7000) for a recorded message. School closings are reported on radio station WBBM-AM (780); on morning television programs on WGN-TV (Ch. 9), WLS-TV (Ch. 7), WMAQ-TV (Ch. 5), and WBBM-TV (Ch. 2); and online at www.emergencyclosings.com. In addition, ETHS has an automated calling system called Alert Now that allows the school to contact all parents at once by telephone in case of emergencies, or to relay important information to families in a timely fashion. Be sure your family telephone numbers and email addresses are registered and updated with ETHS. If ETHS dismisses early due to an emergency, all after-school functions are automatically cancelled.

Important School Numbers

- **Student identification number** (A six-digit number assigned to each student.)
- **ETHS school code for SAT & ACT** registration forms: 141860
- **ETHS test center code for SAT** registration forms: 14-305
- **ETHS test center code for ACT** registration forms: 7405

Medical (Physical, Dental) Exams

At ETHS, before you register as a ninth grader or as a transfer student, you must file a record of a physical examination you have had after January 1 of the year you enter ETHS. This report must include an up-to-date immunization record or you may not enter. A dental examination is also advised. All transfer students must have current immunizations; freshman-year physicals completed in Illinois will be accepted; out-of-state physicals must be within the year of transfer.

A student will be exempt from the above requirements for religious grounds if his or her parent/guardian presents to the Assistant Superintendent/Principal a signed statement explaining the objection. A student will be exempt from the dental exam requirement if his or her parent/guardian shows an undue burden or a lack of access to a dentist.

Residency

If you live within the ETHS District 202 boundary, you may attend ETHS. All entering freshmen and transfer students must verify they live in the district. Students living outside the boundary must pay tuition to attend. ETHS reserves the right to verify official residence. Students found to be living outside of the ETHS boundary will be disenrolled from school, and their parents will have to pay tuition for the time their child attended ETHS.

School Dances and Events

Most dances are only open to ETHS students. All dance tickets are pre-sold during the week before each dance. For designated dances (Homecoming, Prom), ETHS students may bring guests who meet specified age and school requirements for each particular dance, and the guest must be approved with the deans **before** the dance. ETHS students and their guests **must** show a current ID to enter dances. Prom is an activity for graduating seniors. Students and guests are subject to drug and alcohol evaluation and breathalyzer tests at dances; purses and handbags are subject to searches.

Students and guests are encouraged to attend home and off-campus school-sanctioned events such as concerts, play productions, and athletic events. For certain events, students and guests may be subject to drug and alcohol evaluation and breathalyzer tests; purses and handbags may be subject to searches. All school rules and policies are in effect at dances and other school events. Students who violate the behavior rules will be required to leave the event immediately and their parent/guardian will be contacted.

School Insurance

ETHS offers a Student Accident insurance program that covers you for injuries incurred while participating in school-sponsored supervised activities, including all sports. This plan provides **secondary** coverage and will pay benefits after the family's primary health insurance has concluded participation in the claim. If your parents would like to purchase additional insurance, they may do so in the Safety Office, Room H102.

Student Property Drop-Off Policy and Messages

Because delivery of messages to students disturbs classes, ETHS delivers messages **only in extreme family emergencies that require a student to leave school**. Messages such as "don't forget your appointment," "I'll pick you up at Grandma's after school," and "take your sister to her dance lesson" cannot be considered emergency messages. We also cannot deliver such items as lunches, athletic equipment, homework assignments, money, notes that require a student to come home (unless it is an emergency), calculators, cell phones, balloons, flowers, or gifts.

Study Hall

Study hall is a place where freshmen and sophomores are assigned for individual study. Study hall provides an opportunity to do homework, read, or research in a resource area. Anyone assigned to a study hall must comply with specific guidelines. Refusal to do so will cause you to be assigned to a restricted study or receive a Saturday detention.

Tours, Study Abroad, and Exchanges

Students who wish to study abroad during the academic year must meet first with their counselor and then with the AP for Student Services. Students need pre-approval to study at an *accredited* international school and to transfer those credits back to count toward ETHS graduation requirements. **To qualify for an ETHS diploma, you must attend ETHS full time for at least the final semester before graduation.**

ETHS offers students many opportunities for cultural exchange through participating in supervised foreign travel and hosting foreign-exchange guests. The World Languages Department maintains school-to-school exchanges or tours with France, Germany, Spain, Japan, and Italy. Other tours abroad are also available such as the Stratford Theatre Festival in Canada, offered through the Fine Arts Department. Students must be enrolled in courses in the appropriate department to be eligible to participate.

These chaperoned exchanges and tours are self-supporting and subject to School Board approval. Fund raisers are held and financial assistance may be available for qualifying students. There are final deadlines for trip deposits, which are nonrefundable.

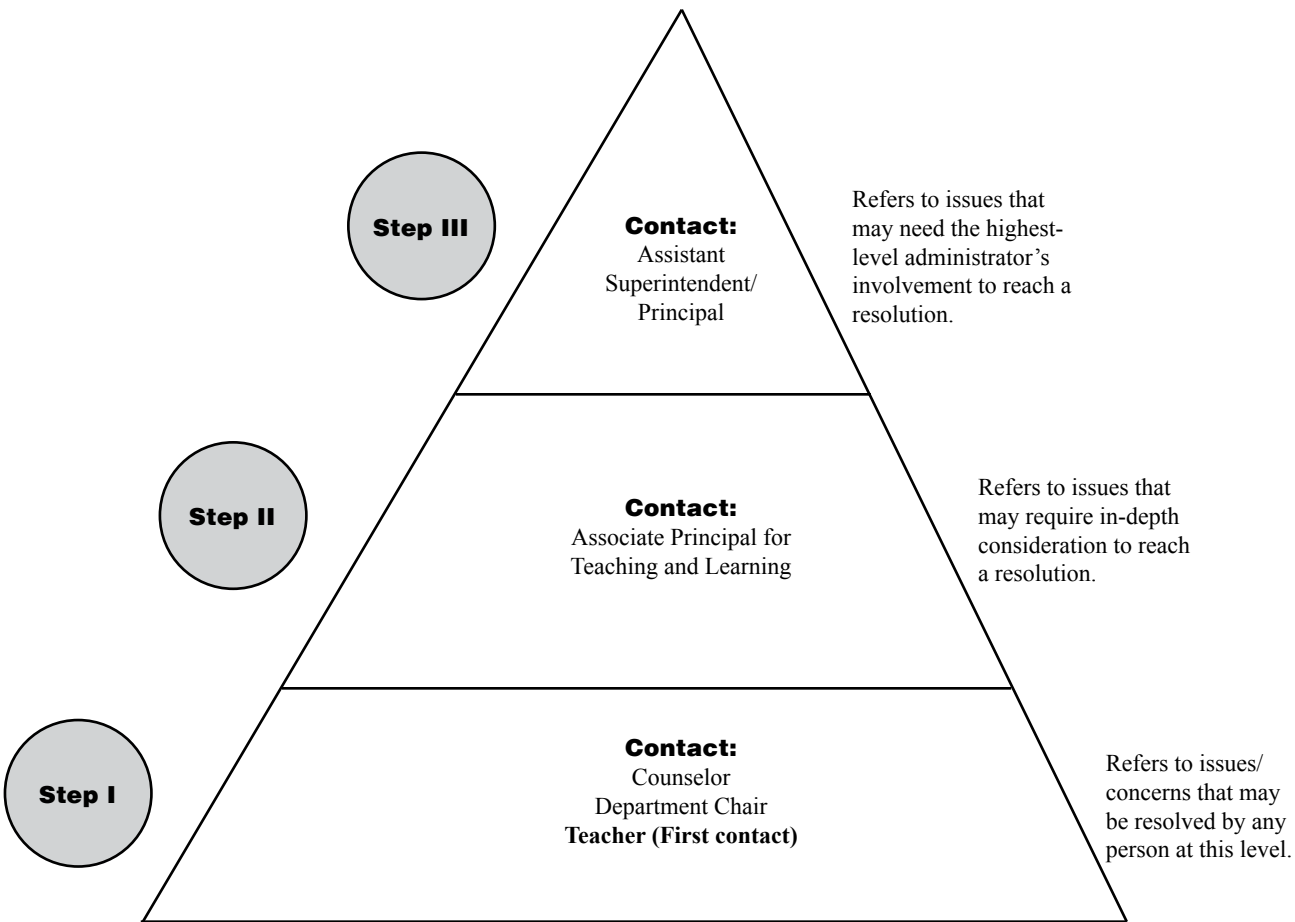
School rules regarding student conduct are in effect at all times, as well as special rules regarding curfew and substance abuse. (Also see Behavior Rules/Regulations.) The School Board and administration reserve the right to cancel trips.

School Board-approved tours for 2010-11 include, but are not limited to the following:

- Stratford, Canada September 2010
- Spain November 2010
- Italy December 10-22, 2010
- France April 1-15, 2011
- Greece April 2-10, 2011
- Germany June-July 2011

ACADEMIC INFORMATION

ETHS Pyramid of Academic Issues/Concerns



Academic Planning

Career Planning. The Postsecondary Counselor in the College Career Center (E112) assists students' transition from high school to postsecondary education, training and/or to the world of work. In cooperation with the Applied Sciences/Technologies Department, career-planning services are available to all students, including resume writing, interest inventories, job shadowing, internships, summer career exploration, contact with U.S. Armed Services, and ASVAB testing. Students also use career-exploration software (Family Connection by Naviance and Career Cruising) to gain knowledge about occupations, educational requirements, appropriate two- and four-year colleges, and job-search tips.

College Planning. Over 80% of ETHS's graduates continue their studies at two- or four-year colleges. The counselors and College Career Coordinator will help you conduct appropriate college and/or career searches according to each student's interests and achievements. The College Career Coordinator serves as a resource to students, parents and counselors; maintains contacts with colleges, NCAA, career professionals and professional organizations to learn the latest developments in programs, career planning and financial aid; and arranges workshops on college admissions, campus visits, financial aid, and other specialty programs for students and parents.

College resources housed in the College Career Center include up-to-date files on specific colleges/careers, shelves of college catalogs, and reference books. In addition, several computers are available for research and completing applications (college, scholarship or employment).

Access the College Career Center website for current scholarship information, summer programs, college events, and other post-secondary planning tools.

Both the College Career Center and counselors provide information on types of financial aid. The counselors, College Career Coordinator, and Post-Secondary Counselor all assist you and your family with assistance in filling out college applications, financial-aid forms, scholarship applications, and college or career-oriented forms.

Approximately 200 colleges visit ETHS each year. As college representatives schedule information sessions at ETHS, they are posted on Family Connection. Click on '*Visit Schedule*' or view the page for a particular college to see if/when a session has been scheduled. Juniors and seniors may participate in visits and are encouraged to sign up online. **You must receive teacher permission at least one day in advance to attend a visiting college session. Juniors are limited to eight visits.**

Family Connection by Naviance is a comprehensive website that you can use as a tool to assist with post-secondary planning. Family Connection serves as a complement to individual appointments, college information seminars, college representative visits, and general College Career Center resources.

All ETHS students have individual Naviance accounts, where they have access to personal academic information (GPA, ACT/SAT scores). Once registered, you may begin compiling your list of prospective colleges, scholarships, and career interests. Seniors in the midst of the college application process can use the system to manage and track applications.

Family Connection provides a direct link to college web sites, FAFSA, test preparation, NCAA Eligibility Center, scholarship applications and enrichment opportunities. Family Connection also provides an interest inventory and personality profile that you can take to assist you with navigating your career path.

Targeted emails may be sent to groups of students alerting them to deadlines, upcoming events, college visits, and other important information. Access Family Connection by Naviance through the ETHS website: www.eths.k12.il.us; click on the Naviance button. Registration codes are available to students in the College Career Center and from counselors. We encourage students and parents to register as early as the freshman year.

Academic Recognition

Honor Rolls. ETHS prints a school-wide honor roll at the end of the first and third marking periods and each semester. If you enrolled in courses for five or more credits, your grades are used to compute your eligibility for the honor roll. Grades for non-credit courses are not included in calculating honor roll or class rank. The honor roll is divided into two classifications: 1) high honors list, not more than one mark lower than A- and no mark lower than B-; and 2) honors list, a GPA of 2.7 with no more than two grades lower than B- and no grade lower than C. Students with an NC grade will not be eligible for honor roll.

Honor Societies. ETHS has three honor societies: The ETHS Chapter of the National Honor Society for juniors and seniors, the Sophomore Honor Society, and the Freshman Honor Society. Students who demonstrate excellence in each of the evaluation areas are invited to apply for membership in the appropriate grade-level honor society. All students considering membership must be involved in at least one ETHS extracurricular activity. All students considered for membership must not have any unserved detentions or unserved behavior consequences. Additional requirements include:

- **National Honor Society (NHS).** This national organization is open to 2nd-semester juniors and seniors. Membership is based on **scholarship:** 3.0 cumulative GPA at the time of application; **leadership and character:** faculty recommendations are made for each candidate and are evaluated by a Faculty Selection Committee; and **service:** students are evaluated for their top five school-related activities that are not for class credit and their top five community service activities that are not paid jobs; all activities are evaluated by the Selection Committee based on the amount of time dedicated to each pursuit during the student's high-school career and the diversity and depth of those activities. Juniors accepted for NHS are expected to perform at least 15 hours of volunteer service during their senior year. Violation of school rules may result in denial of admission to NHS. Failure to maintain entry-level criteria may result in revocation of membership. All deadlines will be strictly enforced.
- **Sophomore Honor Society.** Candidates must have a 3.0 cumulative GPA at the end of 1st-semester of sophomore year, make 1st-semester and 3rd-quarter honor roll, obtain recommendations from two current teachers, have participated in an extracurricular activity, and complete a 10-hr. school/community service project. Violation of school rules may result in denial of admission.
- **Freshman Honor Society.** Candidates must make the 1st-semester and 3rd-quarter honor rolls, obtain recommendations from two current teachers, participate in an extracurricular activity, and complete a 10-hr. school/community service project. Violation of school rules may result in denial of admission.

Grades, Report Cards, and Related Issues

Four times a year your parents will receive your Grade Report Card, which they should keep. Refer questions to your teachers and counselor.

Grade	Interpretation	Value
A	Superior	4.0
A-	Superior	3.7
B+	Excellent	3.3
B	Excellent	3.0
B-	Excellent	2.7
C+	Average	2.3
C	Average	2.0
C-	Average	1.7
D+	Below Average	1.3
D	Below Average	1.0
F*	Failure	0.0
I	Incomplete	NA
P	Pass in pass/fail course	credit
PF	Fail in pass/fail course	0.0
NC	No Credit (lack of attendance)	NA

*** Beginning with the Class of 2012, Physical Education grades are included in a student's grade point average.**

Values are increased by .5 for honors courses (A = 4.5), and by 1.0 for Advanced-Placement courses (A = 5) with completion of the AP exam. Summer school courses do not offer honors or AP credit. All other grades earned in summer school will be ranked the same as those earned during the school year.

Class Rank. You will be told your class rank at the beginning of junior year. All ranks are based on grade-point average, which is determined by averaging the numerical values of all semester marks for all ETHS courses carrying at least one credit.

Home Access Center (HAC). Home Access Center is available online for you and your parents to view grades, attendance, and schedules. We encourage parents and students to check the Home Access Center on a regular basis. If you need assistance, please call 424-7121 or email homeaccesscenter@eths.k12.il.us. Parents should register and update their phone and email contact information so teachers can communicate with them about their child. To register for HAC you will need a username and password. If you did not receive a letter with this information or forgot the information, call 424-7121, email homeaccesscenter@eths.k12.il.us, or ask the Bacon Computer Staff for assistance.

Interim Progress Reports. Interim progress reports will be sent home mid-quarter indicating your grade to date. This information is also available on the Home Access Center.

Parent Conferences. Each October and March teachers and counselors devote time to conferences with parents of all students. The September and February issues of *ETHS News* announce conference dates and hours; lists of teachers, counselors and their room numbers; and instructions for signing up for conferences. You or your parents can register for conferences online on the ETHS website (www.eths.k12.il.us). Parents who need assistance or who do not have computer access should contact 424-7121. Most conferences last five minutes. You are

welcome to attend conferences with your parents. Your parents may also request individual conferences with teachers or a counselor anytime during the school year by contacting the appropriate department office.

Parent Shadow Day. ETHS hosts a Parent Shadow Day each year in the fall. Parents and other significant adult relatives are encouraged to spend all or part of the day attending classes and extracurricular activities with you. Both conferences and Parent Shadow Day are accessible to people with disabilities.

Semester Exams. Semester exams are given on special days at the end of each semester. Normal attendance procedures apply during exam periods. You are expected to use all of the assigned time to complete the tests and review your work. You are to stay in the exam room for the entire time and not disturb other students. Talking may cause your teacher to take away your exam, deny you permission to retake the test, and earn you an F on the exam. Under extraordinary circumstances, and with prior permission of the AP for Educational Services, you may be allowed to take your exams earlier or later than the rest of your class. If you are absent from an exam on its established date and time, you must get an admit slip from the AP for Educational Services to take the exam in the exam makeup room, and a decision will then be made as to any penalties to be assigned.

Graduation Requirements

Credits/Requirements. You are expected to take six credits each semester, which should allow you to graduate on time. Normally, you will not be allowed to carry fewer than six credits, unless you have attended high school for at least five years, need fewer than six credits to graduate, and are under age 21. Then you may take the courses you need to graduate. Any plans to carry less than six or more than eight credits must be approved by your parents, your counselor, and the AP for Student Services. **You must spend your final semester before graduation at ETHS to earn an ETHS diploma. The administration cannot waive any graduation requirements other than exceptions granted by state law.**

You need a minimum of 48 credits to graduate from ETHS. Preparation for certain jobs, job training, or college requires careful planning to complete courses in addition to the minimum credits. In general, one credit is given for one semester of work in one course. Your counselor has a complete explanation of requirements. Refer to the *Program Planning Handbook* for a four-year, program-planning work sheet.

Subject	Credits
English	8
Mathematics	6
Science	4
History/Soc. Sci	4 (includes passing the US Constitution test)
Global Perspective	2
Health Education	1
Physical Ed.	7
Fine/Applied Arts	3
Electives	13
Reading (if req'd)	–
Consumer Ed.	–
Total credits needed for graduation	– 48

Students will complete one of the following sequences:

- Three years of science
- Three years of the same World Language
- Three-course sequence in the fine arts or a Career Pathway

Standards for Promotion. You are required to take six classes each semester and earn a minimum of 12 credits a year for promotion to the next grade.

- To become a sophomore, you must have earned at least 12 credits by the end of the 2nd semester in high school.
- To become a junior, you must have earned a minimum of 24 credits by the end of the 4th semester in high school.
- To become a senior, you must have earned a minimum of 36 credits at the end of the 6th semester in high school.

If you earn at least 12 credits each year, complete all graduation requirements, and earn at least the required 48 credits, you will graduate with your class and receive an ETHS diploma. Promotion decisions are made only at the end of the school year, not at the end of the first semester. However, credits for 7th-semester students not classified as seniors will be reviewed at the end of the 7th semester to determine possible promotion to senior status and eligibility for graduation.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on a final exam, and other assessments. A student will not be promoted based upon age or any other social reason not related to academic performance and earned credits.

Students who are not promoted will have only the privileges for their assigned grade. For example, a third-year student who is not promoted to junior status will not have unassigned periods, will not be able to leave the building during lunch, and will not be able to frequent the Student Center. A fourth-year student who is not promoted must attend school through the end of the year, and he or she will not be able to participate in senior activities including senior assembly, senior voting, prom, and graduation.

Other Routes to Graduation

While you probably will earn all the credits you need to graduate during four successive years after 8th grade, you may qualify for a high-school diploma under other circumstances.

Early College Entrance. If you are accepted by a college and have completed all ETHS graduation requirements except your last two credits in both English and physical education, you may apply one year of college-level English toward ETHS requirements. You will graduate if your college work is accepted and your transcript shows a total of 48 credits (including this college-level English) before graduation. Prior approval for early college entrance must be granted by the AP for Student Services.

Early Graduation. If you decide to complete graduation requirements in three years, you must have completed at least three years of full-time high school attendance and have earned all credits required for graduation, except that you are not required to earn physical education credit for the semesters not in attendance at ETHS. You must also take both semesters of senior-level English during the summer after your junior year. You must have finished all

other required courses. Early graduation plans must be approved by your counselor and the AP for Student Services. Deadlines: September 15 in the first semester of senior year for January graduation; July 1 to graduate after summer school and the junior or third year.

Mid-Year Graduation. To graduate in January of your senior year, you must have completed at least three years of full-time high school attendance, earned 47 credits, **and** either:

- pass the English requirement in summer school after your third year, or
- pass the first semester of senior English and a senior English elective (taken concurrently) or a pre-approved correspondence course for 2nd-semester English credit approved by the AP for Student Services, or
- pass two one-semester English courses during the first semester.

Mid-year plans must be approved by your counselor and the AP for Student Services.

Placement Information

Achievement Levels. ETHS offers hundreds of classes and provides educational opportunities not available at most high schools. Some courses are designated as enriched (1), regular (2), honors, or AP. Many courses are mixed-level courses which allow students to take the course for regular or honors-level credit. Students in mixed-level classes are encouraged to talk with their teachers about earning honors credit. We teach students the importance of Effective Effort and encourage most students to earn honors credit.

Teachers provide written expectations for each course. You are encouraged to take full advantage of the challenging academic programs offered at the school plus earn honors or Advanced Placement credit whenever possible. Students working for honors or AP credit are expected to complete work at a greater depth and level of sophistication not just to complete more assignments than students working for regular credit.

At ETHS, we encourage you to take the most challenging classes possible because we know that intelligence is not fixed and that you can “get smarter.” Teachers help you learn Effective Effort strategies so you will succeed in meeting the challenging honors and AP requirements.

To make the most challenging classes attainable for all students, ETHS has created a fully developed System of Supports. You can get the academic support you need during AM Support, in the homework center, in the departmental study centers, in intensive support, in designated programs such as AVID, STAE and EXCEL, and in many other ways. Teachers, counselors, department chairs, the Director of Academic Supports, and the AP for Teaching and Learning will help you get the extra academic support you need to succeed in the honors and AP classes at ETHS. Honors and AP grades are weighted for class-ranking purposes.

Grade-Level Placement. Your grade-level assignment will depend on how many credits you have earned (see Standards for Promotion above). Returning students are assigned to their previous counselor and grade level when appropriate. Transfer students, in general, are given a grade-level assignment equal to the assignment at their previous school, subject to change once the official transcript is received. In either case, the administration reserves the right to determine proper grade-level placement.

Transfer Credit. Grade-level placement for transfer students, nonpublic school students, and home-school students is determined by the student’s age, credits earned, and courses enrolled. Students who transfer to ETHS and enroll in the same or a similar course will earn credit and

receive a grade based on the transfer grade and the grade earned for the work completed after the date enrolled at ETHS. Students who transfer to ETHS and enroll in a new course not taken at the transferring school will earn a credit and grade provided the student enrolls in the course before the beginning of the 2nd or 4th quarter. Students who enroll after the beginning of the 2nd or 4th quarter will receive a late-entrant grade (LA, LB, etc.). Students may receive credit for a late-entrant grade, upon the approval of the department chair.

To qualify for an ETHS diploma, students who transfer to ETHS must attend the high school full time for at least the final semester before graduation. Students who are not in full time attendance for the final semester must apply to the transferring school to receive a diploma. **Official and unofficial records for students transferring out of ETHS will not be sent until all fees and obligations are cleared.**

Schedule Changes

You will start each semester with a schedule of classes that you and your counselor planned and your parents approved with your best long-range interests in mind. You should not request a change in your schedule unless you, your parents, and counselor agree that a compelling reason exists for one. Teacher or department chair input may be required for schedule changes. ETHS reserves the right to cancel or drop courses for any given year. Course changes are subject to deadlines and availability. You may change your schedule to...

- ... resolve courses in conflict with each other
- ... accommodate work completed or not completed in summer school
- ... satisfy a graduation requirement
- ... satisfy special post-high school plans
- ... make a course-level change
- ... correct an error
- ... add a second-semester course, if space is available.

Deadlines for Changes in Year-Long and Semester Classes

- **First semester:** Changes must be made during the first two weeks of Marking Period 1. After week 4, changes in levels cannot be made until the end of Marking Period 1 and effective Marking Period 2.
- **Semester Classes–Second Semester:** Changes must be made during the first two weeks of Marking Period 3. After week 4, course changes cannot be made until the end of Marking Period 3 and effective Marking Period 4.
- **Year-Long Classes–Second Semester:** Changes must be made during the first two weeks of Marking Period 3.

Adding Courses. The last day of the second week of each semester is the final day to get your request approved to add a new course.

Dropping Courses. You may have to withdraw from a course during a semester. If a change involving a drop is approved, or if administrative action requires a drop, the following applies:

- If you withdraw or are withdrawn from a credit-bearing course before the end of the 11th week of a semester, notation of the course will be removed from your record. Students dropped for attendance reasons will not have their records changed.
- If you withdraw/are withdrawn from a credit-bearing course after the 11th week of a semester, you will receive an “F.”
- You may not drop a credit-bearing course if it results in fewer than six credits per semester. Exceptions include a student under age 21 who has attended high school for at

least four years and needs fewer than five credits to graduate. Plans to carry less than six credits must be approved by your parents, counselor, and the AP for Student Services.

- If you withdraw/are withdrawn from an audited class, it will not be listed on your transcript.

Drops needed for level changes are exempt from the above rules.

Pass/Fail Courses. Juniors and seniors may take one course per semester on a pass/fail basis. A course required for graduation or an Advanced Placement course may not be taken for pass/fail. Students who take a course, including an independent-study course, on a pass/fail basis must be enrolled in at least five additional courses per semester including physical education. Pass/fail may not be changed to a grade. If a student would earn a grade of D or better, the student will receive a passing grade. All pass/fail contracts must be approved by the end of the third week of the semester. The contract must be signed and approved by the student, parent, counselor, teacher, department chair, and the AP for Student Services, and it must be renewed and approved each semester. See P/F request form for each semester's specific deadlines. **The form must be completed each semester for a year-long course.**

Auditing Courses. This option is open to juniors and seniors who carry at least five other courses. Only one course may be audited at a time and may not be taken with a pass/fail course. You may not audit a course required for graduation or an Advanced Placement course. Applications must be approved by the end of the third week of the semester. The department chair must determine there is room in the class. The application must be signed and approved by the AP for Student Services, your counselor, the classroom teacher, and your parent. **No credit and no grade (or pass/fail) are given for audited courses.** Summer School courses taken for enrichment purposes may be audited with prior approval by the student's counselor and the Summer School director.

Independent Study. Juniors and seniors may take an independent study course in addition to five other courses. All independent studies are governed by guidelines set by each department. Generally, you earn one credit per semester for successful completion of independent study. You may take the independent study for a grade or for pass/fail and must indicate your grading choice on the contract, which is due by the end of the third week of the semester. You may not take honors or Advanced Placement courses for independent study. You may not have an independent study in a class currently offered unless permission is granted for an intensive study of a specific area or topic in the course. Courses required for graduation may not be taken as an independent study.

Repeating a Course. With prior approval, and based on course availability, students may take a course a second time to earn a better grade. Both the original and repeat grades will appear on the student's transcript, but the better of the two grades will be used in awarding credit and in calculating grade-point average and class rank. Credit will be given only for the course with the better grade. The student's parent, counselor, and the AP for Student Services must approve the request to repeat a course for a higher grade.

System of Supports (SOS)

Evanston Township High School's System of Supports is designed to improve the academic performance of all ETHS students and grow a schoolwide culture that nurtures students to become responsible, self-disciplined learners. AM Support, one component of SOS, is not optional. Students assigned to AM Support must attend. Students (and parents) can access their AM Support schedule online.

Testing Program

Advanced Placement (AP) Exams. Students interested in doing advanced work have an opportunity to take college-level courses. Taking the AP course exam in good faith is a requirement for the completion and award of AP credit for every AP course. There is a fee for each exam taken that must be paid before testing begins in early May. If you need financial assistance to take an AP exam, contact your counselor. Students with high scores may receive college credit or qualify to place out of first-year college courses. Students not enrolled in AP courses may take one or more AP exams, but they have to declare their intent to take exams in early February by notifying the appropriate department chair.

College Entrance Exams (SATs, ACTs). While the courses you take and your grades are usually the most important criteria for college admission, the test results of the ACT (administered by the ACT, Inc.) or the SAT (administered by The College Board) are also considered. Every college will tell you which test it prefers. Many colleges accept either one. Both are offered on certain Saturdays throughout the year. This schedule allows you to repeat either or both tests in your junior or senior year, if necessary. ETHS is a testing center for the ACT and SAT.

ETHS Testing Program. ETHS uses a test series designed by the American College Testing Program to measure individual and grade-level student academic progress from 8th through 11th grade. In December of 8th grade, students in District 65 and local private schools take the EXPLORE Test, which includes a Career Interest Inventory. On Assessment Day in the fall, sophomores take the PLAN test, a preparation test for the ACT college entrance exam that also includes a Career Interest Inventory; juniors take a practice ACT test. Juniors also take an ACT as part of the Prairie State Achievement Exam in April. You may use this ACT score for college applications; it is also used to measure your academic progress since taking the PLAN test your sophomore year. Juniors may also take the PSAT administered on a Saturday in October. This test acquaints you with the demands of college entrance exams, particularly the SAT, and determines eligibility for the National Merit/Achievement/Hispanic Scholarship programs.

In addition to using the EXPLORE test to monitor student growth, this test is used along with Measure of Academic Progress (MAP) scores in reading and math to help make freshman placement decisions. MAP scores for 8th-grade students are provided by District 65. For private/parochial students, norm-referenced test scores in reading and math are used as an additional measure. Students transferring into ETHS are tested on MAP upon registration and are placed based on MAP scores and transcripts.

Prairie State Achievement Exam (PSAE). Illinois requires that juniors take this exam in order to receive a diploma. On the fourth Wednesday and Thursday of April, juniors take this comprehensive state test, which includes the ACT on the first day and state-designed science and writing exams and Work Keys tests of workplace knowledge and skills on the second day. ACT scores from the PSAE may be used as part of the application process to colleges. By state law, PSAE scores go on each student's transcript.

Reading Proficiency. Students not meeting the reading proficiency requirement as incoming freshmen must take reading coursework. Reading students who reach the required level by the end of freshman year do not have to take additional reading courses. Freshmen not meeting the level by the end of freshman year will take additional reading coursework.

Cheating on tests. If you are found to have cheated on a standardized test, the test will be invalidated and your parents and testing companies/state agencies will be notified. You will not receive Advanced Placement credit if you cheat on an AP exam.

<i>Examination</i>	<i>Taken by...</i>	<i>Testing Date(s)</i>
• PLAN	• Sophomores	• Oct. 14 (Assessment Day)
• Practice ACT	• Juniors	• Oct. 14 (Assessment Day)
• PSAT	• Juniors	• October 16
• ACT (at ETHS) (ETHS code 7405)	• Juniors (spring), Seniors (all yr.)	• Nat'l dates: 10/23, 12/11, 2/12, 4/9, 6/11
• SAT (at ETHS) (code 14-305)	• Juniors (spring) Seniors (all year)	• Nat'l dates: 10/9, 1/22, 3/12, 6/4
• Prairie State Ach. Exam	• Juniors	• April 27-28
• Prairie State makeups	• Juniors and seniors	• May 11-12
• Adv. Placement Exams	• Students in AP courses	• May 2-13
• EXPLORE	• Incoming freshmen	• 12/4, 12/11

EXTRACURRICULAR ACTIVITY CODES, ELIGIBILITY

Extracurricular Activity Codes

ETHS encourages student participation in extracurricular activities. Participation can provide enjoyment and at the same time teach discipline, leadership, teamwork, respect for rules and healthful living habits. **Participation in extracurricular activities is a privilege, not a right.** Each student who participates in an extracurricular activity represents not only himself/herself but ETHS as well. Student participants in extracurricular activities always bear the responsibility of representing themselves as good citizens and positive role models. ETHS has the authority to restrict or revoke a student's privilege to participate in an extracurricular activity.

In addition, the Illinois High School Association (IHSA) requires that students to be eligible must have passed four subjects from the previous semester. ETHS requires students to maintain a minimum 2.0 GPA from the previous semester to be eligible. For eligibility purposes, physical education is included in the GPA. *Students who do not meet both the IHSA and ETHS requirements cannot participate until the next semester.* A weekly check of in-season participants' grades is done to be sure they are passing four required classes. If they are not passing the classes, they may not participate in contests, meets, or performances for the next week, Monday through Saturday. Students whose weekly grade check reflects at least two classes with a C- or lower will be required to attend academic support sessions to maintain eligibility. **An N/C or incomplete grade will be computed as an F for the purpose of athletic/extracurricular eligibility.**

Behavior Requirements

Code Participants

Students ("participants") involved in any ETHS-sponsored extracurricular activity which publicly represents ETHS are responsible for adhering to the rules of this code. Public representation includes, but is not limited to, the following: interscholastic athletics, public performances, interscholastic competition, conferences or summits, printed publications, and video/audio/internet productions. Participants of co-curricular activities that require performances as part of an academic grade are not included under this code.

Period and Scope of Code

Extracurricular participants are expected to adhere to the code not only during their scheduled season of activity, but also during the entire regular school attendance year, including weekends and school holidays. This code is also in effect during periods before and after the regular school attendance year when athletic teams are formally practicing or when other school activities subject to the code are in progress. The code is in effect throughout a participant's high school career at ETHS.

This code applies to any ETHS participant, before or after school hours, on or off school property, whose conduct at any time or place has a direct or immediate effect on the safety and welfare of the school community. School officials are not expected to monitor off-campus activities; however, if violations of this code are brought to their attention, the appropriate administrator will be notified and the administrator will take action.

School Discipline

Participants are also responsible for adhering to the rules in *The Pilot*. If a participant is suspended from school (inside or outside), he/she is not allowed to practice, participate, or

attend the activity on or during the day(s) of the suspension. The participant may return to his/her activity the day following the suspension. The rules of behavior as detailed in *The Pilot* are also in effect for participants during their participation at school-sponsored activities.

Violations

The following behaviors are unacceptable and violate the Extracurricular Activity Code:

1. Use, distribution or possession of tobacco, alcohol, or other mood-altering chemicals, or abuse of prescription or non-prescription drugs, as stated in *The Pilot*.
2. Attending a gathering or riding in a vehicle where there is a verified report of drinking or drug use or open alcohol.
3. Any inappropriate behavior, as set forth in *The Pilot*, that results in a 5-day out of school suspension. This includes, but is not limited to, violations such as: cheating; fighting; gambling; verbal abuse which is disruptive or which is profane, vulgar or obscene; robbery, theft or vandalism of any school, personal or public property; and participation in illegal gang activities, including gang-related intimidation or harassment.
4. Any criminal offense. If arrested for a criminal offense, a student will be immediately suspended, and the school will determine if he or she is still eligible to participate pending the outcome of an investigation.
5. Any gross unsportsmanlike conduct while a participant in or spectator at an ETHS sponsored event.
6. Any hazing, bullying, or harassment of any kind. Hazing is defined as any activity expected of someone joining or participating in a group that humiliates, degrades, abuses, bullies, harasses, cyberbullies, or endangers them or others regardless of a person's willingness to participate.

Consequences

Code violations accumulate throughout a student's high school career at ETHS. The following consequences are in addition to those provided in the District 202 disciplinary policies as stated in *The Pilot*.

A participant must participate for the entire length of his/her activity in order for the consequences to be considered fulfilled. A student who drops out of an activity will be required to fulfill the consequences of his/her violation in the next activity in which he/she participates. Each coach or sponsor, with approval from the appropriate administrator, may develop additional rules for his/her specific activity.

First offense: A participant is required to successfully complete a school-based intervention program appropriate to the infraction (if a program is available). In addition, the participant is suspended for five consecutive days of the activity, including practices, rehearsals, contests, and performances occurring during this five-day period (not to exceed one calendar month). In addition, if there is no contest or performance during this five-day suspension period, then first offenders will also be suspended the next contest or performance. If the violation occurs prior to the start of the activity, students will be permitted to attend the full tryout/audition, if required, in order to participate in that activity. The suspension will take place immediately following the conclusion of tryouts/auditions. If the participant chooses not to complete the school-based intervention program, the consequence is doubled. *Regarding theatrical productions, i.e. YAMO, winter musical:* If a student violates the code during the last two weeks of rehearsal or during performances, the student is suspended from participating in the next equivalent activity or theatrical production as determined by the sponsor and administrator. All school-based intervention program requirements as stated above apply.

Second offense: A participant is suspended from competitions/performances for a maximum of 1/3 (one-third) of his/her season and is required to successfully complete the school-based intervention program appropriate to the infraction. For athletics, the number of competitions in a season is defined by the maximum number of competitions allowed during the regular season by the IHSA. Attendance or participation at practice/rehearsal during the suspension is mandatory. *Regarding extracurricular culminating performance-based activities with three or fewer total performances*, the student will forfeit two performances.

Third offense: A participant is suspended from all activities for one calendar year and is required to successfully complete the school-based intervention program appropriate to the infraction.

Fourth offense: A participant is no longer eligible to participate in ETHS high school extracurricular activities for the duration of his/her high school career.

Senior Code violation: Any senior who has completed his/her extracurricular activity and commits a code violation is given a choice of either successfully completing a school-based intervention program appropriate to the infraction or going on social probation, which includes no participation in prom or graduation ceremonies.

Self-Reporting

If a participant has no prior Extracurricular Activity Code violations, his/her voluntary admission of alcohol or drug use to a school administrator will not result in a suspension, but will be considered the participant's first Extracurricular Activity Code offense. All school-based intervention program requirements as stated above still apply. The purpose of this provision is to assist students in changing behaviors and to allow them to seek help. Voluntary admission must occur prior to any school personnel or police being aware of the incident through other sources than the student.

Procedure

Participants charged with any of the above violations will be informed by an administrator of the nature of the charges and the facts gathered, and he or she will be given an opportunity to respond before any consequences are imposed. If a participant disagrees with the administrator's final decision, a written request for appeal must be received by the AP for Educational Services within three school days of the participant being informed of the decision. The written request must include a statement of the reasons for the student's disagreement and any special circumstances which apply to the situation which should be considered during the appeal. The appeal for athletics shall be before the Assistant Superintendent/Principal. The appeal for all other non-athletic extracurricular activities shall be before the AP for Educational Services. The decision of this administrator shall be final.

Academic Requirements

Semester Eligibility

Academic success for all ETHS students is a priority of the school. In order to participate in an extracurricular activity, a student must have earned a minimum 2.0 GPA for the semester immediately preceding his/her participation. Summer school grades are included in second semester grades. For eligibility purposes, the participant's physical education grade is included in the GPA. In addition, an NC or grade of Incomplete is computed as an F for the purpose of extracurricular eligibility.

Extracurricular Activity Program

Students who do not meet the 2.0 GPA requirement from the previous semester may qualify for the Extracurricular Activity Program (EAP). The EAP provides the participant with academic support for the entire semester and allows the participant to participate in extracurricular activities that semester. To qualify for this one-time opportunity, a student must either be: 1) a freshman/sophomore who earned between a 1.7 and 1.999 GPA the previous semester or 2) a junior/senior who earned between a 1.7 and 1.999 GPA the previous semester and has a cumulative GPA of 2.0 or above. An EAP contract must be signed by the parent, student, coach/sponsor and the Extracurricular Academic Support Advisor (EASA) and approved by the Athletic Director/Fine Arts Chair/ExtraCurricular Activities Director. If the EAP participant does not meet the requirements and expectations of the EAP, he/she may be suspended from the activity for the duration of the semester. Students may access this EAP opportunity only once during their high school career.

Weekly Eligibility and Required Academic Support

The Illinois High School Association has specific academic requirements, which must be met on an ongoing basis. Specifically, a participant must be passing a minimum of four classes in order to participate in contests, meets, or performances for the next week beginning on Monday. Weekly grade checks are done for participants while they are participating in their activity to determine their eligibility.

In addition, the Systems of Support program (SOS) identifies students who are in need of extra academic support. If a student is placed in the SOS program while participating in his/her extracurricular activity, he/she must comply with the SOS weekly requirements to remain eligible to participate in extracurricular activities.

Availability of the Extracurricular Activity Code

This code is posted and available in the Athletic Office, Student Activities Office, Fine Arts Office, on the ETHS web site, and in *The Pilot*. All participants and their parents/guardians are expected to have obtained a copy of the code from one of these sources, and to have read the code prior to the students' participation in an extracurricular activity. Participation in an extracurricular activity constitutes a student's understanding of, and agreement to abide by, the provisions of the code. Any questions regarding the code should be addressed to the coach or sponsor of the activity. Any specific rules developed by a coach or sponsor for a particular activity will be posted in an appropriate location and distributed to each participant.

Other Requirements for Participation

To register for participation in any sport, all student athletes must complete and submit the ETHS Athletic Form to the ETHS Athletic Office.

Absence from School on Day of Activity

If you are absent from school after noon on the day of an activity, you are ineligible for any activity on that day unless the absence has been approved in writing by the Assistant Superintendent/Principal. Exceptions may be made by your coach or activity advisor: 1) for a medical absence pre-arranged with the coach or advisor, or 2) for a death in your family. If you have one or more truanancies or have been suspended from school, you may be suspended from participation in athletic and extracurricular activities by the administration. If you are absent from school on a Friday before a Saturday event, you may be withheld from Saturday activities at the sole discretion of the coach or activity advisor.

Travel

All students shall travel to athletic and other extracurricular events and return home from these events with the team or organization on which you compete or participate in by use of school-approved means of transportation. A written waiver of this rule may be issued by a coach, advisor, or administrator upon advance written request of your parent/guardian and provided the parent/guardian appears and accepts custody of you. In no case shall a waiver be issued unless the alternate means of transportation anticipated by the waiver will be provided by your parent. Oral requests shall not be honored and oral permissions shall not be valid.



Illinois High School Association

For 2010-11 School Term (Revised 3/12/2010)

Key Provisions Regarding IHSA Rules

Eligibility Rules

When you become a member of an interscholastic team at your high school, you will find that both your school and the IHSA will have rules you must follow in order to be eligible for interscholastic participation. The IHSA's rules have been adopted by the high schools which are members of IHSA as part of the Association's constitution and by-laws. They must be followed as minimum standards for all interscholastic athletic competition in any member high school. Your high school may have additional requirements, but they may not be less stringent than these statewide minimums. The principal/official representative of your school is responsible to see that only eligible students represent the school in interscholastic competition. Any question concerning your eligibility should be referred to your principal/official representative, who has a complete copy of all IHSA eligibility rules, including the Association's due process procedure. Only the IHSA Executive Director is authorized to make formal rulings on eligibility, so if your principal/official representative has questions or wishes assistance in answering your questions, the principal/official representative should contact the IHSA Office. Information contained here highlights only the most important features of the IHSA by-laws regarding interscholastic eligibility. It is designed to make you aware of major requirements you must meet to be eligible to compete in interscholastic competition. The information here is only a general description of major by-law provisions and does not contain the statement of the by-laws in their entirety. You can review the by-laws at www.ihsa.org.

You may lose eligibility for interscholastic competition if you are not in compliance with IHSA by-laws. Remember, if you have any questions regarding IHSA rules, please contact your principal/official representative.

1. Attendance

- A. You may represent only the school you attend. Participation on a cooperative team of which your school is a member is acceptable.
- B. You must be enrolled and attending classes in your high school no later than the beginning of the 11th school day of the semester.
- C. If you attend school for ten (10) or more days during any one semester, it will count as one of the eight (8) semesters of high school attendance during which you may possibly have eligibility.
- D. If you have a lapse in school connection for ten (10) or more consecutive school days during a semester, you are subject to ineligibility for the rest of the semester. The specific terms of your extended absence must be reviewed by the Executive Director to determine if it is "lapse in school connection" or not.

2. Scholastic Standing

- A. You must pass twenty (20) credit hours of high school work per week. Generally, twenty (20) credit hours is the equivalent of four (4) .5 credit courses (two full credits).
- B. You must have passed and received credit toward graduation for twenty (20) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester.

3. Residence

Your eligibility is dependent on the location of the residence where you live full time with your parents, parent who has been assigned custody by the court, or court appointed legal guardian.

You may be eligible if you are entering high school as a freshman and:

- A. You attend the public high school in the district in which you live full time with both of your parents, custodial parent or court appointed guardian; or
- B. In the case of a multiple school district, you attend the public high school in the attendance area where you live full time with your parents, custodial parent or court appointed guardian; or

- C. You have paid tuition to attend a public school for a minimum of 7th and 8th grades in a district other than the one where you live with your parents, custodial parent or court appointed guardian and you continue to pay tuition as a high school student in that same district; or
- D. You attend a private/parochial school located within the boundaries of the public school district where you live with your parents, custodial parent or court appointed guardian; or
- E. You attend a private/parochial high school and have attended a private/parochial school for 7th and 8th grades, or for any four (4) grades from kindergarten through eighth grades; or
- F. You attend the private/parochial high school which one or both of your parents attended; or
- G. You attend a private/parochial high school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian.

4. Transfer

- A. In all transfer cases, both the principal of the school from which you transfer and the principal of the school into which you transfer must concur with the transfer in writing on a form provided by the IHSA Office. You cannot be eligible when you transfer until this form is fully executed and on file in the school office.
- B. If you transfer after classes begin for the current school term, you will definitely be ineligible for thirty days from the date you start attending classes at the new high school. In addition, you will be ineligible for that entire school term in any sport in which you engaged in any team activity, including but not limited to tryouts, drills, physical practice sessions, team meetings, playing in a contest, etc. at the school from which you transferred. For example, if you were out for cross country at the school from which you transfer and transfer after classes have started for the school term, you will be ineligible for cross country that entire school term at the new school.
- C. If you transfer attendance from one high school to another high school, you will be ineligible unless:
 1. Your transfer is in conjunction with a change in residence by both you and your parents, custodial parent or court appointed guardian from one public school district to a different public school district;
 2. Your transfer is between high schools within a public school district and both you and your parents, custodial parent or court appointed guardian change residence to the district attendance area for the school to which you transfer;
 3. Your transfer is from a private/parochial school to your home public high school, you are entering a public high school for the first time, and the principals of both your former and the new school concur with your transfer;
 4. Your transfer is from one private/parochial school to another private/parochial school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian, you are changing high schools for the first time, and the principals of both your former and the new school concur with your transfer;
 5. Your parents are divorced or legally separated; you transfer to a new school in conjunction with a modification or other change in legal custody between your parents by action of a judge; and required court documents are on file at the school into which you transfer;
- D. If change in legal guardianship, a ruling on your eligibility must be obtained from the IHSA Office.
- E. If you transfer attendance from one school to another while you are ineligible for any reason, the period of ineligibility imposed prior to your transfer or the period of ineligibility that would have been imposed had you stayed at the school, will be enforced at the school to which you transfer, even if you are otherwise in compliance with the by-laws.

- F. Any questions about your eligibility in any of these instances must be resolved by a formal ruling from the IHSA Executive Director.
- G. In all other transfer situations, a ruling by the IHSA Executive Director is necessary to determine your eligibility. This ruling must be obtained in writing by the principal/official representative of the school into which you transfer before you participate in an interscholastic athletic contest.

5. Age

You will become ineligible on the date you become twenty (20) years of age, unless your twentieth (20th) birthday occurs during a sport season. In that case, you will become ineligible in regard to age at the beginning of the sport season during which your twentieth (20th) birthday occurs.

6. Physical Examination

You must annually have placed on file with your principal/official representative a certificate of physical fitness, signed by a licensed physician, physician's assistant or nurse practitioner in order to practice or participate. Your physical examination each year is good for only one (1) year from the date of the exam. The physician's report must be on file with your high school principal/official representative.

7. Amateur Status

- A. If you win or place in actual competition, you may accept a medal or trophy for that accomplishment, without limit to its cost. Your school may provide IHSA state champions with championship rings/mementoes.
- B. For participating in competition in an interscholastic sport, or for athletic honors or recognition in a sport, you may receive any type of award (except cash, check or legal tender) that does not exceed \$75 fair market value. There is no limitation on the value of your school letter.
- C. The amateur rule does not prohibit you from being paid to referee, receiving pay for teaching lessons or coaching in a little kids league, etc. It only applies to your own competition in an athletic contest

- D. If you violate the amateur rule, you become ineligible in the sport in which you violate. You must be reinstated by the Executive Director before you may compete again.

8. Recruiting of Athletes

- A. The by-laws prohibit recruiting of high school students for athletics. If you are solicited to enroll in or transfer to a school to participate in athletics, you are being illegally recruited and your eligibility is in jeopardy.
- B. You will lose your eligibility if you enroll in or transfer to a school in response to recruiting efforts by any person or group of persons, connected with or not connected with the school, related to athletic participation.
- C. You will lose your eligibility if you receive special benefits or privileges as a prospective student-athlete which are not uniformly made available to all students who attend your school.
- D. You may not receive an "athletic scholarship" or any other special benefit from your school because you participate in athletics.
- E. It is a violation for any student-athlete to receive or be offered remuneration or any special inducement which is not made available to all applicants who apply to or enroll in the school.
- F. It is also a violation to induce or attempt to induce or encourage any prospective student to attend any member school for the purpose of participating in athletics, even when special remuneration or inducement is not given. Please remember that you may not be offered or receive any benefit, service, privilege or opportunity which is not also provided or made available to all prospective students at that school.
Note: If you are interested in finding out more information about a school, contact the principal/official representative or an administrator at the school, not a member of the coaching staff.

9. School Team Sports Seasons

- A. Each sport conducted by IHSA member schools has a starting and ending date. Your school may not organize a team, begin practice or participate in contests in a given sport until the authorized starting date. Your school may not continue to practice or participate in

contests after the authorized ending date. This means that:

1. During the school year, you may not participate on a non-school team coached by any member of your school's coaching staff unless it meets specific criteria established by the by-laws.
 2. No school coach may require you to participate in an out-of-season sport program as a requirement for being a member of a school team.
- B. Violation of the sport season by-laws will result in penalty to you and/or to your school's coaching personnel.

10. Playing in Non-School Competition

- A. During the time you are participating on a school team in a sport at your high school, you may neither play on a non-school team nor compete in non-school competition as an individual in that same sport or in any skill of that sport.
- B. If you participate in non-school competition during a sport season and subsequently wish to join the school team in the same sport, you will not be eligible.
- C. If you wish to participate in a competition sponsored and conducted by the National Governing Body, or its official Illinois affiliate for the sport, your principal/official representative must request approval in writing from the IHSA Office prior to any such participation.
- D. You may try out for a non-school team while you are on your school's team in that same sport, but you may not practice, receive instruction, participate in workouts, or participate in competition with a non-school team in that same sport until you cease being a member of your school's team. You cease being a member of your school's team when the team(s) of which you are a member terminates for the school term.
- E. You will become ineligible if you participate on, practice with or compete against any junior college, college or university team during your high school career.

11. All-Star Participation

- A. After you have completed your high school eligibility in the sport of football, basketball, soccer or volleyball, you may participate in three (3) all-star contests in any of these sports and still play for other school teams, provided the high school season in that sport has been completed. You may lose your eligibility for other interscholastic sports if you play in all-star competition in any of these sports under any other conditions.
- B. You are not restricted from participating in all-star competition in sports other than football, basketball soccer or volleyball, except that you may not do so during the school season for the sport.

12. Coaching Schools

- A. A coaching school, camp or clinic is defined as any program, sponsored by an organization or individual, which provides instruction in sports theory and/or skills; which does not culminate in competition, and which is attended by more than two (2) persons from the school which the student attends.
- B. During the school term, you may not attend a coaching school or clinic for any interscholastic sport.
- C. You may attend a coaching school, camp or clinic during the summer (that period between the close of school in the spring and the opening of school in the fall) within the following criteria:
1. You may not attend a coaching school, camp or clinic for any sport after Sunday of Week No. 5 in the IHSA Standardized Calendar.
- D. You may take a private lesson at any time provided no more than two students from your school are in the private lesson.

13. Misbehavior During Contests

- A. If you violate the ethics of competition or the principles of good sportsmanship, you may be barred from interscholastic athletic contests, either as a participant or spectator or both.
- B. If you are ejected from a contest for unsportsmanlike conduct, you will be ineligible for your team's next contest. You are also subject to other penalties.

**The complete set of
IHSA By-laws and Policies
is available at www.ihsa.org.**



STUDENT ACTIVITIES GUIDE

Amnesty International. Independent organization interested in the protection of human rights. The focus is on global awareness of rights abuse so as to seek the release of prisoners of conscience worldwide.

- Meets: Weekly
- Requirements: Open to all
- Sponsor: Ms. Jauregui, jaureguim@eths.k12.il.us

Anime Club. Provides an opportunity to view classic and hard-to-find anime and discuss current and past trends.

- Meets: Every other week on Tuesdays, location TBD
- Requirements: Open to all
- Sponsor: TBD

Athletics. Interscholastic sports and the levels of competition (varsity, jr. varsity, sophomore, frosh A/B).

BOYS

Fall: Cross Country–V, S, Fr; Football–V, JV, S, FA/B; Golf–V, F/S; Soccer–V, JV, S, FA/B

Winter: Basketball–V, S, FA/B; Bowling–V, JV; Swimming/Diving–V, JV, F; Wrestling–V, JV, S, F; Track (indoor)–V, S, F

Spring: Baseball–V, JV, S, FA/B; Gymnastics–V, JV, F; Tennis–V, F/S; Track (outdoor)–V, S, F; Volleyball–V, JV, FA/B; Water Polo–V, JV; Lacrosse (club status)–V, JV, F

GIRLS

Fall: Cross Country–V, JV, F; Cheerleading (+ Willie Wildkit)–V, JV; Golf–V, JV; PomKits–V; Swimming/Diving–V, JV, F; Tennis–V, JV, F; Volleyball–V, JV, S, FA/B

Winter: Basketball–V, S, FA/B; Bowling–V, JV; Cheerleading (+ Willie Wildkit)–V, JV; Gymnastics–V, JV, F; PomKit–V; Track (indoor)–V, JV

Spring: Badminton–V, JV, F; Soccer–V, JV, S, F A/B; Softball–V, JV, F; Track (outdoor)–V, JV; Water Polo–V, JV; Lacrosse (club status)–V, JV, F

Athletic Training Student Aide. For anyone interested in sports medicine. Work in the athletic training room and cover practices and games. Learn the prevention, care and rehabilitation of athletic injuries.

- Season: Minimum two sports season (of three) per year
- Meets: Four times each week, with one weekly weekend assignment
- Requirements: Apply and interview., A “B” average is necessary
- Sponsors: Ms. Gentile and Mr. Mallaney, -7373

Audio-Visual Student Assistants. Work opportunities before/after school and during free time. Deliver and pick up equipment and perform clerical service. Must be reliable with excellent attendance. Students receive minimum wage. Contact the Audio-Visual staff in H230, -7360, for an interview.

Bacon Computer Center Assistant. Use free period to work with computers and peripherals in the Bacon Computer Center. Opportunities to maintain equipment and assist BCC staff with day-to-day tasks and errands. Applicants must be reliable as well as thorough. Student workers receive minimum wage. See BCC staff (S201) for applications.

Best Buddies. The ETHS chapter of Best Buddies matches students with special needs in one-to-one friendships with their regular education peers. These buddy pairs nurture their relationships by meeting during the school day, attending school activities and events together, getting together for meals and movies in the community or attending chapter activities.

- Meets: Monthly chapter activities, individual meetings as arranged
- Requirements: By application during open enrollment in the fall
- Sponsor: Ms. Wenzel, -7075

Bible Club/LIFT. Gives students the chance to question and seek out answers with others so interested.

- Meets: Weekly
- Requirements: Open to all.
- Sponsor: Mr. Gattone, -8134

Bike Club (aka Chain Gang). We like to ride bikes!

- Meets: Wednesdays, outside, weather permitting; spinning inside during the winter.
- Sponsor: Ms. Christiansen, x7539

Book Buddies. The students in Book Buddies provide tutoring and academic support for students with special needs in reading, math, and literacy. Tutoring sessions are scheduled for the tutor's free periods and are often conducted in the context of a special class. Some Book Buddies provide classroom support during instructional periods.

- Meets: As arranged, one period per week
- Requirements: By application during open enrollment in the fall
- Sponsor: Ms. Wenzel, x7075

Books "R" Us Book Club. The club's mission is to increase the love of reading for pleasure, to stress academic achievement for all students who participate, and to provide a comfortable environment for students to express themselves.

- Meets: Every other Monday, after school, in Michael Library.
- Sponsor: Ms. Brown-Powell, x7349, powell@eths.k12.il.us

CAAEEL (Chicago Area Alternative Education League). Interschool competition in flag football, and basketball.

- Season: Fall-football, Winter-basketball
- Meets: regular practices/games
- Requirements: be eligible for services through the Special Education Dept.
- Contact: Mr. Bowyer, x7378

Car Club, aka E-Town Tuners. This club was established in 2002 for car enthusiasts. Discussions, group meetings and projects on all different styles of cars. Club includes trips to the race track and auto shows.

- Season: all year
- Sponsor: Mr. Wylie, x7595, A154, wylie@eths.k12.il.us

Cheerleading (Jr/Varsity, Varsity). See under Athletics.

Chess Club. For all who enjoy chess at any level. Most meetings offer some instruction and informal games with others. The team competes in the North Suburban Chess League, plays Saturday tournaments.

- Season: Informal meetings all year. Tournaments October-March
- Meets: Friday after school, some Wednesdays. Monthly Saturday tournaments are optional
- Requirements: Interest in game at any level.
- Expenses: Students pay for meals and some percentage of food/lodging for optional overnight matches.
- Sponsor: Mr. Dubrow, x8316

Choral Music. There are various opportunities for students who want to sing: Master Singers (men), Chamber Singers (women), Vocal Jazz, a cappella, Men's and Women's Barbershops. Student can also audition for the Handbell Choir. All groups perform throughout the school year.

- Season: All year. Membership is open in some groups after concerts.
- Meets: Weekly or bi-weekly, before or after school, or during lunch period. Choral classes meet daily.
- Requirements: Some groups require an audition.
- Contact Ms. Reed, A-116, reedm@eths.k12.il.us

Community Service Club. Organizes and promotes service projects such as Habitat for Humanity, New Student Activities, and Empty Bowl. All students are invited to participate. •

- Meets: Weekly
- Requirements: Interest in service to school and community
- Sponsor: Ms. Collins

Cooking Club. Have fun while learning to cook and bake.

- Meets: 2nd and 4th Tuesdays of the month, 3:45pm
- Requirements: None
- Sponsor: Ms. Slack, Ms. Autry, all at x7676

Debate Team. Competitive team that participates in interscholastic Lincoln-Douglas and Public Forum tournaments locally and throughout the Nation.

- Season: September to June
- Meets: Individual practice schedules are flexible. Coaching available everyday before and after school. Weekend competitions are frequent. Interested students should visit A246 in September when possible.
- Requirements: Open to all, but students are urged to consider this activity during their freshman year.
- Participation in Debate class is not required, but is strongly recommended.
- Expenses: Meals when necessary at away events. Lodging for overnight trips.
- Sponsor: TBA

DECA (Distributive Education Clubs of America). Offers the opportunity to develop interest and involvement in marketing, management, distribution and entrepreneurship in the world of business. Students plan and prepare for local, area, state and national activities.

- Meets: Weekly, before school
- Requirements: Must either be enrolled in, or have previously taken, a business-related course.
- Sponsor: Mr. Haller/Mr. Feeley, x7669

Disability Awareness Club. To increase awareness about people with disabilities.

- Meets: 1-2 times weekly, A170
- Requirements: Open to all
- Sponsor: Dr. Dammers, x7883

Dodgeball Club. Yes, to play that fun game.

- Meets: weekly when space is available
- Sponsor: Mr. Gordon, x8002

E-Town Idol Planning Committee. Students participate in all aspects of planning this annual student talent competition and fund raiser.

- Season: Late winter-spring
- Meets: As scheduled
- Requirements: Open to all
- Sponsor: Ms. Brown, x7767

Esande Dance Company. Dancers create original choreography in various styles including modern, jazz, ballet, ethnic, tap and hip hop. Performs an annual concert.

- Season: November through February
- Meets: Daily until performance
- Requirements: Dance skills and performance potential. Auditions are held in fall and are open to all ETHS students
- Sponsor: Ms. Neal, x7271

Evanstonian. The school newspaper

- Sponsor: Mr. Lowe, x7445

EvanstOnion. ETHS's version of The Onion, a satirical, humor-driven newsletter.

- Requirements: Open to all
- Sponsor: Ms. Ehmke, x8112

Fashion Magazine/The SEEN. ETHS's magazine of fashion and culture is a year-round activity. The goal is to publish three issues and produce a spring fashion show.

- Meets: As needed
- Requirements: Open to all
- Sponsor: Ms. Sarmonpal, A336, x7027, sarmonpals@eths.k12.il.us

FCCLA. One of the largest vocational student organizations in the country. Established in 1945, it encourages personal growth, leadership development, preparation for the future, and family and community involvement through family and consumer-sciences education. Through participation in competitive events (in culinary arts, child care, financial literacy, and community service), students learn leadership, time management, and presentation skills.

- Meets: 1st and 3rd Tuesday of the month, after school, in A172
- Requirements: Open to all
- Sponsor: Ms. Autry (x7677), Ms. Marks (x7670), or Dr. Dammers (x7883)

Freshman Class Council. Organized to address Freshman concerns, to plan Freshman activities, and to train representatives for future leadership positions.

- Meets: Weekly
- Requirements: Open to all Freshmen
- Sponsor: TBA

Freshman Honor Society. Recognizes freshmen for leadership, scholarship, character and service.

- Season: Freshman year
- Meets: May Induction Ceremony
- Requirements: Candidates must make 1st-semester and 3rd-quarter honor rolls, obtain recommendations from two current teachers, participate in an extracurricular activity, and complete 10-hours of school/community service. Violation of school rules may result in denial of admission.
- Sponsor: Ms. Oberman, A-340, x7401

Freshman/Sophomore Production. The annual stage show featuring members of the freshman class.

- Season: TBD
- Meets: Daily for rehearsal, after school
- Requirements: Auditions depend on when show is scheduled; for in 2006-07 in September
- Sponsor: TBA

Game Development Club. Learn to create and develop video games using programming languages and/or Flash

- Meets: Mondays
- Sponsor: Mr. Haller, x7985

Games Club. Tired of playing games on a computer screen? Check out Games Club for human competition. Strategy games, battle games, card games, board games, simulation games—if it exists, we will play it. The club meets irregularly (coordinated with the Chess Team schedule).

- Meets: Irregularly
- Sponsor: Mr. Dubrow, x8316

Gay-Straight Alliance. A group interested in discussing, learning about, and educating others about issues concerning gays, lesbians, transgenders and bisexuals. Focus is on making a difference.

- Meets: Tuesdays after school in E329
- Requirements: Open to all
- Sponsor: Mr. Farmer, x8344

Graphics Club. The Graphics Club allows students with a strong interest in graphic design to improve their own computer graphic skills through very real-life client-based situations, producing posters, brochures, logos for clients, as well as personal portfolio designs.

- Meets: 1-2 times weekly, days TBD
- Requirements: Previous experience with Photoshop and/or Illustrator is recommended, or successful completion of ETHS Graphic Design.
- Sponsor: Ms. Sloan, x7130

Green Team (formerly Environmental Club). Aims to increase awareness and involvement in sustainability and diverse environmental issues. Hopes to sponsor several school and community initiatives.

- Requirements: Open to all.
- Sponsor: Mr. Chan, x8009, chand@eths.k12.il.us

Hip Hop Club. Focused on music and music production in the hip-hop style.

- Meets: Once a week
- Requirements: Open to all
- Sponsor: Mr. Patterson, patterson@eths.k12.il.us

Holocaust Remembrance Activities. For students interested in helping plan a week of events about the Holocaust, recent examples of genocide and human rights issues. Students lead workshops, give presentations and organize panel discussions.

- Season: February to early May
- Meets: In subgroups, with staff, at mutually convenient times
- Requirements: All students are welcome
- Sponsor: Ms. Gutstein, x8117

Instrumental Music. Many music groups are available: Jazz Band, Flute Choir, Chamber Strings, Woodwinds Choir, Marching Band, Clarinet Choir, Jazz Combo, Pep Band, Brass Choir, etc. Each allows students to rehearse/perform in a particular area. Performances are during the year.

- Meets: Practice times vary
- Requirements: For some, must be enrolled in a credited music course such as band, orchestra, or electronic music. Others do not have this requirement. Contact the Fine Arts office at -7130.
- Sponsors: Dr. Fodor, x7853, Mr. Abplanalp, -7854

Interact. An ETHS service and social Rotary club, open to students committed to community and international service. Interact exists in 110 countries. Members develop leadership/teamwork skills, earn community service hours by volunteering, make new friends, and assume responsibility for projects.

- Meets: Club, 1st and 3rd Tuesdays, 3:45pm; Board, 2nd and 4th Tuesdays; all meetings in A336
- Requirements: Be interested in giving time for community and international service projects; good attendance twice a month.
- Sponsor: Mr. Feeley, x7669

Islam Awareness Club. Interested in the history and culture of the Islamic world.

- Meets: Thursdays, A-242
- Sponsor: Mr. Becker, x8098

International Students Day. Plans International Day In conjunction with World Languages Week.

- Meets: weekly, S314
- Sponsor: Ms. Morris, x8003 and Mr. Becker, x8098

Israeli Culture Club. For any students interested in planning Israeli cultural events and learning more about Israel.

- Meets: Twice a month, lunch periods
- Requirements: Open to all
- Sponsor: Ms. Siegel, siegels@eths.k12.il.us

JETS (Jr. Engineering Technical Society). Advanced interscholastic competition in academic subjects.

- Season: Tryouts November-December. District, regional, state, and national competition Feb.– April.
- Requirements: Highest scores on tryout tests
- Sponsor: Dr. Vondracek, x8203, Dr. Kohnken, x7523

Key: ETHS yearbook. Hands-on publishing experience in layout/design, copy writing, and photography.

- Meets: A lot, with frequent deadlines
- Requirements: Tryouts are in September. Editors are chosen in May.
- Sponsor: Ms. Williamson, x7436, williamsons@eths.k12.il.us

Kit News. Provides regular newscasts of school interest.

- Season, etc.: Unclear at time of publication

Knitting Club. A chance to learn to knit or improve your skills—and make friends.

- Meets: Weekly, after school, 3:35-4:45pm, Home Ec Living Room
- Requirements: Bring needles and yarn.
- Sponsor: Ms. Wolf, x7160

Latino QUEST. This group strives to provide an environment where students can meet, feel comfortable, and express their concerns. It offers events for ETHS students, provides a voice for the ETHS Latino student body, and attempts to build awareness of issues facing Latino students' academic success. The goal of Latino QUEST is to increase the number of Latino students in honors and AP courses. In addition, high-achieving Latino students mentor and tutor 7th and 8th grade Latino students from District 65.

- Meets: Thursday, N-312
- Requirements: Open to all. You do not have to be a Latino.
- Sponsor: Ms. Pulido, x8030, Ms. Canchola, x7927

Math Team. The school math team, annually one of the state's best. Students prepare for and compete in five local league and one statewide contest. All grade levels, freshman through senior, are needed and welcome.

- Meets: One to three times per week
- Requirements: Open to all students
- Sponsor: Mr. Segall, x8135, segalla@eths.k12.il.us

Mock Trial Team. An opportunity to learn what it is like to prepare and present a legal case in court. There is a culminating statewide competition sponsored by the Illinois State Bar Association.

- Season: October through March, multiple tournaments January/February
- Meets: Tuesday and Thursday, 3:45-5:30pm
- Requirements: Open to all students
- Sponsor: Ms. Chiaro, x7740, alupelchia@comcast.net

Model U.N. An opportunity for students to participate in a "mock" United Nations session.

- Season: Fall, and longer
- Meets: weekly
- Requirements: Open to all
- Sponsor: Mr. Markgraf, Mr. Stanek, x8016

NAACP. African-American centered organization that strives to secure full citizenship and civil rights for all Americans, especially "the least among us." Focus is on equal employment/education opportunities, voter registration, housing, prison reform. The chapter also organizes Black History Month programming and activities.

- Meets: Weekly TBA (Black History Month Committee meets weekly October-February)
- Requirements: Open to all students
- Sponsor: Mr. Green, Ms. Weeks

National Honor Society. Recognizes those students who have demonstrated excellent scholarship, leadership, character, and service to the school and community.

- Meets: As needed, infrequently
- Requirements: 3.0 cumulative GPA after 1st semester of Junior year. By invitation to qualified juniors & seniors. Once inducted, students must perform volunteer service in the community.
- Sponsor: Mr. Abplanalp, x7854

National Society of Junior Black Engineers. Intended to promote engineering as a profession.

- Sponsor: TBA

The Paper Clip. ETHS's literary magazine. Students have the opportunity to apply for a staff position as well as submit their original short stories, poems, character sketches, song lyrics, photos, drawings, paintings, and all other forms of art and literature.

- Season: All year, but especially in the spring
- Meets: As needed, daily in the spring
- Requirements: Open to all
- Sponsor: Mr. Belgrade, x8301, S-213

Peer Jury. A student run group of volunteers. They meet with students who have been referred to their dean for rule violations and help them come up with an alternative to suspension. Jurors attempt to be non-judgmental and supportive and seek to turn a negative situation into something positive.

Meets: lunch periods

Requirements: Positive and a willingness to give up your regular lunch periods

Sponsor: Ms. Cortesi, x7703, E118

Play companies/Stage Crew. The Speech Arts division sponsors 5-7 theatrical productions during the year. Typically, there are fall, winter and spring plays, frosh/soph production, and a spring musical. Stage "Croo" works on each show building sets, setting lights, helping with costumes, make-up, etc..

- Season: All year. The personnel change for each production.
- Meets: Often. Everyday practices before production. Performances after school and on weekends.
- Requirements: Tryouts for acting/singing parts as needed. Talk to sponsor; be willing to work regularly.
- Sponsor: Mr. Carney, -x7135

Pom-Pon Squad. Performs routines with poms during half time at home football and basketball games.

- Season: Fall and Winter
- Meets: Three or four days a week
- Requirements: Attend clinics, then try out before judges in spring for the following year.
- Sponsor: Ms. Nichole Eason-Boyd, contact through the Athletic Office, x7370

QUEST. An organization of successful 9th-12th grade African-American students who mentor 8th-grade African-American students. The mentors teach the younger students how to set high expectations, succeed in school, and balance academics and social life.

- Meets: one Saturday per month, 5-7pm
- Sponsor: Ms. Walker, x7494, N326

Rowing Club. Learn to crew down the Chicago River.

- Meets: Each day
- Requirements: All students welcome. No experience necessary. Some scholarships are available.
- Sponsor: TBA

Sailing Team/Club. Learn to sail and race two-man boats through local training and at interscholastic regattas.

- Season: All year (2 seasons)
- Meets: Weekly training at Sheridan Shore Sailing School, Wilmette (south end of Gilson Park). Weekend races regionally. Listen for announcement of recruitment meeting in September.
- Requirements: All students welcome. Sailing experience a plus, but anyone can be trained. Boats available at Sheridan Shore.
- Sponsors: TBA

Scholastic Bowl. The school quiz team, an IHSA-sanctioned interscholastic competition. Questions focus on academic subjects. Must be able to think and cooperate under pressure. Varsity and frosh/soph teams.

- Season: September to March
- Meets: Weekly, after school; weekend tournaments.
- Requirements: All students are welcome
- Sponsors: TBA

Science Olympiad. A series of contests/events which require a knowledge of physics, chemistry, biology, earth science and engineering, for example, construction of the egg-carrying scrambler.

- Season: September to April
- Meets: Weekly
- Requirements: Open to all. A 15-member team represents ETHS in competition.
- Sponsor: Mr. Farmer, x8344

Science Club. For students who have a thirst for understanding our world and enjoy figuring things out.

- Season: all year
- Meets: bi-weekly
- Sponsor: various science teachers

Scrabble Club. Bewalpy abbeelrs

- Meets: Monday
- Requirements: open to all
- Sponsor: Ms. Seibold, A134

Senior Class Board. Organizes various activities for the senior class. Help plan dances, meals, service projects, class gift, prom, and anything else that in which it chooses to involve itself.

- Meets: As needed
- Requirements: Member of the senior class, regular attendance mandatory
- Sponsor: Mr. Jones, x7283

Sewing Club. You're right! We sew.

- Meets: Thursday, A172
- Requirements: Open to all
- Sponsor: Ms. Gates/Ms. Curtis, gatess@eths.k12.il.us/curtisc@eths.k12.il.us

Sophomore Honor Society. Recognizes sophomores for leadership, scholarship, character and service.

- Season: Sophomore year
- Meets: May Induction Ceremony
- Requirements: Candidates must have a 3.0 cumulative 1st-semester GPA, make 1st-semester and 3rd-quarter honor rolls, obtain recommendations from two current teachers, participate in an extracurricular activity, and complete 10-hours of school/community service. Violation of school rules may result in denial of admission.
- Sponsor: Ms. Oberman, A340, x7401

Spanish Club. Students do activities relating to Spanish culture and language, as well as take field trips to Spanish or Latino cultural places and events.

- Meets: Every other week on Mondays after school
- Requirements: Be interested in Spanish language/culture, come to meetings with ideas and enthusiasm.
- Sponsor: Ms. Sharma, x8051, sharmad@eths.k12.il.us

Speech Team. Interested in becoming an actor, politician, radio/TV announcer? Then consider auditioning for the ETHS Speech Team! There are 13 different events, ranging from orations to duet acting.

- Season: September-February
- Meets: For coaching 1-2 times per week. Competition every Saturday, November-February
- Requirements: Auditions in September and throughout the season. Time, energy and commitment.
- Sponsor: Ms. Schultz, Fine Arts Office, x7130

Student Council. Representatives of the student body plan Homecoming events, coordinate social/civic projects, and represent students with the administration. Members sit on school committees and participate in exchanges with other high schools. Members must attend one school board meeting per semester.

- Meets: TBA
- Requirements: Petitions/ballots. All interested students are urged to attend meetings, but may not vote.
- Sponsor: TBA

Student Library Assistant. Work opportunities in Central Library and Michael Resource Center (MRC) during free time or after school. Tasks include shelving and filing, finding magazines and processing new materials. Students earn minimum wage. The job requires regular attendance, punctuality, and accuracy. If interested, contact Mr. Latham in the Central Library, x7340, or Ms. Figel in MRC, x7350.

Students for Change. Tries to promote positive change both within and outside the school.

- Meets: weekly in N-328
- Sponsor: Mr. Kaplan

Student-to-Student. Works to raise awareness of issues related to substance abuse and its prevention. Makes presentations to elementary and middle school children. Part of Student Assistant Services.

- Meets: weekly, more often before presentations
- Requirements: Open to all students who do not use alcohol, tobacco, any illegal mood-altering chemicals or belong to a gang.
- Sponsor: Student Assistance Services, Ms. Bechard (PEER Services), cbechard@peer_services.org

Tutoring. Students serve as tutors for those who request help in a particular subject. Tutoring may take place during the lunch period, in the departmental study centers, in the after school homework center, or whenever else convenient.

- Season: All year
- Meets: As arranged
- Requirements: Peer tutors must have earned a grade of “B” or better in the class for which they tutor and be committed to spending one hour per week for a semester.
- Sponsor: Ms. Morgan, W-201/221B, x7686, tutor@eths.k12.il.us

Ultimate Frisbee. For students that like to run and throw a frisbee. Some games with schools that are similar in intensity and skill to varsity sports, plus many occasions to enjoy just throwing a frisbee.

- Season: All year, much less active during the cold season, Sundays in spring
- Meets: after school at Mason Park
- Requirements: Must have a “pink slip” from your doctor
- Sponsor: Dr. Kohnken

Upstart Crows. An exploration of the works of William Shakespeare. Students perform, discuss, and attend plays by the most famous playwright the world has ever known.

- Meets: Every other Thursday, S214
- Requirements: Open to all
- Sponsor: Ms. Lefkowitz

Urban Debate. Participates in “policy debate,” a form of research-based speech competition in which teams typically advocate for or against a resolution calling for governmental change. The organization was started to promote interest in debate among underrepresented groups.

- Meets: Tu/Th, N-238
- Season: August -February
- Requirements: Open to all non-seniors
- Sponsor: Mr. Hill, x7496

Variations. A hip-hop dance group that performs at various school-related functions and competitions.

- Meets: Once or twice a week
- Requirements: Auditions open to all. To perform, you must meet the same eligibility standards as athletes.
- Sponsors: Mr. Millington/Ms. Heineman, millingtonb@eths.k12.il.us/heinemanm@eths.k12.il.us

Varsity Club. To promote school spirit and support and encourage high achievement by student athletes in the classroom and in athletic contests. Activities include mentoring/tutoring of student athletes; school spirit activities, i.e., pep rallies; outreach to 8th graders about getting involved at ETHS.

- Meets: Once a week, TBA
- Sponsor: Ms. Nord

Web and Digital Design Club (etownweb.com). Students get practical hands-on experience producing web sites and online content. They help maintain and further develop the ETHS Web Club's web site. Students also get the chance to photograph events throughout the school year to upload in the photo gallery section of the ETHS web site.

- Meets: Wednesday's, after school to 4:30pm
- Requirements: A basic knowledge of the internet and an eye for design
- Sponsor: TBA

Willie Wildkit. The school mascot promotes school spirit, primarily at home football and basketball games. See under Athletics.

WKIT-TV. Gives students an opportunity for hands-on experience in TV production. Students record school events, produce original programming, and announce sporting events for play on Cable channel 18.

- Meets: Wednesdays, 3:45pm
- Requirements: Students must be willing to learn production skills in Radio/TV class or at after-school training sessions. Sports announcers attend auditions.
- Sponsor: Mr. Hill, x7810, Main Office mailbox

World Languages Exchanges. Exchanges, arranged by the World Languages Department, give students opportunities to visit countries where the languages they are studying are spoken and to host students from those countries who are studying English in their home schools.

- French Exchange: Annual exchange to Le Mans, with a few days in Paris. French students visit ETHS during the school year. Sponsor: Ms. Kobs
- German Exchange: Every-other-year exchange with a high school in Heilbronn. ETHS students go in the summer for a homestay; German students visit in the spring for three weeks. Sponsor: Mr. Simons.
- Japanese Exchange: Students from Niigata Prefecture, Japan, visit ETHS in March/April. ETHS students sightsee and do a homestay every other year during the school year. Sponsor: Mr. Van Krey.
- Latin Trip: Students visit Italy for two weeks every other year. Sponsor: Ms. Green.
- Spanish Exchange: Annual exchange to Bilbao, Spain, and several days in Madrid. Sponsor: Ms. Roubekas.
- Requirements: Must be registered in the appropriate World Language course, application and interview.
- Expense: Varies year to year. Fund raisers are held; financial aid may be available to qualifying students.
- For further information, contact the World Language office, x7450.

Writers' Showcase. Performance of student-written pieces sponsored by the English Department. Students may participate as board members, directors, actors, and writers.

- Season: October to March
- Meets: Weekly, then daily practices after show is cast
- Requirements: Submit a written application in the fall to the English Dept. if you want to be on the board. Writers' pieces are submitted by Dec., auditions for actors in Feb., performances in March.
- Sponsor: Ms. Oberman, A340, x7401.

YAMO. The all-school musical comedy revue that has been performed every year since 1958 and is written and directed by a student-governing board.

- Season: Performance is in October. Rehearsals begin in late summer.
- Meets: Depends on one's assignment; frequent, especially as the production approaches.
- Requirements: Governing board is chosen from applications submitted by that year's juniors. Previous YAMO experience is desirable, but not necessary. Auditions are held in the spring for all performers. Business staff and crew members are volunteers.
- Sponsor: Mr. Herbert, x7130 (Fine Arts Office)

Youth Technology Corps “Remixit” Program. Have fun while learning the basics of computer hardware and software. You will help prepare computers for donation and teach computer classes.

- Meets: 3 days per week, after school, in A235
- Requirements: Open to all
- Sponsor: The Youth Technology Corps: Contact Ms. Gates in A238 (x7670) for more information

Fashion Magazine/The SEEN. ETHS’s magazine of fashion and culture is a year-round activity. The goal is to publish three issues and produce a spring fashion show.

- Meets: As needed
- Requirements: Open to all
- Sponsor: Ms. Sarmonpal, A336, x7027, sarmonpals@eths.k12.il.us

NON-COMPETITIVE AND NO-CUT ACTIVITIES

The following is a **partial** list of activities currently offered at ETHS in which everyone is welcome to participate; there are no tryouts, auditions, or special requirements. (For any group that performs/competes, you must meet the same eligibility requirements as for athletics.) You may begin at any time during the school year. For more information, contact the Student Activities Director.

Amnesty International	Green Team
Anime Club	Hip Hop Club
Best Buddies	Holocaust Memorial Activities
Bible Club/LIFT	Interact
Bike Club	Islam Awareness Club
Book Buddies	Israeli Culture Club
Books ‘R’ Us	Knitting Club
Car Club	Mathletes
Chess Club	Model U.N.
Choral Music (in part)	NAACP
Community Service Club	Paper Clip
Cooking	Scholastic Bowl
Debate Team	Science Olympiad
Dodgeball	Scrabble Club
Disability Awareness	Sewing Club
Evanstonion	Spanish Club
Fashion Magazine/The Seen	Students for Change
FCCLA	Student-to-Student
Game Development Club	Ultimate Frisbee
Games Club	Upstart Crows
Gay/Straight Alliance	Youth for Social Action

SAFETY INFORMATION

The Safety Department is located at the Main Entrance in Room H102. Staff are available to address any concerns regarding your safety.

- **NON-EMERGENCY number: 424-7500**
- **EMERGENCY number: 424-7505 (internally: 211)**
- **Safety Hotline: 1-888-214-4445** The hotline program seeks to enlist the help of all students, staff, parents, and community members who are aware of drugs, violence, misconduct, sexual harassment, weapons, or any other safety issue impacting on the daily life of students. The hotline is open 24 hours, seven days a week. All calls are anonymous; leave a message or place your information on the voice mail.

Anti-Theft Campaign

Students and staff need to protect and secure personal property. Valuables such as keys, cell phones, iPods, purses, and wallets should never be left unattended or unprotected. Gym lockers and swim lockers should **always** be locked. Students are to use the high-security locks available through the PE department. Only school locks are allowed. Do **not** bring valuables to the gym lockers. If you have a valuable item you need to have secured in the physical education area, you should ask the Safety staff person assigned to the physical education area for assistance. A tool for marking valuables is available in the Safety Office. You are encouraged to register your personal property with serial numbers in Home Access Center.

Students who experience a theft in ETHS should report the theft as soon as possible to any Safety Personnel or at the Safety Office. At the parent's discretion, a theft report can also be filed with the Evanston Police Department.

Crisis Management Plan

ETHS has a comprehensive plan to cover a variety of crises that might occur at the high school. Developed with the Evanston police, fire, and city administration, the plan applies to all emergencies that take place during or after school hours, including extracurricular activities and sports events; club, teacher and parent meetings; dances; or any activity in which a group or organization may be using the school building. In the event of an emergency, you must follow school procedures or directives from school personnel. When reentering the school after an evacuation, return to the room/area from which you evacuated.

Fire Alarms, Tornado Alerts

Safety drills will occur at times established by the administration. Drills may not be preceded by warnings to students. When the fire alarm sounds, stay quiet, walk purposefully to the nearest exit, leave books and other personal property behind, clear access to the building for fire fighting and safety equipment, and return to the building when you are asked to return. When a tornado alarm is received, you will be directed to go in a quiet manner to a secure place. Failure to cooperate is a violation of state law and city codes. You must follow school procedures or directives from school personnel. **Rescue Rooms** are located throughout the building for disabled students and staff to be used in the event of a fire. **Fire extinguishers and AEDs** are located throughout the building.

Parking—Cars and Bikes

You may park in the ETHS lots designated for student parking only if you have a *valid* parking sticker properly displayed on the back window of your vehicle. Parking permits are \$175

and are available in August. When you purchase a sticker, you will receive a map indicating the lots in which you may park. Stickers cannot be transferred to another vehicle unless prior approval is obtained from the Safety Department. Lost/damaged stickers may be replaced for \$75 along with a written request from your parents.

Cars with stickers will only be allowed in their designated areas. If the lot is full, immediately contact Safety for direction. Tickets will not be voided for students claiming lots are full without verification from Safety. Student vehicles with or without stickers are not permitted to park in “visitor” or “restricted” spaces. Handicapped spaces are reserved for vehicles having proper handicapped identification. **Students violating the parking regulations face one or more of the following consequences: vehicle ticketed, vehicle ticketed and towed, referral to Dean, and forfeiture of parking privileges.** If a student feels a ticket was issued in error, he or she must complete a “parking ticket void request” from the Safety Department.

If you have a valid parking decal but need to temporarily bring another vehicle to school, you must get prior permission from the Safety Department.

Student parking restrictions are in effect between 8am–4pm whenever school is in session. You may park your vehicle (sticker or not) after hours on school property as long as you are attending a school-related activity. Vehicles may not be left overnight unless approved by Safety. Students parking off campus should be aware of parking restrictions posted by the City of Evanston on the adjoining streets.

Students have no reasonable expectation of privacy in cars parked on school grounds. School lots are regularly searched by contraband dogs, administrators, Safety staff, and police officers. You should be aware that items and spaces on school grounds are subject to search and view by others and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school.

Bicycles should be locked in the designated areas with bike racks. They will be removed if parked on other locations on the ETHS property.

Failure to follow these regulations will be considered defiance of authority. ETHS parking lots are patrolled by the City of Evanston for boot-eligible vehicles. ETHS is not responsible for stolen or damaged property while parked on school property.

Restitution

You will be held responsible for the replacement cost of any damage you cause to school property.

Visitors

ETHS welcomes parents of our students and ETHS alumni as guests during the school year except during the last week of an academic quarter or semester or on days set aside for certain school activities (e.g., standardized testing days or in-service/institute days). If they do not have a prior appointment, Safety staff will notify the person they wish to see once they arrive.

- **All visitors** must obtain a visitor’s pass from either the rear Bacon entrance or the Safety Office (H102 by the front entrance) upon entering the building and be prepared to show a valid photo ID. Visitor passes should be displayed in a clearly visible location. Students attending ETHS may not bring guests to school. **ETHS reserves the right to deny any individual the right to visit.** Contact the appropriate dean if you have questions.
- **Convicted child sex offenders** are not permitted on the campus unless certain conditions exist and they have received prior approval from school officials.

- **Off-campus students** must get prior approval from their designated contact person at ETHS before they come to the ETHS campus. The contact person will notify the Safety Department of the student's name, date and time of visit, and where in the building the student will be. Students not following this procedure are subject to trespassing sanctions.

Visitors are expected to abide by school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

Safety Codes

In an emergency, one of the following warning codes will be announced:

- **CODE RED (Lock-down)...**indicates a very serious or dangerous situation exists within the building. All students, teachers, staff, and visitors should go immediately to the nearest classroom or office and lock the door. Stay away from windows and doors, and sit quietly on the floor. Anyone in a cafeteria should stay there, lock the doors, and get under the lunch tables. Disregard all class bells. Everyone outside on school grounds should move to an open space far away from the building and lie flat, face down. Do not enter the building until told to do so.
- **CODE YELLOW (Evacuation)...**indicates a situation calling for orderly evacuation of the school. Those unable to travel down the stairs should be helped to the nearest elevator.
- **CODE WHITE (Lock-in)...**indicates a danger exists in the community. All exterior doors will be locked and monitored until the emergency subsides.
- **CODE GREEN...**indicates “all clear.” Normal school activity can resume.

SCHOOL SERVICES INFORMATION

Bus Permits

Students may ride CTA buses and trains weekdays for one-half of the normal fare by purchasing a CTA magnetic student riding permit. (ETHS student IDs are not accepted by the CTA.) Bus permits are available for purchase during registration and in Student Accounts (H110) through the end of September. Students living in the Skokie portion of the district may ride PACE buses for a reduced fee with an ETHS student ID card. Contact Student Accounts for information about transportation reimbursement issues.

Clubs/Organizations and Policies

ETHS students may participate in a wide variety of extracurricular activities (see page 32). These clubs offer experiences in dance, drama, music, world languages and cultures, cheer-leading and related spirit activities, business and office occupations, student government, honor societies, math and other academic subjects, among many other activities.

Fund Raising. Fund raising of any sort, including candy and food, must first be approved by the AP for Educational Services, or his designee. **Students who do not represent a school-sponsored organization may not solicit funds at school.** Officially recognized groups may raise money in the building and in the community. Door-to-door solicitation is discouraged and must be specifically approved. Students may not raise money or solicit funds without this prior approval. Advisors, coaches, sponsors, and teachers can obtain the Request for Fund-raising forms from the AP for Educational Services, Student Activities Director, Athletic Director, Fine Arts Chair, Community Service Coordinator, or on the ETHS web site. **All students selling items in school must have a Fund-Raising Approval Card issued by the AP for Educational Services.** Students who violate this policy will have their items confiscated. Fund raising should not interfere with classroom or other educational activities.

Starting an Organization or Club. If the activity you are interested in does not exist, you can start it with help from the Student Activities Director and the AP for Educational Services, anytime during the school year. Your group must secure a sponsor and maintain ETHS standards of citizenship, honesty, impartiality, and openness to all students. According to state law, you may not start or join a secret or illegal society.

Student Clubs/Equal Access. ETHS provides equal access and a fair opportunity to all clubs to organize and meet at school. ETHS does not discriminate against any club on the basis of its religious, political, philosophical or other content of speech. Sponsored clubs must have an approved adult as an advisor. The school will not sponsor or be identified with clubs that advocate particular religious, political or philosophical beliefs or ideas, or which are adversarial or subversive in nature. ETHS may assign a monitor for meetings of any non-sponsored group.

Student Elections. Student elections offer all students an opportunity to be selected by their peers for leadership positions and special recognitions. To provide the widest opportunity for all students to participate as a candidate in an election, the amount of money spent supporting a candidate on any student election cannot exceed \$100. The \$100 limit includes all campaign expenses. The campaign financing limitations apply to the total value of all brochures, fliers, advertisements, web sites, t-shirts, and all other campaign materials. Even if campaign materials are donated or purchased by others, the total value of those materials and donations applies to the \$100 limit. If any student campaigns for an office and cannot afford \$100, see the AP for Educational Services to see if you qualify for outside assistance.

Use of the Building After School. ETHS encourages you to take part in supervised activities after school and on Saturdays, when appropriate. You are expected to leave the building once your activity is over. When you stay after school for an activity or on Saturday, keep your personal property with you. Avoid visiting your locker outside of school hours.

Fees

Each year at registration you pay a materials fee to reimburse the school for lending you equipment or magazines in each course and the cost of workbooks. Additional fees may be required for purchases in specific courses. Students who withdraw from school during the first week will receive a full refund. Those who withdraw during the first semester will receive a 50% refund. No additional refunds will be made. All students enrolled in Driver Education pay a \$50 fee. A \$30 fee will be assessed for checks returned for insufficient funds. Students who register late for school will be assessed \$30. All fees must be paid in order to participate in the graduation ceremony.

Fee waivers. Students will not be denied educational services or academic credit due to the inability of their parent/guardian to pay fees or certain charges. Under certain conditions required fees will be waived if an ETHS social worker determines the family's income falls within federally set guidelines. If you feel you are eligible for a fee waiver, contact your grade-level social worker. All families requesting a fee waiver must verify their income.

Optional Fees

- **Boosters Ticket.** This card (student, \$10; family, \$40) grants you free admission to most sporting events and free- or discounted admission to some plays and musical events.
- **Yearbook.** In recent years scores of students have decided too late (when supplies are exhausted) that they want to own *The Key* (student yearbook). To avoid disappointment, you should order *The Key* at registration—and pay in advance. The price is \$50.
- **Other Fees.** You will be charged the replacement costs plus fines or processing fees for unreturned or damaged school property such as textbooks, library books and athletic gear. Your participation in activities will be restricted if you neglect to pay promptly.

Health Services

Health Center (“Doctor’s Office”), Room H101

The ETHS Health Center is an in-school medical facility available to you if your parent-consent form is on file. Staffed by physicians, nurse practitioners, a public health nurse, and social workers, the Center provides primary care by appointment with referrals, if needed, to other local medical facilities. You may schedule appointments yourself. The Center offers preventive care such as physical exams, immunizations, wellness/health education, gynecological care, reproductive services, as well as diagnosis and treatment of acute illness and injury, diagnosis, management of chronic illness, lab testing and psychological support. The Health Center charges a nominal fee for physicals, immunizations, and lab testing. All other services are free.

Health Service (“Nurse’s Office”), Room N100

- **Leaving school.** If you feel ill, you may get a pass to the nurse's office anytime during the school day. **You must have consulted the nurse before you leave the building because of illness or injury.** If the nurse decides you should be sent home, the nurse will get in touch with your parent/guardian, issue a Leave Early Absence Form, and may arrange for your transportation. If you leave the building during lunch, you are still considered “in school” and must return to the building and report to Health Service if you feel ill. **If you fail to return, regardless of the reason, you will be marked unexcused.**

- **Leaving Class for Illness.** If you become ill during class, obtain a pass from your teacher and report to Health Service. If you become ill during the passing period report to your next class, obtain a pass from the teacher, and proceed to the nurse. If your illness is such that you cannot reach your next class, you should report to the nearest adult or classroom for assistance. If you arrive at the nurse’s office without a valid pass, you will be seen but not excused, unless the nurse decides to send you home. **If you are off campus and become ill, you should return to school and report to the nurse. Failure to do so will result in an unexcused absence.**
- **Medications.** Taking medication during school hours or during school-related activities is prohibited unless it is necessary for your health and well-being. When your licensed health-care provider and parent/guardian believe that it is necessary for you to take a medication during school hours or school-related activities, your parent/guardian must request that the school dispense the medication to you by completing a “Student Medical Authorization Form.”

No school or district employee is allowed to administer to you, or supervise your self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by your parent/guardian. You are not allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

You may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at your discretion, provided your parent/guardian has completed and signed an Authorization for Student Self-Medication Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from your self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. Your parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of your self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

- **Elevator Use.** The three elevators in the school are available for students who are unable to use the stairs to get to classes. Elevator keys are obtained in Health Service (N100). Your parents are required to provide written permission for you to use the elevator and to show they understand that they will be obligated to pay a \$50 fee if the key is not returned for any reason. ETHS reserves the right to request permission from your doctor for use of the elevator under certain circumstances. Elevator use is for the intended student only and should not be used by other classmates unless they are needed to assist.

Job Placement

If you are interested in immediate part-time or seasonal jobs, the Youth Job Center of Evanston has an ETHS outpost to help you find a job and develop your job-readiness skills: setting goals, writing a resume, filling out applications, and learning interview techniques. The center, located in W100, is open 10:30am-2:30pm on Tuesday/Wednesday, and 1-5pm on Thursday.

ETHS also has a job-placement specialist who works with students and teachers to link the ETHS curriculum with post-secondary job opportunities. Seniors entering the workforce

through full-time employment, internships, apprenticeships, or technical-training programs right after high school should see the Post-Secondary Counselor in the College Career Center.

Work permits. You may obtain a work permit in Room W122.

Lockers

You are assigned a hall locker and a physical education locker at the beginning of each school year, which you are expected to use and to keep clean inside and out. The hall locker has a combination lock fitted into the door. Physical education locks are provided for freshmen during the first week of physical education. Transfer students should pick up locks at the Student Accounts office. Only school-authorized locks are allowed; unauthorized locks may be cut off. All articles left in your lockers after school closes in June will be discarded. **Lockers are owned by ETHS and are subject to search, including random searches.** You will be held responsible for items stored in your locker. **Do not share lockers.**

Lost and Found

The Lost and Found is offered through the Safety Office (H102 at the front of the building). Turn any unidentified property you find into the Safety Office. Make sure to mark your own property with your name. If you lose any of your possessions, fill out a report in the Safety Office immediately or report the loss on the district website under Safety. After you file a lost property report, the Safety staff will investigate the incident and inform your dean, and possibly the police, about the findings. Your dean will contact you or your parents.

Media and Technology Services

- Media Center — 7:30am-4:30pm (Friday till 4pm)
- Central Library — 7:30am-6:30pm (Tuesday-Thursday), 8am-6:30pm (Monday), 7:30am-4pm (Friday)
- Bacon Computer Center — 7:30am-4:30 pm (Friday till 4pm).
- Michael Resource Center — 8am-4pm (Monday-Friday)

You must show your ID card to enter any center.

Check-out rules. *Books:* 2 weeks; renewal: 2 weeks. *Pamphlets:* 3 days; renewal: 3 days. *Reserve books:* overnight after 7th-period due by 1st-period next day.

General school rules apply in all the centers listed above. Food, beverages, iPods or MP3 players are not allowed. You are expected to engage in quiet study and to respect the rights of others in the quiet environment. You must remain in the center once the period starts; passes will not be issued. You will need your ID card to check out books and other materials. General fines are 10-cents per day; reserved items are 10-cents per period or \$1 a day. You must pay replacement costs and any fines for lost items. Fines will accumulate until you report the loss.

Acceptable Use of Computers/Technology Related Equipment Policy

ETHS provides networked information resources to facilitate communication and the exchange of ideas in pursuit of the district's curricular, research, and administrative goals. The district also supports the use of technology as a tool for efficient and effective management of district resources and affairs. ETHS computing and network resources are for the use of authorized students, staff and affiliated organizations. The district's electronic network is part of the curriculum and is not a public forum for general use.

The use of ETHS technology resources is a privilege, not a right. Inappropriate use of technology resources may result in the cancellation of this privilege and/or other disciplinary measures up to and including expulsion.

Internet safety. In accordance with the Children’s Internet Protection Act, the district installs and operates filtering software to limit users’ Internet access to materials that are obscene, pornographic, harmful to children, or otherwise inappropriate, notwithstanding that such software may in certain cases block access to other materials as well. At the same time, the district cannot guarantee that filtering software will in all instances successfully block access to materials deemed harmful, indecent, offensive, pornographic, or otherwise inappropriate. The use of filtering software does not negate or otherwise affect the obligations of users to abide by the terms of this policy and to refrain from accessing such materials.

Security. Various security measures are implemented on district equipment. Security is given an extremely high priority because network disruption or data theft or corruption affects the entire community of users. Users are expected to follow reasonable behavior to ensure secure use of the network. If a user identifies a security problem, he or she must notify technology staff immediately. Any user identified as a security risk or having a history of security violations may be denied access to the ETHS network. It is the intent of the district to prohibit access to such persons.

No expectation of privacy. ETHS makes no warranties of any kind, whether expressed or implied, for the network facilities provided. The district is not liable or responsible for any information that may be lost, damaged, or rendered unavailable due to difficulties with the equipment or network provided, nor is it responsible for telephone or credit-card bills or other charges incurred by users of the network. Use of any information obtained via the network is at the user’s risk; the district specifically denies any responsibility for the accuracy, suitability or quality of the information acquired through its network facilities; for any breaches of confidentiality; or for defamatory material.

Users must recognize that there is no assurance of confidentiality with respect to access to files and/or transmissions by persons inside or outside of the district. Users should not expect that email or files stored or transmitted on district servers will be private. All such files and transmissions are district property. ETHS reserves the right to monitor and log technology use and to examine user files and actions as needed and at its discretion. Users cannot expect privacy as to their use of district technology.

Acceptable use. The primary use of district technology resources is for the purpose of education, research, or district business and activities related to the pursuit of these activities. Use of all district resources including technology is subject to the appropriate provisions of The Pilot in regard to assault, intimidation, and harassment. Users must adhere to all laws and school policies, including without limitation those regarding copyright, trademark, fair usage, and plagiarism.

District technology is a means of communication and to access online resources. Users are expected to respect the intended purpose of the technology provided and not attempt to manipulate or modify the system. Limited personal use consistent with this policy is permitted.

Unacceptable use. Users are responsible for their own actions regarding the use of ETHS

technology. Unacceptable or inappropriate use can result in loss of access to technology as well as additional disciplinary action up to and including expulsion.

Unacceptable use includes but is not limited to activities such as the following:

- Accessing, downloading, distributing, displaying, creating, submitting or posting harmful, indecent, offensive, pornographic, or otherwise inappropriate messages, pictures, or materials;
- Engaging in harassing, offensive, obscene or defamatory speech;
- Threatening, harassing or attacking others;
- Using the network for any illegal purpose or activity;
- Using the network for commercial or private enterprise;
- Engaging in vandalism such as graffiti, tampering with or damaging the computer workstation, computer network, peripheral equipment or associated furniture, or spreading computer viruses;
- Invading the privacy of others by the unauthorized disclosure or dissemination of information of a personal nature;
- Gaining or attempting to gain unauthorized access to files, resources or entities;
- Attempting to harm or destroy, or harming or destroying, district technology or data of other users on the school network or the Internet;
- Posting material authored or created by others without their consent;
- Unauthorized downloading of software, loaning technology to others, or violating copy right laws or software licensing agreements;
- Using other users' passwords, misrepresenting themselves, or otherwise engaging in identity theft;
- Using the network while access privileges are suspended or revoked.

The district may discipline a student whose personal web site or other off-site activity involving electronic technology causes, or can reasonably be expected to cause, a substantial disruption of the school environment, without regard to whether that activity or disruption involved use of district-provided technology.

Authorization for student access. Each student and his or her parent/guardian must sign the "Authorization for Student Access" before being granted unsupervised use.

Consequences of policy violation. Failure to comply with this policy or "Authorization for Student Access" or any administrative regulations and guidelines governing the use of district technology may result in disciplinary action by staff, administration, and/or the Board of Education up to and including expulsion. Activities that violate local, state or federal law may be subject to prosecution.

Use of ETHS computing and network resources constitutes acceptance of the Acceptable Use Policy. Penalties for violation of this policy are outlined in the Behavior Code Summary.

Nutrition Services

Breakfast. Breakfast is offered to all ETHS students every day in three locations: Beardsley Cafeteria (all hot and cold options), Main Lobby Wildkit Window (Grab 'n' Go options), and the Bacon Wildkit Window (Grab 'n' Go). Start your day right with a good breakfast.

Lunch. The Nutrition Services Department operates four student cafeterias during the three lunch periods. Each offers the same menu of freshly prepared hot and cold entrees, fresh fruits

and salads, sandwiches, snacks, and beverages. Boltwood is reserved for freshmen; Beardsley is reserved for juniors and seniors; Michael and Bacon are open to all with the exception of freshmen. Wildkit Window snack bars and vending machines are located in all cafeterias.

SNAP. The SNAP computerized debit-card system is installed in all food courts and snack bars. The bar code on the student ID card allows you to set up a “line of credit” for future food purchases by prepaying into your account. You then access your personal accounts as you make their food purchases. Students eligible for free breakfast/lunch have immediate access to their meal accounts but are encouraged to prepay into their accounts for a la carte purchases. Negative balances must be cleared or they become fee obligations. Contact the Nutrition Services Director (424-7225).

Publications, Media

- Athletic website: www.athletics2000.com/Evanston; posts most current athletic schedules
- *The Key*. Student yearbook.
- *The Pilot/Handbook & Student Assignment Notebook*. Student handbook/assignment notebook, distributed first day of school. Parent version, mailed to parents in August.
- *Program Planning Handbook*. Course catalog, published in January for preregistration.
- *ETHS Activities Calendar*. Listing of activities, test dates, sports events, as well as school and PTSA phone numbers; mailed to parents in August.
- *E-Town Bulletin*. Daily announcements for students, staff and parents, available online.
- *The Evanstonian*. Student newspaper, usually published on two Fridays of each month.
- *ETHS News*. Monthly newsletter mailed to parents.
- *ETHS E-News*. Biweekly email newsletter sent to people who subscribe online.
- *Paper Clip*. ETHS’s literary magazine.
- *the SEEN*. ETHS’s magazine of fashion and culture.
- ETHS Web Site. www.eths.k12.il.us

Parent Groups

- **PTSA.** The PTSA facilitates communication between school and home and provides volunteers and funds to support school services and programs. The PTSA sponsors meetings on topics of interest to parents, handles all-school mailings, hosts visits of college representatives, and appoints parents to serve on committees. It also works on special projects such as After Midnight, the after-prom activity planned by parents for seniors.
- **ETHS Boosters Club.** Boosters are parents, friends and alumni who support ETHS extracurricular activities. The funds they raise go to support sports, music, drama and other activities. Members get free admission to all dual athletic contests, and free admission or discounts at many concerts and plays.
- **Latino Advisory Committee.** This committee is a collaboration of parents, students, and ETHS staff who discuss methods and strategies to continually improve the quality of education for students at ETHS. This committee also provides a forum for families whose first language is Spanish.
- **Bilingual Parent Advisory Committee.** This group meets four times a year. It consists of parents, legal guardians, counselors, bilingual teachers, and community leaders. The parents have children in the Bilingual Program. The committee provides annual training to BPAC members in the areas of instructional approaches and methods used in bilingual education, state and federal laws in relation to students’ participation and parents’ rights, and issues of accountability relevant to bilingual education.

Textbooks

You receive textbooks for all courses in which you are registered. They are distributed in your classes and are returned to the Book Distribution Center (S112). An annual fee is collected at registration. Damaged or lost textbooks must be paid for before replacements are issued.

Transcripts

Transcripts are requested through the counseling secretaries. Three transcripts are provided free of charge; any additional are \$5 each. No transcript will be sent without a properly completed transcript release form signed by your parent or guardian.

Student Records

Types of Records. There are two types of student records:

- **Permanent records.** Your name, gender, ID number, home address, phone number, date of birth, parent's or guardian's name, counselor's name, dates of enrollment and graduation, credits and grades, GPA, class rank, college-entrance test scores, health and accident records, attendance records, records of release of permanent records, and any unpaid fees are on your permanent records. These records are kept on file at ETHS for at least 60 years after you graduate or leave ETHS.
- **Temporary records.** Temporary records include all information kept by ETHS which do not become part of the permanent record, such as that contained in deans' and counselors' files, cumulative folders, special education files, and computer records. Temporary records are destroyed five years after you graduate or leave ETHS, but only upon prior notification which is posted in the local newspaper.

ETHS follows the rights to privacy and confidentiality outlined in the FERPA (Family Educational Rights and Privacy Act), the ISRA (Illinois Student Records Act), and IDEA (Individuals with Disability Education and Information Act). These rights are extended to parents of minors. At the age of 18, they are transferred to the student.

Per an interdistrict agreement, Evanston School District 65 annually releases MAP and ISAT scores to ETHS for incoming freshmen each year. ETHS provides EXPLORE standardized test scores and World Languages Placement test scores to District 65 for internal review. Also, information on grades and PSAE scores are provided to District 65 for reporting to the Illinois State Board of Education for students who participated in the state-funded At-Risk Pre-K Program as required by the state.

Access Rights to Records. ETHS follows rules, many set by state and federal law, for the access and release of records. Parents with questions about ETHS policies or the content of student records should call the AP for Student Services. A 24-hour advance notice is required to review student records. Information in student records is considered private. Unless a parent gives written permission, the records may be used only by educational officials and those who demonstrate legal or medical reasons for using the records.

Applicable rules for access and release of records for ETHS students:

- Parents or guardians may access any information in their child's records and make copies of any record at 50¢ per page. Students below age 18 must have parental consent to have access to any information in their own temporary records. School officials will be present when records are reviewed.

- When a student reaches age 18, marries, graduates from secondary school, is emancipated, or enters the military, all rights regarding student records previously accorded to parents are granted to the student, unless he/she is judged incompetent by a court of law.
- Parents may challenge any entry, except grades, in the school's student records on the basis of accuracy, relevance or propriety. They must submit a written request for a hearing to the Student Services chair and must specify the entry or entries to be challenged and the basis of the challenge.
- No person may condition the granting or withholding of any right, privilege or benefit or make as a condition of employment, credit or insurance the securing of any information from a student's temporary record which the individual may obtain under the Illinois School Record Act of 1975 or the Rules and Regulations to govern School Student Records.

Study Centers

Many of the academic departments and programs offer opportunities for tutored study in their department's content area during the school day. You may drop in during lunch or a free period to work with a teacher or teacher aide on homework, questions about concepts raised in classes, or other issues germane to that department.

Department-Based Study Centers

• English Writing Center	S308	8am-4pm, Friday till 3:35pm
• History Study Center	S308	8am-4pm, Friday till 3:35pm
• Fine Arts Open Studios	Teachers' Rooms	Periods 1-9
• Math Study Center	N212	8am-4pm, Friday till 3:35pm
• Phys Ed/Health Resource Center	G180	8am-4pm
• Science Study Center	E217	8am-4pm, Friday till 3:35pm
• World Languages Study Center	A337a	8am-4pm, Friday till 3:35pm

ATTENDANCE INFORMATION

Attendance Office Phone: 847-424-7800

Attendance is important at ETHS. By attending class daily, you further your education and that of your classmates. Learning is a dynamic process of students actively engaged with both teachers and each other. The learning process is weakened when you miss class. The attendance policy is based on this premise and is designed to encourage students to be in class.

Attendance Procedures

You should not exceed a maximum of 8 absences per class per semester including any combination of excused and unexcused absences. Because extended or chronic illnesses are dealt with case-by-case, you should give doctors' notes and medical documentation to your grade-level dean and the school nurse. Once you have exceeded 8 absences in any class, your grade for that class becomes "No credit (NC) for lack of attendance." If you receive an NC, you will **not** be dropped from class, and you are required to attend class and complete all assigned work. Exceeding 8 absences may also affect your eligibility to participate in any extracurricular activity. **A grade of F will override an NC. All NCs will count as an F for extracurricular GPA purposes. An F will be included in both regular and eligibility GPAs.**

Planned Absences. These are absences that the family knows about beforehand. You must file a completed Planned Absence form with the Attendance Office before the absence begins. To complete the form, available in the counseling office (E118), you must obtain the signatures of your teachers, counselor, parent, and the AP for Educational Services. **These count toward the 8-absence maximum.**

Responsibilities. Both students and parents have attendance responsibilities. We expect you to attend each of your classes everyday. If, on occasion, you need to miss a portion of the day, you must stop at the Attendance Office to pick up a "leave early" or "late arrival" pass (see "Leaving School Early"). In addition, your parent must call the **Attendance Office at 424-7800**, and state who is calling, their relationship to you, your (the student's) name, ID number, the date(s) of the absence and period(s) to be missed, and a valid reason for the absence. **Calls must be received by 10 p.m. on the day following the absence.** Attendance Office Voice Mail will take calls placed after 4:30pm. **To excuse a student in a language other than English, calls should be made to the Bilingual Office at 424-7470.** ETHS will not accept notes unless your parent has shown to your dean that they have no telephone.

Excused/Unexcused Absences

• Parental (Excused)

With proper documentation, you may be excused for the following valid reasons, although **parental absences will count toward the 8-absence maximum per class per semester:**

- Personal illness or other physical disablement (should include what the doctor expects the school to do; example: excuse from physical education)
- Death in the family
- Observance of religious holidays
- Court appearances
- Certain planned absences for extenuating circumstances that must be approved by the AP for Educational Services

- **Unavoidable** medical-related appointments
- College visits

If your parent calls the Attendance Office in the time allowed, you may make up the work you missed.

• **Unexcused Absences**

All other absences are unexcused and will be counted toward the 8-absence maximum. You will not be excused for...

- Any full-day absence not reported to the Attendance Office by 10pm on the day following the absence.
- Any family trip not filed in advance on a Planned Absence form
- Any false call (made by someone other than your parent or other authorized adult)
- Excuses such as “car trouble,” “missed bus,” “personal,” “overslept”
- Missing class to “study for an exam,” “take the driver’s test,” “go to the library,” “complete an assignment,” “attend an in-school activity”

Make-Up Work

To receive credit for work missed during excused absences, you must complete course assignments. As soon as you return to school, ask your teachers for the assignments you missed. Organize the work so you can complete it in no more than twice the number of school days you missed during your absence. **If you have an “unexcused absence” and have missed graded work, you have the number of days absent plus one day to make up the missed work for partial credit set at a minimum of half credit.** Students on outside suspensions are permitted to make up work for credit. If you know your absence will be lengthy, you should try to keep up with class assignments. The Attendance Office or Student Services Office will give you a Planned Absence Form to circulate among your teachers. Find out from your teachers what work you will miss. Work missed because of a field trip, or due the day following a field trip, must be made up the day you return to class unless you have made other arrangements with your teacher(s).

Notification Procedures

- Parents of students who have accumulated two parental or unexcused absences in a single class will receive a written notice stating that their student’s grade and credit for that class are in jeopardy.
- At the 4th parental or unexcused absence, the counselor will meet with the student to develop an attendance contract action plan. The teacher will call the parents to tell them their student’s grade and credit for the class are in jeopardy. If the teacher’s attempt to notify the parents of the student’s absence is unsuccessful, the attendance policy will still be enforced.
- Parents of students who have accumulated 8 parental or unexcused absences in a single class will receive a written notice stating that their student’s grade and credit for that class are in jeopardy.
- Parents of students who have accumulated 9 parental or unexcused absences in a single class will receive a notice stating that their student’s attendance has reached “No Credit” (NC) status.
- Before review by the Attendance Review Committee, parents and students will receive a written notice stating they have the right to appear before the Attendance Review Committee to appeal the NC for lack of attendance.
- Automated phone calls to the home are made after each unexcused absence.

Attendance Review Committee (NC Appeals)

If requested, the Attendance Review Committee will review cases of students who have “No credit (NC) for lack of attendance.” Every student has the right to appeal before the committee. It is highly recommended that you and your parent both attend the committee meeting. Documentation and reasons for absences will be required at this meeting. Based on the information presented, the committee will determine if you are eligible to receive a grade and credit for the course where you had more than 8 absences. If the committee decides you may receive credit, the teacher of the course in question will determine your final grade. Since you are required to continue attending class and completing the work assigned, you may be able to receive credit and a grade. If you continue to miss class, you will receive an “NC” for the class, which will be reflected on your ETHS transcript. **A grade of F will override the NC unless the Attendance Review Committee determines that the circumstances that resulted in the NC justify the NC standing.**

Students and parents have 30 days from the date of the illness or absence to get proper documentation to the grade-level dean. ETHS recommends that documentation, including specific dates of absences, be submitted the first day you return to school from your absence. The Attendance Review Committee will meet the first three days of finals each semester. Appearances for a hearing should be made through the Attendance Office the week before finals.

Tardiness

Tardiness is unacceptable. You are expected to be in class on time. A warning tone will ring one minute before the start of class. When the second bell rings announcing the end of the passing period, you must be in the classroom.

If you arrive in the first five minutes of class, you will be assigned a detention by Safety and given an admittance slip to enter class. Your teacher will make you tardy (T).

If you arrive after five minutes will be assigned a detention by Safety and given an admittance slip to enter class. Your teacher will mark you Unauthorized Tardy (UT). Five UTs in any class will result in a consequence from the dean. Additional sets of 5 UTs will increase the consequence. See below.

Unauthorized Tardy – Consequences

- 5 UTs – extended detention or 1 day inside suspension
- 10 UTs – extended detentions and/or 1 day inside suspension
- 15 UTs – 2 days inside suspension; dean will refer student to Student Services Team
- 20 UTs – 3 days of inside suspension; Referral to Intervention Advisory Board

After 20 UTs, tardiness will be considered chronic and you will forfeit credit for the class.

If you arrive beyond 15 minutes of class, without a legitimate pass, you will be marked absent – a different attendance code will be established to indicate this circumstance. This absence will count toward NC.

Truancy

Students enrolled in ETHS are required by state law to attend school each day the school is in session until age 17, except as provided in the law. Parents are responsible for their student's attendance at school and for notifying the school when he or she will be absent for a valid reason. Definitions of truancy from state law include:

- **Truant.** A student subject to compulsory school attendance who is absent without valid cause from such attendance for a school day or part of a school day.
- **Chronic or Habitual truant.** A student who is subject to compulsory school attendance and is absent without valid cause for 10% or more of the school year.

A student who is 17 years or older, and is considered a chronic truant, may have a truancy petition filed and may be withdrawn from school for up to one semester. A student younger than 17 and considered a chronic truant may have a truancy petition filed.

Special Attendance Situations

Administrative Excused Absence/Field Trips. You will receive an administrative excused absence for attending school-sponsored field trips and athletic field trips. Your parents do not need to call the Attendance Office to excuse such absences when you are on the approved field-trip list. You must make up any work you missed.

College Representative Visits. Juniors and seniors may miss class to attend a college representative's visit, but you must get permission from your teacher in advance. You may miss one class per day and the same class only once in a calendar week (maximum eight classes per semester for juniors).

Extended Illness. Home/hospital services are available to students with an extended illness. Contact the grade-level social worker.

Leaving Class for Illness. If you become ill during class, obtain a pass from your teacher and report to Health Service. If you become ill during the passing period report to your next class, obtain a pass from the teacher, and proceed to the nurse. If your illness is such that you cannot reach your next class, you should report to the nearest adult or classroom for assistance. If you arrive at the nurse's office without a valid pass, you will be seen but not excused, unless the nurse decides to send you home. **If you are off campus for lunch or another legitimate reason and become ill, you should return to school and report to the nurse. Failure to do so will result in an unexcused absence.**

Leaving School for Illness. If you are ill and the nurse decides to send you home, the nurse will call your parents, issue you a Leave Early Absence Form, and excuse you for classes missed. **Your absence will not be excused if you leave without reporting to the nurse.**

Leaving School Early. If you have a valid reason to leave school before your last class is over, or to leave the building and return later that day, your parent must call the Attendance Office before you leave school, and you must obtain a Leave Early Absence Form in the Attendance Office before you leave school. (If you plan to leave during a class, get the form before class starts.) Without following these steps you will be unexcused.

Residency, Immunizations, Suspensions. A student excluded from classes because of residency problems, immunization deficiencies, or suspension receives an administrative absence.

PHYSICAL EDUCATION INFORMATION

Athletic Study Hall

Juniors and seniors who participate in designated high school interscholastic sports may apply for Athletic Study Hall during their sports season. Only students with one or fewer unscheduled periods, in addition to lunch, are eligible. If you are in the following physical education (PE) courses, you may not apply for Athletic Study Hall: Junior Leadership Training, Senior Leadership Experience, 1 and 2 Adventure Education/High Ropes, Dance, Sports Officiating, Lifeguard Training, and Martial Arts classes. Students will not be allowed to drop courses to take advantage of the study hall option; this must be planned while you are selecting your courses. All students, including early bird students, must attend the Athletic Study Hall. If you drop or are dropped from a sport, or have three unexcused absences from the Athletic Study Hall, you must return to your PE class. Any unexcused absences in study hall while on a sports team will count toward an NC. Application deadlines are strictly enforced.

Locks/Lockers

Each freshman will receive a physical education lock during the first week of PE class. The lock is included in school fees. Freshman through senior students will be assigned to a PE locker the first week of school. Transfer students may pick up a lock from the physical education office. You must have your own school-issued lock and locker for PE class. When you are assigned to the swimming pool, you must bring your school-issued lock to the pool each day and remove it at the end of each period. You will be held responsible for items stored in your locker. You must vacate your PE locker by the last day of each semester (for sophomores) or the last day of the year (all other students). Locker contents and locks will be removed after the completion of classes.

Medical Excuse from Physical Education

You must participate in physical education if you are physically able. If you are ill, injured, or a doctor deems you unable to participate, you must submit a medical note directly to your PE teacher. This note must indicate medical limitations and the dates that you are to be medically excused. If activities can be adapted, the doctor must indicate that on the medical excuse. All students must earn a PE grade, and if unable to participate physically, you must report daily to the PE Resource Center. Your PE grade will then be based on written work, both in class, the Resource Center, and independently. If your regular PE class is in the classroom, medically excused students must attend all classroom sessions.

Physical Education Elite-Athlete Exemption

Students involved in an intensive, non-school-related athletic/training program, that is nationally recognized as involvement in elite levels of competition/performance, may request a waiver under specified conditions. If you wish to apply for this exemption, the application must be submitted first semester before the end of the first week of school and prior to the end of second quarter for a second-semester exemption. Contact the Assistant Superintendent/Principal for the application. The PE department chair will assign written projects/assignments. A grade will be given for this work. Quarterly documentation of continued participation in the activity must be given to the PE department chair. Previous deficiencies in PE must still be satisfied to meet graduation requirements.

Physical Education Waiver for Marching Band

Seniors in the Marching Band may apply for a waiver from physical education during first semester. To meet the waiver conditions, you must have lunch and no more than one unscheduled period. You must use this exemption to apply for another course held within the school day. If you drop or are dropped from Marching Band, you must regularly attend PE. If you drop the course that was added in lieu of PE, you must report back to PE class immediately or you will be marked unexcused for every day missed. Application deadlines for the waiver will be adhered to strictly. **Juniors** in Marching Band may also apply for the PE waiver. However, since all juniors must earn a physical education grade, this grade will be based on independent study work assigned by the PE department.

Uniforms

Physical education uniforms will be sold during freshman orientation. The cost of the PE shorts and shirt is \$20. Call (847) 424-7270 for specific information. After school starts, uniforms will be sold in the PE equipment room.

STUDENT CONDUCT INFORMATION

Academic Conduct

Cheating. Students who steal class materials or knowingly allow others to use their materials to cheat will be disciplined. A parent conference will be called, and the student(s) involved will fail that specific class assignment and possibly the course. The severity of the punishment depends upon the extent of the cheating. If you are found to have cheated on a semester exam, it will be graded F. Notes/crib sheets, text messaging in the exam room, and coincidental wording on a finished test, among other things, will be considered evidence of cheating.

Standardized Tests. Cell phones not be brought to the testing site. For some standardized tests, cell phones are prohibited. Check the requirements in the testing material for each test. **If you are found to have cheated on a standardized test, the test will be invalidated and parents and testing companies/state agencies will be notified. You will not receive AP credit if you cheat on an Advanced Placement exam.**

Plagiarism. Plagiarism occurs when you present material as though it is your own when it actually comes from another source whether written, oral, or electronic. If you plagiarize, you steal another person's ideas about a subject, his or her method of organizing or presenting ideas, or the actual work itself. Plagiarism should be avoided in oral presentations, written work, and student work in other media. You plagiarize when you do any of the following:

- Fail to show with quotation marks that you copied another person's exact written words or symbols, regardless of how few words or symbols are used.
- Fail to note in a footnote, a parenthetical reference, or a phrase the author and the source of the material you use in your work.
- Fail to give a bibliography (a list of sources) for a project that requires research.
- Fail to name a person whose exact words you use in an oral report.
- Fail to indicate through inflection or introduction that you use another person's exact words in an oral report.
- Fail to indicate in a report or project that you are using another person's ideas when you change (paraphrase or summarize) his or her words to yours.
- Use another person's work or ideas as your own in the creative or practical arts in pieces such as essays, short stories, poems, musical compositions, art work, projects, or computer software.
- Copy another student's work.
- Copy or paraphrase ideas from literary criticism or the commentary in study aids (such as *Cliff's Notes* or *Spark Notes*) without acknowledgement.

To avoid plagiarism in classwork and homework, always do your own work so you can show your knowledge of the material and your skill in organizing it. If you want to work with another person, first seek your teacher's approval. If you share data with another student, be sure to reach your own conclusions and interpretations. To avoid plagiarism in research projects, carefully acknowledge your source (author and text) for each idea that is not your own.

Plagiarism is a serious offense, warranting harsh penalties. The penalties for specific types of plagiarism follow.

- If the whole of a major work (such as a research paper or project) is plagiarized, you will receive an immediate F for the semester. The department chair will be notified, and a conference will be held involving the departmental administrator, teacher, department chair, counselor, parent/guardian, and you.

- If significant portions of a major work are plagiarized, you will receive an F for the quarter in which the work was assigned. The department chair will hold a conference involving the teacher, department chair, counselor, parent/guardian, and you.
- If parts of a major assignment or all or parts of a minor assignment are plagiarized, you will receive an F or a zero on the assignment.
- Repeated minor offenses of plagiarism, such as copying another student’s homework, will result in the lowering of the quarter grade.
- If you knowingly allow another student to use your work or copy your homework, you are as guilty of dishonesty as that person is of plagiarism, and your punishment will be the same as his or hers.
- If plagiarism is discovered after you have completed a course, the penalties will apply retroactively.
- If you wish to appeal any plagiarism penalty, contact the AP for Teaching and Learning. He or she will schedule a conference with the teacher, counselor, department chair, parent/guardian, and you. All will be given copies of the alleged plagiarized work. The associate principal will rule on the appeal following the conference.

This plagiarism policy covers not only work done specifically for class but also contest entries, extra-credit assignments, and extracurricular work

Classroom Safety

Students are required to follow approved safety guidelines as defined by each department.

General Conduct

Students are expected to behave in a responsible and cooperative manner at all times.

Appearance and Dress. Appropriate dress and grooming are critical to the maintenance of a safe, educationally conducive school atmosphere and are mainly the responsibility of the student and parent. Maintaining a neat and modest appearance and not wearing clothing that could be deemed offensive to others help promote a comfortable learning environment. The following must be avoided:

- **Clothing or apparel that denotes or suggests gang affiliation or shows vulgar or offensive messages, satanic cult or racist references, alcohol or drug-related paraphernalia, or messages that denigrate others in any way. You will be asked to remove/replace such clothing.**
- Outwear (coats, gloves, and hats) is to be left in your locker during school hours.
- Headbands, hats, hoods, or head coverings are not allowed, except for medical or religious reasons.
- Brief and revealing clothing. Examples include tank or halter tops, garments with spaghetti straps or strapless garments; clothing that is “see-through,” cut low, or exposes one’s midriff; or skirts that are shorter than 3-inches above the knee.
- Clothing that reveals undergarments (saggy pants, pants below waist).
- Swimsuits and physical education uniforms should only be worn in appropriate classes.
- Clothing or accessories considered dangerous or threatening—studded wrist bands, etc..
- Shoes that could jeopardize your safety.
- Costumes.

If there is any doubt about dress and appearance, the Assistant Superintendent/Principal will make the final decision. **Repeated violations of these guidelines may result in confiscation, if appropriate, and disciplinary action.** Because administrators and teachers believe there is a correlation between appearance and behavior and that requiring proper dress is good

preparation for future careers, we encourage you to behave and dress in a manner that reflects appropriate attire for school.

Balloons. Inflated balloons may not be brought or delivered to school, or carried around.

Cell Phones–Electronic Equipment. Refer to the Behavior Code Summary for rules and procedures concerning the use of cell phones and electronic equipment.

Closed Campus Procedures. ETHS has a closed campus policy for freshmen and sophomores all day including lunch, and for juniors and seniors except during their lunch periods. **All students need their current picture ID card to enter or leave the building during the school day. During periods 4, 5, and 6, juniors and seniors only may leave the building during their lunch period.** If you leave the building during lunch, you are still considered “in school” and must return to the building. If you fail to return, regardless of the reason, you will be marked truant. If you have an unscheduled period immediately following your lunch period, you may leave the building for both periods. If you stay in the building, your unscheduled time must be spent at a school-based center (library, student center, computer lab, etc.). Juniors or seniors who violate off-campus lunch rules will lose this privilege *for one month* if they have an unexcused absence or two tardies to the class following their lunch period. Freshmen and sophomores who violate closed campus may receive a restricted lunch or suspension. Your parents may ask your dean to deny you access to open campus for either a semester or a full year.

Food, Beverages. Any eating and drinking outside of the cafeterias or designated areas will be at the discretion and approval of the classroom teacher. You may not order food from restaurants to be delivered to ETHS unless you are part of a group which has ordered food and the order is approved by your advisor or the administration.

ID Cards. School Board policy requires you to carry your current, valid, and readable ETHS ID card at all times. You must show your card to any adult staff member who asks for it. You need your ID card to borrow library materials; obtain passes and absence slips; purchase lunch; enter department study centers, Beardsley Student Center, Bacon Computer Center, Central Library, Michael Resource Center, school dances, and other functions. If you lose your ID card, go to Student Accounts (H110) and pay \$10 for a new card. You will be given a receipt, which you should bring to the ID center, where your new card will be processed. **Damaging your ID card is destruction of school property and voids the ID card.**

Hallway Passes. Students who are permitted to leave the room during the period **must** get a valid pass from the teacher or supervisor **before** leaving the room. Students without a valid pass or those found in areas for which the pass is not intended will face school consequences. You should also carry your ID card with your hallway pass.

Student Expression. You may circulate petitions, flyers and newsletters ONLY with prior approval from the AP for Educational Services, or voice an opinion as long as you do not threaten to disrupt school activity, injure or offend others. Offensive material is that which is considered to be obscene, false, abusive, prejudicial, or threatening against a person or group. It is inappropriate to distribute religious or commercial circulars, take payment for distributing material, or use school equipment without permission to produce material.

When you circulate or post written material, you, not the school, are responsible for it. You may post material of general student interest and of reasonable size on bulletin boards reserved for student announcements if your material bears your group's name or your name and the name of another sponsoring student, the stamped approval of the AP for Educational Services, and the posting date. Materials may not be posted on painted surfaces, wood paneling or doorways. They may remain up for up to a week and removed by the organization or person that posted it.

BEHAVIOR INFORMATION

ETHS sets high standards for student behavior. Most students respect the school's standards and recognize that rules are intended to encourage academic achievement, sustain good behavior, protect them from harm, and ensure the smooth running of the school. The sanctions for violating school rules include:

- **Detention**, a 30-minute assignment to a supervised area before or after school or during a lunch period.
- **Expulsion**, being removed from school for more than 10 days and may extend for up to two full years from the date of expulsion. It is recommended by the Superintendent only for the most serious offenses and determined by the Board of Education.
- **Extended Detention**, an assignment to a supervised area on one or more Saturday mornings (usually 8:30-11am), or Wed. afternoon, (3:45-6:15pm). You are expected to bring appropriate study assignments with you.
- **Extracurricular Activity Suspension**, per the Extracurricular Activity Code, students are suspended from practice, rehearsals, contests, and/or performances.
- **Inside Suspension**, supervised assignment to the Alternative Learning Center for half or all of a school day. You are expected to make up work missed while on inside suspension. You may not practice or participate in athletics/extracurricular activities during this suspension. Class work missed during Inside Suspension is to be made up for credit.
- **Intervention Advisory Team**, a committee made up of administrators, teachers, counselors, and social workers that reviews serious acts of misbehavior and makes recommendations to the Assistant Superintendent/Principal for possible behavioral interventions.
- **Lunch Detention**. Assignment to W112 for supervised lunch.
- **Outside Suspension**, restriction from school, school-related activities and all school property. Class work missed on outside suspension is to be made up for credit. **Students are allowed up to two days for every day on outside suspension to make up work.** You may not practice or participate in athletics/extracurricular activities during this suspension.
- **Parent Conference** with an administrator, parents, and possibly you, about behavior.
- **Reprimand**, verbal warning to students.
- **Restricted Study**, supervised assignments by ETHS personnel, served during school hours.
- **Social Probation**, may include exclusion from participation in extracurricular activities, athletics and school-sponsored social activities for up to one academic year. You are entitled to attend school, but you must leave immediately at the end of the school day.

If you are disruptive, teachers have the right to remove you temporarily from class via referral to the Deans' Office. You will need written permission from your dean to return to class. Department chairs may become involved if the problem deals with classroom behavior.

Alternatives to Suspension

Based on the severity of the offense, the deans/administration will use discretion in selecting the appropriate alternative to suspension. An "Alternative to Suspension" may be used for some offenses, possibly in tandem with a shortened suspension. We hope that using some of these alternatives will help you make appropriate choices without removing you from your classes. The alternatives may include:

- **Closed Campus**. You may not leave the building during the school hours.

- **Extended Detention.** An assignment to a supervised area on one or more Wednesday evenings (3:45-6:15pm) or Saturday mornings (usually 8:30-11am). You are expected to bring appropriate study assignments with you.
- **Peer Jury.** Peer juries provide a positive outlet in which students can resolve school-related conflicts with the assistance of their peers and avoid a possible suspension. Together, students negotiate an equally acceptable resolution to their conflict by creating an agreement that seeks to transform the negative behavior into a positive goal.
- **Restricted Lunch.** You may be assigned to a supervised lunch with a staff member.
- **Service Option.** You may be assigned a predetermined number of hours to work inside or outside the school building.
- **Social Probation.** This may include exclusion from participation in extracurricular activities, athletics, and school-sponsored social activities, for a minimum of nine weeks, not to exceed one year, for each infraction; possible denial of participation in Prom and/or graduation for improper behavior at anytime during the school year. You are entitled to attend school but must leave immediately at the end of the school day.
- **Student Under the Influence Program (SUI).** This program offers you an appropriate substance abuse intervention to meet your specific needs. Acceptance and completion of the SUI program may abridge your suspension. Parent participation is required.

Pranks

Any prank that could disrupt the educational process could lead to discipline measures including suspension or expulsion, social probation, and other consequences. Seniors can be denied the privilege to participate in prom and graduation.

Process for Appeals/Due-Process

Individual students and student groups may appeal disciplinary decisions made by the administration. To appeal a decision, you or your parents must contact the AP for Educational Services, describe the problem, and request a hearing at which all witnesses and contributors of evidence may be present. This may be done before the decision is enacted. Your parents are encouraged to attend the hearing. A decision will be reached soon after the hearing and one of four things will be decided:

- The penalty is upheld and will begin the following day
- The penalty is overruled, will be cancelled, and your record is cleared
- Additional days may be added to the penalty
- Days may be taken off the penalty period.

If your parents want to appeal the decision further, they must contact the Assistant Superintendent/Principal, who will make the final decision. **If there is an extended period of time between the action and final appeal, you may be required to serve the suspension.**

Searches

You may be subject to personal, bookbag, electronic device, and locker searches. School property, including desks, lockers and parking lots, is owned by ETHS and may be searched by school authorities at any time, including random searches as well as canine searches. These searches do not require advance notice, your consent, or a search warrant. Vehicles on school property or at a school function may also be searched. Hand-held metal detectors may be used when appropriate.

Seizure of Property

If a search produces evidence that you have violated or are violating either the law or the school district's rules or policies, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law-enforcement authorities.

Serious Offenses

Serious or repeated violation of school rules is considered gross disobedience and may lead to expulsion from school for a period of up to two full calendar years. You will be afforded all due-process rights in connection with any hearing before the Board of Education. The following offenses may include, but are not be limited to, your immediate suspension from the building: Assault, dangerous weapons/substances, arson, abuse of fire safety equipment, battery, intimidation/harassment, gang-related intimidation or recruitment, drug or alcohol abuse, fighting, disruptive acts, defiance of authority, verbal abuse, and failure to identify oneself.

Student Rights

ETHS respects the right of every student to be free from personal harm and unfair treatment by staff members or other students. You are expected to address grievances in an orderly manner. You also are expected to report incidents of harm or unfair treatment to people or property which you have witnessed or experienced. The administration will protect your confidentiality, investigate each incident, and take appropriate action.

Student Suspension Procedures

The Superintendent, Assistant Superintendent/Principal, Associate Principals, or the Deans may suspend you from school and all school functions if you are guilty of *gross disobedience or misconduct* for a period not to exceed ten (10) school days. You are responsible for securing assignments from your teachers and will have as many days as you are suspended to complete your coursework. You and/or parents or guardian are due the following procedural protection:

- Prior to suspension, you shall be provided oral or written notice of the charges. If the charges are denied, you shall be given an explanation of the evidence against you and an opportunity to present your version of the incident.
- Prior notice and hearing as stated above may not be required and you may be immediately suspended when your presence poses a continuing danger to persons or property, or an ongoing threat of disruption to the educational process. In such cases, the necessary notice and hearing shall follow as soon as practical.
- Any suspension shall be reported as soon as possible to your parents/guardian. Such reports shall contain a full statement of the reasons for the suspension and a notice to your parents/guardian of their right to review.
- Upon request of your parents/guardian, a hearing shall be conducted to review the suspension. At the hearing, your parents/guardian may appear and discuss the suspension with the Board of Education or appointed hearing officer. If a hearing officer is used, the hearing officer shall report to the Board of Education a written summary of evidence heard at the meeting. After its hearing or upon receipt of the report of the hearing officer, the Board may take such action as it finds appropriate.

Student Expulsion Procedures

The Board of Education can expel students guilty of *gross disobedience or misconduct* for a period up to two calendar years. The student and/or parents or guardian are due the following procedural protection:

- Expulsion shall take place only after your parents/guardian have been requested to appear at a meeting of the Board, or with a hearing officer appointed by it, to discuss your behavior. This request shall be made by registered or certified mail and shall state the time, place and purpose of the meeting. The Board, or a hearing officer appointed by it, at such meeting shall state the reasons for dismissal and the date on which the expulsion is to become effective. If a hearing officer is appointed by the Board, (s)he shall report to the Board a written summary of the evidence heard at the meeting, and the Board may take such action thereon as it finds appropriate.
- During the expulsion hearing, you and your parents/guardian may be represented by counsel, present witnesses, and other evidence and cross-examine witnesses. At the expulsion hearing, the Board or hearing officer shall hear evidence of whether you are guilty of the gross disobedience or misconduct as charged. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

BEHAVIOR CODE SUMMARY

All ETHS behavior rules and policies apply...

- during the school day,
- at all school-related events, on and off campus, or traveling to and from events
- during travel to and from school,
- during summer school, and
- during participation in extracurricular and/or athletic activities

Any school-related behavior that results in criminal charges is subject to school discipline. Rules broken during the last week of school may result in sanctions that carry over into graduation and the following school year, and you may be denied permission to attend summer school.

References to the Evanston Police Department are abbreviated as EPD.

Problems in any of the categories below will result in personal and locker searches:

Fighting; battery; assault/intimidation/harassment; battery/assault/intimidation/harassment against an ETHS staff member; mood-altering chemicals: possession or use/dispensing, selling/paraphernalia possession; theft; burglary and locker break-ins; robbery; possession of stolen property; possession of burglary tools, crime instruments; dangerous weapons and articles; facsimiles of dangerous weapons and articles; arson, safety, disabling chemicals. ***Lockers are owned by ETHS and are subject to search, including random searches.***

Abuse of Fire-Safety Equipment, AEDs, False Alarms

Expectation: Students will abide by state law and will not tamper with fire-safety equipment, including automatic external defibrillators, or making false reports of threat of fire. **Action:** 10-day outside suspension, restitution, social probation, referral to Board of Education for expulsion. Complaint filed with EPD.

Arson, Disabling Chemicals, Explosives

Expectation: Students may not threaten the safety or property of staff, students, or the school district. Possession and/or use of fireworks and smoke bombs are deemed arson (use of an incendiary device to burn property). They are also considered, along with stink substances, to be threats to safety. Any substance or spray used as a disabling chemical is prohibited. This includes, but is not limited to mace, dog spray and pepper spray. **Action:** 10-day outside suspension, social probation, referral to Intervention Advisory Team or Board of Education for expulsion. Complaint filed with EPD.

Assault, Intimidation, Verbal/Written/Electronic Harassment

Expectation: Assault (threat to injure another person physically) on another person is not permitted. No student or group may deliberately frighten, disturb or inhibit another person by threatening him or her. Stalking (threatening a person with harm and following them or placing them under surveillance) is considered a violation of this rule. **Action:** 1st, 3-10-day outside suspension, social probation, referral to Intervention Advisory Team or Board of Education for expulsion.; 2nd, parent conference, 5-10-day suspension, social probation. Report filed with EPD.

Assault, Intimidation, Verbal/Written/Electronic Harassment, Damage to Property Against an ETHS Staff Member

Expectation: Assault (including stalking), verbal/written/electronic harassment or threats, damage to property, or intimidation against an ETHS staff member will not be tolerated.

Action: 10-day suspension, social probation, restitution if appropriate, referral to Intervention Advisory Team or Board of Education for expulsion. Report will be filed with EPD. A re-entry conference may be required.

Bullying, Cyberbullying

• Bullying

Expectation: Bullying another student constitutes an act of gross misconduct. Bullying includes, but is not limited to, any aggressive or negative gesture, or written, verbal or physical act that places another student in reasonable fear of harm to his/her person or property, or that has the effect of insulting or demeaning any student in such a way as to disrupt or interfere with the school's education mission or the education of any student. Bullying also includes violence, harassment, and verbal abuse directed against gay, lesbian, bisexual or transgender students and those perceived to be gay, lesbian, bisexual or transgender. Bullying most often occurs when a student asserts physical or psychological power over, or is cruel to, another student perceived to be weaker. Such behavior may include, but is not limited to: cyberbullying, sexting, pushing, hitting, hazing, threatening, name-calling/derogatory comments, or other physical or verbal conduct of a belittling or browbeating nature.

• Cyberbullying

Expectation: Cyberbullying is an act of gross misconduct. Cyberbullying is the use of email, instant messaging, chat rooms, pagers, cell phones, or other forms of information technology to bully, harass, embarrass, threaten, or intimidate someone. Cyberbullying includes, but is not limited to, such acts as making threats, sending provocative insults or racial or ethnic slurs, gay bashing, or attempting to infect the victim's computer with a virus. Students who engage in such activity on school grounds or who engage in such activity off campus and create a material disruption of school operations shall be subject to penalties for bullying and harassment as well as possible criminal penalties. Students' home and personal Internet use can have an impact on the school and on other students. If a student's personal Internet expression, such as a threatening message to another student or a violent website, creates a likelihood of material disruption of the school's operations, that student may face school discipline and criminal penalties.

Action: If physical contact is not involved: 1st, possible 1-3-day suspension, student conference with parent notification, referral to a school social worker, social probation; add'l, 1-10 day suspension, parent contact, referral to a school social worker, social probation, referral to Intervention Advisory Team; **If physical contact is involved, depending upon the severity, the following actions will be invoked:** 1st, parent conference, 1-3 day suspension, referral to a school social worker; 2nd, 5-day outside suspension, parent conference; 3rd, 10-day outside suspension, referral to Intervention Advisory Team. Retaliation in any form against any person who has filed a complaint is forbidden. If it occurs, it will be considered grounds for suspension and possible referral to the Intervention Advisory Team or Board of Education for expulsion.

Burglary and Locker Break-ins

Burglary Expectation: The use of force to break into the school, classrooms, offices or any section of the school or other secure property of the school/persons is an act of gross misconduct. **Locker Break-In Expectation:** Using force to break into lockers is an act of gross misconduct. This includes the use of lock cutters or any tool or instrument to force open the locker. Locker break-ins are considered burglary and will be punished as such. **Action:** 5-10 days suspension, social probation, referral to Intervention Advisory Team or Board of Education. Restitution for damages will be required. Complaint will be filed with EPD.

Cell Phones Electronic Devices, Digital Cameras

Use of your cell phone/electronic device, (e.g., iPods, mp3 players, camera, etc.) during school hours is a privilege. Adherence to these guidelines is essential to maintaining an academic environment and the privilege. Abuse of this privilege will result in consequences including but not limited to confiscation, extended detention, parent involvement, suspension or termination of this privilege. If cell phones/electronic devices are used when unauthorized or in an unauthorized location or in an inappropriate manner, school consequences will result.

Appropriate use of your cell phone, electronic music/imaging device is allowed only in the hallways, cafeterias and in the student center. The volume must be adjusted so that it cannot be heard by others. Your voice must be kept at an appropriate level for school. You must comply with staff directions, including but not limited to, ending phone conversations for student staff interaction and turning down the volume. When in use, cell phones must be on vibrate or silent mode so that no audible ring tone is heard.

Except in approved areas, cell phones/electronic devices must be in the “off mode” (incapable or receiving an actual signal) and out of sight in all areas and at all times, including but not limited to, instructional areas and academic areas (e.g. classes, classrooms, library, resource areas, BCC, ALC, study centers, offices, assemblies and testing). Cell phones/electronic devices must be put away before entering these areas.

Using cell phones/electronic devices in any manner that disrupts the educational environment or violates the rights of others, including, but not limited to using the device to cheat, violate student conduct rules, harass or bully staff or students is strictly forbidden.

Electronic music devices must only be listened to via headphones with the volume inaudible to others. Cell phones and electronic devices must be listened to via the phone or a head set, not the speaker, with the volume inaudible to others.

Using, taking or transmitting digital photographic images in private areas such as locker rooms, rest rooms, and other locations where students and/or staff have a reasonable expectation of privacy is strictly forbidden. Using, taking or transmitting photographic images or electronic messages to harass or bully students or staff is strictly forbidden. Using, taking or transmitting photographic images or electronic messages that disrupt the educational environment or violate the rights of others or the student conduct rules is strictly forbidden. Any use of digital imaging that encourages inappropriate activity which leads to images or messages that disrupt the educational process is also forbidden. Students who use or possess cell phones/electronic devices for unlawful purposes will be subject to more severe disciplinary action, up to and including suspension or expulsion, and will be reported to EPD.

After school, cell phones/electronic devices are not allowed to be on or used in the library, Bacon Computer Center, or wherever designated by the staff supervisor of that area. Use of cell phones/electronic devices during field trips and extracurricular activities may be allowed by the chaperone or the activity sponsor.

Students will be responsible for adhering to all rules and guidelines regarding cell phones/electronic devices. ETHS is not responsible for lost/stolen cell phones/electronic devices.

Expectation: Cell phones/electronic devices must be turned off and out of sight in all areas except hallways, cafeterias, and the student center. **Action:** 1st, confiscation, parent notification, extended detention (phone will be returned to the student after the detention is served); 2nd, confiscation, extended detention, phone returned only to the parent; 3rd, confiscation, phone returned to parent, 1-3 day suspension; 4th, confiscation, phone returned to parent, 3-10 day suspension.

Computer Vandalism, Hacking, Unauthorized Access to Information

Expectation: No person may destroy or tamper with computer hardware and software belonging to ETHS, its students or staff.

<p>Active Violation (intentional damage, harm, or offense)</p>	<p>Examples</p> <ul style="list-style-type: none"> • Intentionally circumvent network security • Send an inappropriate message across the network • Download software • Change the desktop or homepage • Change computer configuration • Attempt to access any administrative portion of the network • Destroy or damage information resources • Inappropriate use of information on the network • Do physical damage to equipment (such as disc drive, keyboard, mouse) 	<p>Action: 1st: May include: deactivation of student account, 1-10 suspension, social probation, parent conference (with the Office of Technology Integration staff present) before student account is reactivated. In addition, account may be deactivated for an extended period of time; complaint may be filed with EPD; financial restitution for repair to network or other damage required as needed; suspension or expulsion. 2nd, may include referral to Intervention Advisory Team; suspension or expulsion.</p>
<p>Passive Violation (does not intentionally harm or offend others)</p>	<ul style="list-style-type: none"> • View pornographic or other unacceptable material • Download or access files for inappropriate or non-academic use (such as video, audio, system tools) 	<p>Action: May include: deactivate student account, probation (monitoring account), 1-day or Saturday suspension, parent conference (with the Office of Technology Integration staff present) before student account is reactivated. 2nd, same as “active violation” above.</p>

Defiance of Authority/Failure to Identify Self

Expectation: Defiance of authority is failure to respond to adult direction. It is required that students follow adult directions, including correctly identifying themselves to any staff

member who asks them to do so. **Action:** 1st, student/parent conference, extended detention, 1-3-day suspension, social probation; 2nd, student/parent conference, 5-day suspension, social probation; 3rd, 5-10-day outside suspension, social probation, referral to Intervention Advisory Team.

Detentions, Suspensions: Failure to Serve

Expectation: Students are expected to serve consequences for misbehavior. **Action:** 1-day suspension.

Disruptive Acts

Expectation: No student or group may impede another's freedom to utilize school facilities and programs. Students are expected to conduct themselves in accordance with school behavior rules at all school-related events. Posturing and play fighting are not allowed. **Action:** Student and parent conference, 1-10-day suspension, social probation.

Extortion

Expectation: Forcing or pressuring a person to give up money or anything of value by threats, intimidation, or force is considered an act of gross misconduct. **Action:** Refer to action found under Bullying/Cyberbullying.

Extracurricular Events

Students who violate rules of conduct and sportsmanship at athletic and extracurricular events may be denied admission to school events for one year. Use, possession and/or dispensing of drugs on a school-sponsored trip, including to a foreign country may result in a referral to the Board of Education for expulsion upon your return. **ETHS students who disrupt student activities in other schools shall be subject to all school rules and discipline.**

Falsification of Records

Expectation: Falsifying or changing any school record, including phone calls or notes, is prohibited. **Action:** 1st, 1-3-day suspension, social probation; 2nd, 5-10-day suspension, social probation.

Fighting and Battery

Expectation: Fighting and battery (physical attack) are not acceptable. **Action:** 1st, 5-10-day outside suspension, social probation, and parent contact before student's return to school; add'l offenses, 5-10-day outside suspension, parent conference prior to reentry, and referral to Intervention Advisory Team. Also, social probation, conflict resolution, peer mediation, and restriction from designated area may be applied. A reentry conference for the student may be required. Report will be filed with EPD.

Forgery

Expectation: Unauthorized use of school forms, school IDs is prohibited. **Action:** 1-10-day suspension and/or student conference and/or detentions and/or Saturday, social probation, and/or referral to Intervention Advisory Team. Complaint may be filed with EPD.

Gambling

Expectation: Gambling is not permitted, including any game of chance or betting. Card playing is not permitted on school property. **Action:** 1st, 1-3-day suspension, social probation, parent contact; 2nd, 3-5-day suspension, social probation, referral to Intervention Advisory Team.

Gang Activity, Gang-Related Intimidation

ETHS does not tolerate any sort of gang-related activity. Gang recruitment is not allowed. No clothing or apparel, handshakes or flashing of signs which denotes or suggests gang affiliation is allowed. Expectation: No student may intimidate or harass another student for the purpose of gang recruitment, gang retaliation or gang activities. **Action:** 1-10-day outside suspension, social probation, referral to Board of Education for expulsion. Complaint will be filed with EPD.

Hate Crimes

Expectation: Any act or acts that cause physical injury, emotional suffering, or property damage where there is a reasonable cause to believe the crime was motivated, in whole or in part, by the victim's race, ethnicity, religion, sexual orientation, gender, or physical or mental disability, will not be tolerated. **Action:** Refer to actions for Sexual Harassment.

Improper Use of Motorized Vehicles on School Grounds

Expectation: Students are expected to operate motorized vehicles on campus in a safe manner. **Action:** 1st, warning, parent notification; 2nd, parking permit revoked for up to one calendar year, complaint may be filed with EPD.

Inappropriate Behavior

Expectation: Behavior that is disruptive to the academic environment is not allowed. **Action:** Student conference, parent conference, Saturday detention, 1-10-day suspension, social probation, referral to Intervention Advisory Team.

Misuse of School Property

Expectation: Any misuse of school property such as, but not limited to, keys, fire extinguishers, fire alarms, school equipment, fixtures, or any items owned by ETHS is prohibited. **Action:** 1-10-day suspension and/or student conference and/or detention and/or Saturday, social probation, and/or referral to Intervention Advisory Team. Complaint may be filed with EPD.

Mob Action

Expectation: The assembly or gathering of two or more students acting together for the purpose of committing an act that violates school rules is not allowed. **Action:** 3-10-day suspension, social probation, possible referral to Intervention Advisory Team, Board of Education, and/or EPD.

Mood-Altering Chemicals

• Dispensing, Selling

Expectation: Intent to dispense or sell or the actual dispensing or selling of mood-altering chemicals (alcohol, cannabis, narcotics, controlled substances, "look-alike" substances) on school property or at school-related activities is prohibited. **Action:** 10-day outside suspension, social probation for one calendar year, and referral to the Board of Education for expulsion. Drug-Free Zone penalties are enhanced. Report may be filed with the EPD.

• Paraphernalia Possession

Expectation: Students may not possess any equipment, product, or material that is used to make, use, alter, store, or conceal illegal drugs or look-alike substances. Report may be filed with EPD. **Action:** 1st, 3-day suspension, assignment to the SUI program, social probation, parent notification; 2nd, 3-day outside suspension, social probation. Drug-Free Zone penalties are enhanced. Report may be filed with EPD.

- **Possession or Use**

Expectation: Students may not use, possess or be under the influence of mood-altering chemicals (alcohol, cannabis, narcotics, controlled substances, “look-alike” substances) on school property or at school-related activities. **“Under the influence” means manifesting signs of chemical misuse such as staggering, reddened eyes, odor of chemicals, nervousness, restlessness, falling asleep/dozing in class, memory loss, abusive language or any other behavior not normal for the student.** A report may be filed with the EPD. ETHS is an official “Drug-Free Zone,” which enhances any criminal penalties. **Action:** Students may be suspended up to 10 days, assigned to the SUI Program, social probation, parent notification, and possible referral to the Board of Education for expulsion. Report may be filed with EPD.

Prohibited Items

Expectation: Items such as, but not limited to, matches, lighters, and laser pointers that disrupt the educational process or endanger others are not allowed on school grounds. **Action:** 1-10-day suspension, social probation.

Possession

As stated in ETHS school board policy, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: a) on the student’s person; b) contained in another item belonging to, or under the control of the student, such as in the student’s clothing, backpack, or automobile; c) in a school’s student locker, desk, or other school property; or d) at any location on school property or at a school-sponsored event.

- **Burglary Tools, Crime Instruments**

Expectation: Possession of materials or instruments that could be used to commit a crime, including the possession of burglary tools, is not permitted. **Action:** 3-10-day outside suspension, social probation, referral to Intervention Advisory Team or Board of Education for expulsion, complaint may be filed with EPD.

- **Mood-Altering Chemicals: Possession or Use**

Refer to the description found on the previous page.

- **Stolen Property**

Expectation: Possession of stolen property is illegal. **Action:** 1st, 3-5-day outside suspension, parent conference, complaint may be filed with EPD; 2nd, 5-10-day outside suspension, social probation, referral to Intervention Advisory Team, complaint may be filed with EPD.

Retaliation

Retaliation in any form against any person who has filed a complaint is forbidden and can result in referral to the Intervention Advisory Team, suspension, and expulsion.

Robbery

Expectation: Students may not take property from another person by the use of force or by threatening the imminent use of force. **Action:** Restitution, parent conference, complaint may be filed with EPD, 5-10-day outside suspension, social probation, referral to Intervention Advisory Team or Board of Education.

Sexual Harassment

Sexual harassment is any unwelcome and unwanted verbal or physical conduct or communication of a sexual nature between groups or individuals, including use of cameras and camera phones in washrooms and locker rooms. ETHS respects the right of every person to be free from personal harm, that includes sexual harassment. Sexual harassment is against the law and will not be tolerated. **Expectation:** No student or group may: Pressure another for sexual activity; grab, pat, pinch, kiss or hug (unwelcome touching in any manner); display sexual graffiti, pictures posters or writing; make negative or demeaning remarks to a person about his/her gender or sexual orientation; make inappropriate sexual references or humor; use obscene gestures or looks; make any comments about various parts of the body of another student. **Action:** **If physical contact is not involved:** 1st, possible 1-3-day suspension, student conference with parent notification, referral to a school social worker, social probation; additional, 1-10 day suspension, parent contact, referral to a school social worker, social probation, referral to Intervention Advisory Team; **If physical contact is involved, depending upon the severity, the following actions will be invoked:** 1st, parent conference, 1-3 day suspension, referral to a school social worker; 2nd, 5-day outside suspension, parent conference; 3rd, 10-day outside suspension, referral to Intervention Advisory Team. **Retaliation:** Retaliation in any form against any person who has filed a complaint relating to sexual harassment is forbidden. If it occurs, it will be considered grounds for suspension and possible referral to the Intervention Advisory Team or Board of Education for expulsion.

Sexual Misconduct

Expectation: Displays of affection which are more than casual in nature are not allowed. Examples of sexual misconduct include indecent exposure, prolonged kissing, fondling and sexual acts, and use of cameras or camera phones in washrooms and locker rooms. **Action:** 1-10 day suspension, social probation, and/or referral to Intervention Advisory Team or Board of Education for expulsion.

Theft

Expectation: Stealing public or private property is an act of gross misconduct. **Action:** 1st, 3-5-day suspension, parent conference, restitution, social probation, referral to Intervention Advisory Team, complaint may be filed with EPD; 2nd, 5-10-day outside suspension, parent conference, complaint may be filed with EPD, restitution, social probation, referral to Intervention Advisory Team or Board of Education for expulsion. Felony theft (over \$300) may lead to a referral to the Board of Education for expulsion.

Tobacco Use

Expectation: ETHS and state law do not allow students to use tobacco anywhere on school grounds—inside or outside the building. Tobacco products will be confiscated from students under age 18. **Action:** Parent notification, possible extended detention, 1-5 days suspension for each offense, or possible social probation.

Trespass

• Before/After School and Weekends

Expectation: No student is allowed in the building or on school grounds after school hours, on weekends or holidays except for legitimate, authorized purposes. **Action:** 1st, 1-day suspension, parent conference, social probation; 2nd, 3-day suspension, social probation. Complaint will be filed with EPD with possible arrest.

- **General Trespass**

Expectation: A student who is on outside suspension, or who has been excluded or expelled is not permitted on school property. **Action:** Social probation, additional suspension, increased length of exclusion or expulsion. Complaint will be filed with EPD with possible arrest.

Unauthorized Entry

Expectation: Unauthorized entry into the school, classrooms, offices or any section of the school or other secure property of the school/persons is an act of gross misconduct. **Action:** 1-10-day suspension, social probation, referral to Intervention Advisory Team, referral to Board of Education for expulsion. Complaint may be filed with EPD.

Unauthorized Presence During School

Expectation: Students are required to be in an authorized area of the building at all times. Students in the halls beyond the 5-minute passing period must have a valid pass in their possession. **Action:** Student conference, parent contact, detention, Saturday detention, social probation, or 1-10 day suspension.

Vandalism: General

Expectation: No person may destroy or deface others' personal or school property. Graffiti is considered an act of vandalism. Destruction or defacement of school video cameras is prohibited. School property includes lockers, IDs, books, furniture, etc. **Action:** 1st, restitution and restoration, parent conference, 1-5-day suspension, social probation, complaint may be filed with EPD; 2nd, 5-10-day suspension, social probation, referral to Intervention Advisory Team or Board of Education for expulsion, restitution and restoration, complaint may be filed with EPD.

Verbal and Written Abuse

Expectation: Profanity, vulgarity and offensive or abusive language is not tolerated, nor is disrespect by words and gestures, including racial comments or name calling. **Action:** 1-5 day suspension and parent conference, social probation.

Weapons and Articles

- **General**

Expectation: No weapons, firearms, ammunition, knives of any kind, or other dangerous instruments or articles of any kind are permitted on school property. **Action:** 10-day outside suspension, confiscation of weapon or article (will not be returned and may be turned over to EPD), social probation, referral to Intervention Advisory Team or Board of Education for expulsion. Complaint filed with EPD. Possession of a any weapon may lead to an expulsion for up to two calendar years.

- **Facsimiles**

Expectation: Facsimiles or replicas of firearms or other weapons (plastic, wood, or other models or imitations of weapons) are not permitted. **Action:** 3-10-day suspension, confiscation of facsimile (will not be returned), social probation, referral to Intervention Advisory Team or Board of Education for expulsion.

NO CHILD LEFT BEHIND ACT

The federal No Child Left Behind Act of 2001 (NCLB) was signed into law in January 2002. The purpose of the law is to ensure that each child is able to meet the learning standards of the state where he or she lives. Specific goals of NCLB include:

- All students will reach high standards, at a minimum attaining proficiency or better in reading and math, by 2013-14
- By 2013-14, all students will be proficient in reading by the end of 3rd grade
- All limited-English-proficient students will demonstrate competence in English
- By 2005-06, all students will be taught by highly qualified teachers
- All students will be educated in learning environments that are safe, drug free, and conducive to learning
- All students will graduate from high school

The NCLB law also has privacy requirements regarding student records and surveys. Some of the important aspects of NCLB are noted below:

Information regarding teacher quality.

Under NCLB, parents may request information regarding the professional qualifications of their student's teachers. To request this information from ETHS, please contact Toya Campbell, Human Resources Director, at 847-424-7210.

Parent involvement. ETHS encourages parents of all students to be involved in the education of their children. To learn more about opportunities for involvement at ETHS, please contact Oscar Hawthorne, Assistant Superintendent/Principal, at 847-424-7200.

Right to privacy. Student information is considered confidential and is protected from disclosure by the Illinois School Student Records Act and the Family and Educational Rights Privacy Act* (FERPA), a federal law that affords students certain rights concerning their education records. They are the right to...

- Inspect and review the student's education records within 45 days of the day the District receives a request for access
- Request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate or misleading
- Consent to disclosures of personally identifiable information contained in the parent/guardian or eligible student's education records, except to the extent that FERPA authorizes disclosure without consent
- File a complaint with the US Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

In addition, parents and eligible students (age 18 and over) have the right to inspect, upon request, surveys created by third parties, instructional material used as part of their student's educational curriculum, and other surveys, whether created by third parties or not, which are used in the collection of personal information, such as political or religious beliefs of a student or a student's family, sex behavior or attitudes, illegal, antisocial, or incriminating behavior, mental and psychological problems of a student or a member of the student's family, information concerning legally recognized privileged relationships, or income. Prior consent of parents will be sought before administering a survey designed to collect the types of personal information listed above.

Teacher qualifications. ETHS receives federal Title I funds under NCLB. The act requires that certain teachers and paraprofessionals meet specific requirements that qualify them as “highly qualified” and that ETHS must certify that all newly hired teachers and paraprofessionals working in Title I programs are also highly qualified.

This public notice is verification by the Principal (Oscar Hawthorne) that ETHS is in compliance with this requirement.

For school year 2010-11, Oscar Hawthorne, ETHS Principal, verifies that:

- All Title I teachers hired as of the 2002-03 school year are highly qualified.
- There are annual increases in the percentage of teachers who are highly qualified and teach core academic subjects.
- There are annual increases in the percentage of teachers participating in professional development to become highly qualified and successful classroom teachers.
- All paraprofessionals hired as of January 2002 are highly qualified, hold a high-school diploma or equivalent, and are assigned appropriate duties as required by federal rules and regulations.
- Paraprofessionals hired before January 2002 participated in professional development to become highly qualified by January 2006.

* The office that administers FERPA is: Family Policy Compliance Office, US Department of Education, 400 Maryland Ave., SW, Washington, DC 20202-4605.

ASBESTOS INSPECTION AND MANAGEMENT PLAN

Annually, Evanston Township High School District 202 is required to notify all parents, guardians, faculty, and staff of a federal law regarding asbestos. Effective December 14, 1987, the Asbestos Hazards Emergency Response Act requires all K-12 schools to inspect for all asbestos-containing building materials and provides for the inspection by a state-accredited inspector and preparation of a Management Plan. This plan is prepared by a state-accredited Management Planner, using information gained by the inspection.

The Management Plan details the appropriate response actions required, depending on the condition or accessibility of the asbestos-containing materials. The inspection and Management Plan was submitted to the Illinois Department of Public Health (IDPH) for approval on October 12, 1988, and was reviewed and approved by IDPH on March 14, 1989. The school was required to begin implementation of the operations and maintenance portion of this plan by July 9, 1989, which the school has done.

Federal law required a three-year re-inspection, which was completed and submitted on December 4, 2003. The law also required that a six-month surveillance be performed, which was completed July 8, 2010.

Documents pertaining to the Management Plan, and subsequent inspections are available for review by all members of the community. Contact Jose Guerrero, Co-Facilities Manger, at 424-7308, for more information.

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