



The Pilot

STUDENT & FAMILY HANDBOOK

2018-19

Evanston Township High School District 202

1600 Dodge Avenue | Evanston, Illinois 60201

Student Attendance Line: 847-424-7800

Main Phone: 847-424-7000

www.eths.k12.il.us

ETHS Glossary of Popular Acronyms: www.eths.k12.il.us/about/acronyms

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The Pilot: STUDENT & FAMILY HANDBOOK

MISSION STATEMENT

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

ETHS D202 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

VISION STATEMENT

Evanston Township High School (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

Evanston Township High School is one of the nation's premier high schools, a school ranked as one of the top schools in the nation, offering the finest educational experiences. All students are encouraged to actively take full advantage of the learning opportunities at this top tier school.

We are committed to equity at ETHS, committed to providing the best education for every student. Strong academic achievement for all students in a healthy and supportive learning environment is paramount. Parents/guardians are crucial allies and partners in helping their child get the best educational experience. This handbook, The Pilot, provides useful information to help students and parents successfully navigate ETHS. The Pilot can be viewed, downloaded and printed from the district website at www.eths.k12.il.us and can be viewed on the ETHS mobile app.

While The Pilot summarizes school rules and expectations, it is not a comprehensive statement of all school policies and procedures. The district website provides policies, the district procedures manual, and many more resources to assist students and parents. The Home Access Center, for example, provides important information about a student's classes, grades, and attendance, as well as the myETHS portal which contains student account information, community service records and more. In addition, all parents and students are urged to sign on to Naviance, a resource with abundant information about planning for careers and college. It is vitally important that all students use Naviance to create an Individual Career and Academic Plan (ICAP) during their first year attending ETHS and update the plan every year.

ETHS is the home of the Wildkits. We are a welcoming, nurturing place with a System of Supports serving all students, providing academic, social and emotional supports. 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 an inviting place to learn and grow, to prepare for careers and for college. I urge all students to make the strongest effort to take advantage of all your school has to offer. The more you put into your ETHS experience, the more you will take away from here. Your ETHS experiences will provide you with an educational foundation that will serve you well throughout your lifetime.

Go, Wildkits!

Sincerely,

Eric Witherspoon, Ph.D.
Superintendent

This Pilot Handbook reflects the most up-to-date information as of July 16, 2018.

1: GENERAL INFORMATION & GUIDELINES

ARRIVAL AT SCHOOL

The **regular school day schedule** at ETHS runs from 8:00am – 3:35pm. During the regular school year, students may enter through:

- Entrance #1 (Dodge Avenue)
- Entrance #2 (Wildkit Drive)

Several departments offer “early-bird” classes that meet from 7:10-7:50am Monday-Friday for juniors and seniors. The first day for Early Bird PE is the 2nd day of school. Students in need of academic support can meet with their teachers from 8:00-8:27am. Classes begin at 8:32am on regular school days and continue through nine, 42-minute periods until 3:35pm. If you arrive late to school, you will need to check in with Safety for a tardy slip to enter class (see “[Tardiness](#)”).

Time between classes is 5 minutes (1-minute warning bell). Each student has a daily lunch period. Certain other bell schedules are in place for in-service days, professional development days, and other special circumstances.

BELL SCHEDULE

	Regular Day (42min. periods)	PD Monday (33 min. periods)	Early Dismissal (36 min. periods)	In-Service Half Day (30 min. periods)	Late Start Day (35 min. periods)	C-Day (40 min. periods)
Early Bird Classes	7:10–7:50am	7:10–7:50am	7:10–7:50am	7:10–7:50am	-None-	7:10–7:50am
AM Support	8:00–8:27am	8:00–8:27am	8:00–8:27am	8:00–8:27am	-None-	8:00–8:27am
1	8:32–9:14am	8:32–9:05am	8:32–9:08am	8:32–9:02am	9:40–10:15am	8:32–9:12am
2	9:19–10:01am	9:10–9:43am	9:13–9:49am	9:07–9:37am	10:20–10:55am	9:17–9:57am
3	10:06– 10:53am + 5-minutes for announcements	9:48–10:21am	9:54–10:30am	9:42–10:15am + 3-minutes for announcements	11:00–11:35am	10:02–11:05am + 63-minutes for C-Day session
4 Lunch	10:58–11:40am	10:26–10:59am	10:35–11:11am	-None-	11:40am–12:15pm	11:10–11:50am
5 Lunch	11:45am–12:27pm	11:04–11:37am	11:16–11:52am	-None-	12:20–12:55pm	11:55am–12:35pm
6 Lunch	12:32–1:14pm	11:42am–12:15pm	11:57am–12:33pm	-None-	1:00–1:35pm	12:40–1:20pm
7	1:19–2:01pm	12:20–12:53pm	12:38–1:14pm	10:20–10:50am	1:40–2:15pm	1:25–2:05pm
8	2:06–2:48pm	12:58–1:31pm	1:19–1:55pm	10:55–11:25am	2:20–2:55pm	2:10–2:50pm
9	2:53–3:35pm	1:36–2:09pm	2:00–2:36pm	11:30am–12:00pm	3:00–3:35pm	2:55–3:35pm

Regular Day. This bell schedule is used on all regularly scheduled days of the academic school year.

PD Monday. Professional development (PD) is scheduled for staff on Mondays during the school year.

Early Dismissal. Days such as pep rally days and days before certain breaks are marked as early dismissal days on the calendar and will follow this bell schedule.

In-Service Half Day. This bell schedule is used on days that are marked as in-service half days. Typically, in-service half days are scheduled around parent teacher conferences.

Late Start Day. On rare occasions, late start days are scheduled during the school year. Late start days might also be scheduled due to unexpected weather incidents.

C-Day. On these days, additional time is built into third period to accommodate specific activities.

ABSENCE REPORTING

Attendance Office: Room S127 – (847) 424-7800

To report a partial day or full-day student absence, call the Student Attendance Line at (847) 424-7800. The Student Attendance Line is available twenty-four (24) hours a day to receive messages regarding attendance. This notification does not automatically excuse the absence (see “[Attendance](#)” section for complete guidelines on Absences and Tardies).

- All full-day absences must be received by 10:00pm the following day.
- Phone calls regarding late arrivals and early dismissals must be received the same day prior to the student arriving late or leaving early. If a student will be arriving late or leaving early, review the [check in/check out procedures](#).

When calling in, the parent/guardian must state:

- The student’s name and ID number
- The date(s) of the absence and period(s) to be missed
- Valid reason for the absence
- Parent/guardian name
- Their relationship to the student

To excuse a student in a language other than English, call the Latino Liaison/Minority Languages Office at 847-424-7166. *Para excusar a un estudiante en un idioma diferente del inglés, llamen a la Oficina del Enlace Latino/Idiomas Minoritarios al 847-424-7166.*

ETHS will not accept notes unless a parent/guardian has shown your grade-level dean that there is no telephone in the household.

ANNOUNCEMENTS

The Daily Bulletin is a special calendar on the ETHS website that includes daily information regarding student activities, club meetings, college visits, and other general announcements for students. Information posted on the Daily Bulletin will be announced on the public address system at the beginning of third period. To view or subscribe to the Daily Bulletin calendar, visit www.eths.k12.il.us/dailybulletin.

CLOSED CAMPUS

ETHS is a closed campus for all students on Detention, Extended Detention and Social Probation, and for students who are in grades 9 and 10. When on campus during academic hours, students must always be in class and/or under the supervision of an adult. Students who need to leave campus early are required to follow the [check in/check out procedures](#).

Eligible students in grades 11 and 12 may be granted off campus privileges as follows:

- **Eligible juniors and seniors have the option of eating in the cafeteria or leaving campus during their assigned lunch periods.** Eligible juniors and seniors who have an unscheduled period immediately following their lunch period have the option to be off campus for both periods. If you choose to stay in the building, your unscheduled time must be spent in one of the [student academic centers or libraries](#). Students are not permitted to be in the hallways after passing periods at any time during the school day without a valid hall pass - this includes lunch periods and unscheduled time.
- **Eligible juniors and seniors may also leave campus after their last scheduled class.** You will not be expected to return if you leave after your last scheduled class.

Eligible juniors and seniors need their current, valid student ID to enter or exit the building during the school day. If you leave the building during lunch, you are still considered “in school” and must return to the building after lunch or your unscheduled period immediately following lunch. If you fail to return, regardless of the reason, you will be marked truant.

Freshmen and sophomores who violate closed campus rules may receive a restricted lunch or suspension. Juniors or seniors who violate off-campus rules will lose this privilege for one month if they have an unexcused absence or two tardies to the class following their lunch period. Parents/guardians may contact the Dean to request that their child’s off-campus privileges be revoked for 30 days up to one full year.

CELL PHONES/ELECTRONIC DEVICES

Cell phones and certain electronic devices may be used in classrooms for instructional purposes as directed by teachers or school staff, and may be used in hallways between classes, in cafeterias during lunch periods, and in The Hub (W220) during unscheduled time. Otherwise, cell phones and electronic devices must be turned off or muted during instructional time, and before entering offices, libraries, instructional spaces, or academic areas. Each teacher has the discretion to allow and regulate the use of cell phones/electronic devices in the classroom. The use of school-issued Chromebooks during instructional time is expected and allowed.

Students in possession of a cell phone/electronic device during school hours and school activities must comply with the school’s [Academic Honesty Policy & Procedures](#), [Acceptable Use Policy](#), [Board Policies](#), and [Student Behavior Code](#), including the expectation to follow adult directions. Students may not use cell phones or electronic devices in any manner that disrupts the educational environment or violates the rights of others, including to bully or to post derogatory statements about students, teachers, or staff via text message or social media. Contents of a cell phone/electronic device may be reviewed and searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the [Student Behavior Code](#). Cell phones that ring or vibrate excessively, or in any other way disrupt the educational process of a class, are grounds for confiscation of the device by school staff. ETHS is not responsible for lost or stolen [student property](#), including cell phones/electronic devices. Students are encouraged to register their cell phones and devices in their [myETHS account](#).

ID CARDS

Evanston Township High School issues a photo identification card (ID) to each student and employee. The ID card serves as proof of status with ETHS and provides access to many campus resources such as cafeterias and school meal payment, use of libraries and media centers, access to The Hub and study centers, as well as providing basic access to the school building and certain school events. The ID Center issues all ETHS ID cards to students and employees. Students and staff are expected to have their current, valid ETHS IDs at all times on campus and at school sponsored events.

Student ID options. Students can use either their ID card or their virtual student “myID” on a mobile device for entering the building, accessing spaces within the building, paying for their school meals, and for gaining access to school events that require IDs, such as dances. Students must show either their ID card (original plastic card or temporary paper card), or their virtual ID to any adult staff member who asks for it. Students must bring their physical ID card to enter standardized testing and exams - virtual student IDs on mobile devices will not be allowed.

Students can use their Chromebook or mobile device to access their virtual "myID" in their [myETHS account](#), which includes the student name, photo, ID number, and barcode. Students can display their myID on a mobile device, or print their myID using their Chromebooks and KitPrint stations located throughout the school.

Replacing a Missing or Damaged ETHS ID Card. The fee for replacing a missing or lost card is \$10. If the card no longer works due to normal wear and tear it can be turned in and replaced at no charge. (Please note that an expired or damaged card must be turned in for the fee to be waived). A cardholder can obtain a replacement ETHS ID card by, 1) paying a \$10 replacement fee at Student Accounts (H110); and, 2) bringing the receipt to the ID Center in W103 during normal office hours, where the new card will be processed. Students may request a temporary printed ID card at no cost, valid for one day only, in the ID Center during normal office hours.

Expectations. The ID holder is responsible for the care and safekeeping of their ETHS ID. Any transfer, alteration, falsification, or forgery of an ETHS employee ID card, student ID card or student virtual ID constitutes a violation of District policy and may result in disciplinary action. In addition, fraudulent or illegal use of an ETHS student or employee ID may result in criminal charges and/or civil proceedings.

TEXTBOOKS & TECHNOLOGY

Students will receive textbooks for all courses in which they are registered. Students must return books to the Book Distribution Center (S112) by the end of each school year. A textbook fee is included as part of the annual school fee. Damaged or lost textbooks must be paid for before replacement books are issued. Replacement books purchased privately are not an acceptable form of payment.

Students who are new to ETHS will receive Chromebook laptops. District 202-issued Chromebooks are distributed at freshman orientation and through the ChromeZone during the school year. A technology fee is included as part of the annual school fee. Student families will own their issued Chromebook after four (4) years of paying the annual school fee. The student-led ChromeZone in H220 provides students and staff with technical support for their Chromebook as well as loaner devices, and charging services. All daily loaners must be returned by the end of the school day. Any damage done to an overdue loaner is the financial responsibility of the student to whom the device was checked out. Damaged or lost Chromebooks must be paid for before replacement Chromebooks are issued.

Insurance for Chromebooks is available for purchase [online via the Web Store](#) and in person at Student Accounts (H110) and **must be renewed** each subsequent year. Insurance covers accidental and manufacturer damage to the device, but it does not cover battery or charger replacements. Replacement Chromebooks purchased privately are not an acceptable form of payment. For complete guidelines, visit the [ETHS website](#).

ETHS Mobile App

Available in 33 different languages, the ETHS Mobile App uses the language preferences set by your mobile device to deliver calendar event information, school news, and important announcements. Download the free app by searching for "ETHS" in the [App Store](#) (Apple devices) or [Google Play Store](#) (Android devices).

Student/Parent Portals

The ETHS website has two online portals for students and parents to monitor student learning and participation. A single user account provides access to both portals.

[Home Access Center \(HAC\) Portal & Mobile App.](#) Students and parents/guardians can log in regularly to view assignments, attendance, grades, class schedules, and progress reports and report cards (or sign up to receive these by email).

Parent/guardian users can update their phone and email contact information, or request [updates](#) to their student's record for things like student identity, address changes, phone number and/or email address changes for one of your student's parents/guardians, addition of a parent/guardian, Emergency Contact changes or additions, consent for student participation in sports and activities, and consent for FERPA. Note that requests to update a student's record must be accepted by the Registrar's Office before you will see them updated in HAC.

A mobile version of Home Access Center is available to view limited information such as attendance, schedules, classwork, report card, and notifications. Download the free mobile app by searching for "eSchoolPlus+ Family" in the [App Store](#) or [Google Play Store](#). Once you've loaded the app and selected "Evanston Twp. H.S. District 202", use your regular HAC user name and password to log in. Parents/guardians may need to select a student.

[myETHS.](#) Students and parents/guardians can log in to their myETHS account to check AM Support attendance, AP exam information and test accommodations (if applicable), community service records, detention balances, discipline reports, Drivers Education, ETHS Scholarships (seniors only), myID (virtual student ID), PE locker information, progress toward honors credit, prom registration (seniors only), property tracking for electronic devices and bike registration, student accounts records, and student polling (for student government and honorary offices)

Use your Home Access Center (HAC) user name and password for Home Access Center, your myETHS account, and the HAC Mobile App. For students, this is the same as your ETHS network user name and password. Parents/guardians, to get your user name and password, please call 847-424-7121, email homeaccesscenter@eths.k12.il.us, or ask the South Technology Center staff for assistance.

Online Reference Materials

www.eths.k12.il.us/domain/304

HALLWAY PASSES

Students are expected to be in class during instructional time and should reach a supervised space for learning, studying, or eating by the end of each passing period. **Students must have a valid hall pass from their teacher or an ETHS staff member when traveling in the hallways after the bell rings. This includes during lunch periods and unscheduled time, and when needing to visit the Nurses' Office.** Students must have their ETHS ID card along with their hall pass. Students without a valid hall pass and ID, or those found in areas for which the pass is not intended, will face school consequences.

LOCKS/LOCKERS

Students are assigned a hall locker when they are new to ETHS. They will keep this same hall locker during their time at ETHS. In addition, students are assigned a locker in the Gym Wing for physical education at the beginning of each school year. The hall locker has a combination lock fitted into the door. One high-security lock is provided for new students (freshmen, transfer students) to use on their Gym Wing locker. (See "[PE Locks, Lockers & Locker Rooms](#)".)

LOCKS/LOCKERS GUIDELINES

- School lockers, including hallway and Gym Wing lockers, are used solely for storage of outerwear and school-related clothing and materials. **The locker is NOT student property and school officials have the right to open and inspect the locker at any time.** Locker inspections will be held on a regular basis. School authorities for any reason, may conduct periodic inspections at any time, without notice, without student consent, and without a search warrant.
- Students are expected to keep hallway lockers clean and free from damage. Stickers and other items must be removable from lockers or fines may be assigned.
- Sharing lockers with another student is not permitted. **Do not give locker combinations to friends and associates.** The student assigned to a locker will be held responsible for items stored in that locker.
- Students are responsible for securing their lockers after each use - spin the dial to ensure the lock is secure.
- Students are responsible for their personal property. The school is not responsible for lost, damaged or stolen personal property brought to school or to a school activity. Students are advised not to bring valuables to school. Report lost or stolen property immediately following the steps in the "Lost & Found" section below.
- For assistance with hallway locker combinations and locker assignments, students should visit the Deans' Office (H109).
- Report any hallway lock/locker problems to the Safety Office (H102) immediately.
- All articles left in hallway lockers after school closes in June will be discarded.

STUDENT PROPERTY & SEARCHES

Students may be subject to personal searches, as well as bookbag, cell phone/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, student 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 a student has violated or is 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.

Student Personal Property. ETHS District 202 does not assume responsibility for any lost, damaged, or stolen personal property brought to school or to a school activity. Students are advised not to bring valuables to school. Be sure lockers are fully locked. Students are encouraged to register their personal property with serial numbers (e.g., cell phones, electronic devices and bicycles) in their [myETHS account](#).

School Property - Restitution. Students will be held responsible for the replacement cost of any damage they cause to school property.

LOST & FOUND

The ETHS Safety Department maintains a lost and found for misplaced items found around campus, and also for some items left on ETHS Wildkit mini buses. The most commonly located items include keys, wallets, glasses, cell phones, and student ID cards.

Reporting Lost Items. If you have lost an item on campus, you can check the school's lost and found by filling out and submitting the [Lost Property Report Form](#). The ETHS Safety Department will check all existing lost property upon receipt of your form and will contact you if they have an item matching your lost item's description. If there is nothing matching your lost item, they will continue to check your report with all future items that are turned in during the course of the school year.

Reporting Stolen Items. If you believe your lost property has actually been stolen, you will need to speak to a Safety Department staff member in person to make an official incident report, in addition to filing a Lost Property Report with ETHS. As a first step, fill out and submit the [Lost Property Report Form](#) online. Next, visit the Safety Office in room H102 during school business hours or call 847-424-7500 to set up a time to speak with a Safety Department staff member to report your property stolen. In the event of suspected theft, parents/guardians and students can also file a report with the Evanston Police Department.

Retrieving Lost or Stolen Items. Anyone claiming lost or stolen property must have proof of submitting a Lost Property Report Form and must show a current, valid form of identification such as an ETHS student ID, passport, or a driver's license. Anyone claiming stolen property also must have proof of submitting an official incident report with the Safety Department staff.

Turning In Found Items. If you have found an item on campus belonging to someone else, please turn it in at the Safety Office in H102 during school business hours, or to the Safety Kiosk in the South Wing at Entrance 2 after hours.

Unclaimed Property. Unclaimed items will be held for at least 90 days, after which time items may be discarded or donated to a charitable organization.

ETHS District 202 does not assume responsibility for any lost, damaged, or stolen personal property brought to school or to a school activity. Students are encouraged to register their personal property with serial numbers (electronic devices and bicycles) in their [myETHS account](#).

CAFETERIAS & SCHOOL MEALS

Breakfast. Breakfast is offered to students each school day in three locations:

- North Cafeteria: 7:30-8:20am – Hot Breakfast Options and Grab and Go Breakfast Options
- South Study Café: 7:30-8:20am – Hot Breakfast Options and Grab and Go Breakfast Options
- Heritage Hall Snack Window: 7:30-9:15am – Coffee and Smoothie Bar with Grab and Go Breakfast

Lunch. A variety of fresh and healthy options are available daily in each cafeteria. Students may also buy a selection of snack and à la carte food options during lunch. Menus and nutritional information of all menu items are available on the [Nutrition Services](#) web pages. Students are assigned to cafeterias for lunch as follows:

- **East Cafeteria** – freshmen
- **West Cafeteria** – sophomores
- **North Cafeteria** – juniors and seniors

In addition, the **South Study Café** is available to all students in grades 9-12 who would like to study and/or receive tutoring with their classmates and teachers while enjoying lunch. **Students must show their valid ETHS student ID to enter cafeterias.**

Snacks & After School Meals. Snack windows are located in each cafeteria. Vending machines are located in various spaces throughout the school. In addition, ETHS offers the following:

- **FREE After School Snack** – A no cost snack is available to all students in The Hub (W220) each day after school.
- **FREE After-School Meal Program** – A no cost, full, hot meal is available to all students in West Cafeteria on Mondays, from 2:15-2:45 pm and Tuesday through Fridays from 3:35-4:05 pm.

SNAP - Lunch Account. ETHS uses a meal payment system called “SNAP” that enables parents and students to prepay for school lunch and à la carte food items. All students attending ETHS are issued a student ID. Student IDs are automatically linked to a SNAP account. Funds may be loaded to SNAP accounts for students with full price or reduced price meal plans (see [Payment Options](#)). Student IDs are scanned to purchase lunch items, regardless of whether a student’s meal plan is full price, free, or reduced price. Negative balances must be cleared or these become fee obligations. For more information, contact [Nutrition Services](#) at (847) 424-7225.

GUIDELINES FOR FOOD & BEVERAGES

Any eating and drinking outside of the cafeterias or designated areas will be at the discretion and approval of the classroom teacher or school staff. During school hours, students should not be sent from class to access vending machines, cafeterias, or to Entrances 1, 2, or 3 to pick up food or beverages. Food items brought from home for student or community consumption must be purchased, ready-to-eat and be wrapped in the original packaging with ingredients listed in order to reduce the risk for food related allergic reactions and foodborne illness. Students may not order food from restaurants to be delivered to ETHS unless they are part of a group/club that has ordered food, and the food order is approved by the group sponsor or the administration.

Allergy Management in a School Setting. If a student has been diagnosed with potentially life-threatening allergies to certain foods, allergies to stinging insects, latex, or other substances, follow the steps provided on this [web page](#) to inform the Health Service Department of Evanston Township High School.

PLACES TO GO FOR HELP AT ETHS

ETHS students have access to the following student academic centers, libraries, and support resources during the regular school year: www.eths.k12.il.us/placestogo

STUDENT CENTERS & LIBRARIES: GENERAL USE GUIDELINES

These guidelines have been developed to provide students with consistent information on how to access the following student facilities: [The Hub](#), the South Study Café, academic study centers, school [libraries](#), the South Technology Center (STC) and the Media Center (referred to collectively as “Student Centers and Libraries” in these guidelines). These guidelines are not all inclusive and do not limit the staff in these spaces from making decisions based upon unique needs and/or circumstances.

1. Student Centers and Libraries are open according to the days/times listed on the [Places to Go](#) page.
2. Students need to show their valid ETHS student ID card or virtual myID to enter Student Centers and Libraries.
3. Students in grades 9-12 can check into Student Centers and Libraries during their assigned lunch period, or before/after school (if open).
4. Students in grades 10, 11, and 12 can check into Student Centers and Libraries during their unscheduled time with their student ID. Students in grade 9 who are assigned to a study hall or Freshman Advisory Study Hall (FASH) must get a pass from a teacher and also show their student ID in order check into Student Centers and Libraries during their unscheduled time.
5. Students are expected to remain in Student Centers and Libraries for the entire class period once the period starts. Passes to other spaces may be issued by staff at the staff member’s discretion.
6. Food and beverages **are allowed** in The Hub and South Study Café, but **are not allowed** in the academic study centers, school libraries, the South Technology Center or the Media Center. Sales of food, candy or other items is strictly prohibited in the libraries, STC and Media Center.
7. Students must dispose of trash and other unwanted materials they bring into Student Centers and Libraries.
8. Students are expected to engage in quiet study, as appropriate, and to respect the rights of others in Student Centers and Libraries.

9. Students may reserve meeting/conference spaces inside of Student Centers and Libraries by contacting front desk staff.
10. Staff are not responsible for any lost, stolen or damaged property belonging to students and other visitors who enter the Student Centers and Libraries. All items found in these spaces will be taken to the school's Lost & Found. Follow the steps listed on the "[Lost & Found](#)" web page to report lost or stolen items.
11. Failure to comply with any guidelines outlined here and/or requests by staff may result in action by the staff to deny privileges to use the Student Centers and Libraries, and/or disciplinary action.

LIBRARY CHECK-OUT RULES

Books: 2 weeks; renewal: 2 weeks. Pamphlets: 3 days; renewal: 3 days. Students need to use their ETHS student ID to check out books and other materials. General fines are \$0.10 per day. Fines will accumulate until the loss is reported. Replacement costs and any fines for lost items will become part of a student's obligations and must be paid in full.

PHONE MESSAGES, SCHOOL PHONE USE & DELIVERIES TO STUDENTS

In order to limit disruption to the classroom, ETHS employees will not deliver messages to students **except in cases of extreme emergency**. Students will not be allowed to use school phones for personal use **except in cases of extreme emergency** and with staff permission. School employees are not able to deliver items to students, or coordinate drop off of items such as food or beverages, athletic equipment, homework assignments, money, notes that require a student to come home (unless it is an emergency), calculators, cell phones, flowers, or gifts. Inflated balloons may not be brought to school, delivered to school, or carried around.

INTERPRETATION & TRANSLATION SERVICES

Translator and interpreter service for parents and guardians who speak a language other than English will be provided, as requested. Any parent or guardian who needs translation and interpreting services in any language should contact the ETHS Latino Liaison/Minority Languages Coordinator at 847-424-7166.

La Escuela Secundaria del Municipio de Evanston proporciona servicios de comunicación para padres o tutores con conocimiento limitado del inglés. Tenemos servicios de traductores e intérpretes gratuitos para ayudar a los padres o tutores a asegurar su acceso a programas de la escuela, información académica y servicios sociales. Padres o tutores que necesiten servicios de traducción o interpretación en cualquier idioma, deben llamar por teléfono al Coordinador del Enlace Latino/Idiomas Minoritarios de ETHS al 847-424-7166.

Le lycée de la municipalité d' Evanston, Evanston Township High School, a une politique concernant les services fournis par le lycée aux parents et aux tuteurs dont les connaissances de l'Anglais sont limitées. Des services de traduction et d'interprétation seront assurés pour les parents et les tuteurs qui parlent une langue autre que l'Anglais, conformément à leur demande. Tout parent ou tuteur qui a besoin de services de traduction ou d'interprétation dans n'importe quelle langue doit contacter Coordinateur de liaison avec les Hispaniques au 847-424-7166.

SCHOOL CLOSING & NOTIFICATION SYSTEM

If a delayed start, early dismissal, activity cancellation, or school closure is necessary, ETHS will issue a school wide email and voice message alert from the automated notification system and will post a notice on the ETHS website (www.eths.k12.il.us) and social media pages. School closings including unplanned late start days and early dismissals are reported on radio station WBBM-AM (780), on morning television programs, and online at www.emergencyclosings.com. Unless an alert is issued, ETHS will be open and operate on a normal school day schedule. If ETHS has a late start day or dismisses early due to inclement weather or other emergencies, before-school and after-school functions may be canceled. Isolated activity cancellations will be handled more personally on a smaller scale as required by the situation.

If school is in session on days when severe weather is predicted, students and staff are urged to allow extra time in the morning to get to school safely. Whether walking to school, taking the bus, driving, or being dropped off at school in a vehicle, students and staff are encouraged to take extra precautions to stay warm by wearing additional layers and protective outerwear. Parents are encouraged to make decisions about their child's attendance at school based on current weather conditions and safe transportation to and from school. All ETHS employees are expected to make a reasonable effort to report to work as scheduled.

Rapid Notification System: ETHS uses an automated notification system to deliver messages to students, parents, guardians, and staff. This system allows the school to share information effectively and efficiently in time-sensitive situations. In addition to emergency notifications such as school closings, the system is used to send routine messages such as attendance reports, general event invitations or reminders, and academic calendar reminders. The notification system will send messages to parents/guardians and students based on the contact information provided in the Home Access Center (HAC). Students will receive email messages through their school-issued Gmail account (@eths202.org). Parents/guardians should [follow these steps](#) to keep their contact information up-to-date in Home Access Center.

ETHS SOCIAL MEDIA & CABLE CHANNELS

Facebook www.facebook.com/ETHSD202

Instagram www.instagram.com/ETHSWildkits

LinkedIn www.linkedin.com/company/evanston-township-high-school

Twitter www.twitter.com/ETHSWildkits

YouTube www.youtube.com/ETHSWildkits

ETHS Cable Television (Evanston Comcast Cable Channel 18) Viewers with Evanston Comcast Cable Channel 18 can watch ETHS select event videos and school performances on TV. District 202 Board of Education meetings are also streamed live on this channel.

2: EXTRACURRICULAR ACTIVITIES

ETHS offers a broad array of extracurricular activities for students to participate in an area of interest beyond the classroom. Participation in extracurricular activities such as sports, clubs, student government and other activities can provide enjoyment and at the same time teach discipline, leadership, teamwork, respect for rules and healthful living habits. Participation in extracurricular activities can extend and enhance skills learned in the classroom as well as significantly increase a student's engagement in the school community.

Parent/Guardian consent is required to participate in any athletic or student activity at ETHS. Parent/Guardian consent can be updated at any time via [Home Access Center \(HAC\)](#) and the "Update Registration" tab. [Click here](#) for additional directions on how to update student registration and consent to participate. Please note that students cannot participate in any activity, including tryouts or auditions, until consent has been given. **Consent is only required once and will remain active during a student's time at ETHS.**

Students who participate in extracurricular activities are expected to follow the [Extracurricular Code of Conduct](#) and all school rules outlined in this handbook. In addition to the Extracurricular Code of Conduct, students who participate in IHSA-sanctioned sports and activities must have an understanding of the [IHSA By-laws and Policies](#).

ATHLETIC PROGRAM

Athletics Office – Room G183: (847) 424-7370

Home to 35 IHSA State Championships and countless Top 10 finishes, the ETHS Athletic program offers a variety of opportunities for students in all grades to get involved in the following interscholastic sports, which may require tryouts, auditions or invitations to participate. **To register for sports at ETHS, follow the steps listed on [this page](#).**

BOYS	GIRLS
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; Lacrosse–V, JV, F; Tennis–V, F/S; Track (outdoor)–V, S, F; Volleyball–V, JV, FA/B; Water Polo–V, JV	FALL: Cross Country–V, JV, F; Cheerleading (+ Willie Wildkit)–V, JV; Golf–V, JV; PomKits–V, JV; Swimming/Diving–V, JV, F; Tennis–V, JV, F; Volleyball–V, JV, FA/B WINTER: Basketball–V, S, FA/B; Bowling–V, JV; Cheerleading (+ Willie Wildkit)–V, JV; Gymnastics–V, JV, F; PomKits–V, JV; Track (indoor)–V, JV, F SPRING: Badminton–V, JV, F; Lacrosse–V, JV, F; Soccer–V, JV, F A/B; Softball–V, JV, F/S; Track (outdoor)–V, JV, F; Water Polo–V, JV

PERFORMING & VISUAL ARTS

Fine Arts Office – A101: (847) 424-7130

Evanston Township High School provides a wide variety of extracurricular experiences for students in visual art, vocal music, band, orchestra, speech and debate, and theatre, including stage crew. Contact the Fine Arts Office or visit the [Performing Arts](#) web page for additional information on how to get involved.

STUDENT CLUBS & ORGANIZATIONS

Student Activities Office – Student Success Center (The Hub), W220: (847) 424-7949

studentactivities@eths.k12.il.us

The Student Activities Office coordinates the [Clubs/Activities](#) listed on the ETHS website. All students are encouraged to participate. If the activity you are interested in does not exist, you can start it with help from the Director of Student Activities anytime during the school year. Your group must secure an adult 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 adviser. 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.

STUDENT GOVERNMENT

Student government is a group of non-elected students from all grade levels that work hand in hand with elected officials. Student Council is comprised of a Freshman Class Board, Sophomore Class Board, Junior Class Board, and Senior Class Board. The Student Council President, Vice President, and Student Representative to the School Board are leaders of Student Council in its entirety, and class elected officials (consisting of a Class President, Vice-President, Treasurer, Secretary, and Senate) are leaders of their respective Class Boards. The Class Boards break out in their own class sub-groups for class specific events and projects. Student Council runs all-school events such as Homecoming, Frosh/Soph Formal, Prom, Candy Grams, Data-Match, and all governmental affairs for ETHS. For more information, visit the [Student Government](#) web page.

Who can run for office? Any student who is interested in making a positive difference in their class and at ETHS is encouraged to run for office. Elected officials have greater responsibilities and time commitments than general members. Elections for the Sophomore-Senior classes are held in the spring prior to your reigning year. Freshman elections are held in September.

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, websites, 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 Director of Student Activities to see if you qualify for outside assistance. Any student running for office may not be on Social Probation and must be in good standing with their grade-level dean.

FUNDRAISING

Fundraising of any sort must first be approved by the AP for School Operations & Logistics, or their designee. Food sold at fundraisers that occur during the school day must meet the nutrition standards established in the USDA “Smart Snacks” Regulations. Food or beverage items can be entered into an online calculator at (<http://rdp.healthiergeneration.org/calc/calculator/>) to determine whether they meet the nutrition standards and may be sold during the school day. These nutrition standards do not apply to foods that are sold outside of the school day (concessions during sporting events, weekends, or off-campus fundraising events). Various groups must adhere to these nutrition standards or will have to develop non-food related fundraisers. Food fundraisers may not occur during school breakfast or lunch times and should not interfere with classroom activities. Foods brought for student or community consumption must be purchased, ready-to-eat and be wrapped in the original packaging with ingredients listed in order to reduce the risk for food related allergic reactions and food-borne illness. Students who violate this policy will have their items confiscated. **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 must follow the [Fundraising Request process](#) listed on the Staff Hub for approval of such activities. Fundraising Request materials may also be requested from the AP for School Operations & Logistics, Student Activities Director, Athletic Director, Fine Arts Chair, or Community Service Coordinator.

3: PARKING & TRANSPORTATION

GENERAL PARKING GUIDELINES

Parking restrictions in ETHS parking lots are in effect between 6:00am and 4:00pm whenever school is in session. **Vehicles parked without a valid student or staff parking permit during this time are subject to a ticket. Visitors of the school must park in designated visitor spaces in Lot #1 and Lot #2, or in Visitor Lot #2B during this time. Vehicles may be parked (permit or not) in ETHS parking lots to attend school-related activities after 4:00pm or on any day when school is not in session.** Vehicles may not be left overnight at any time unless approved by the Safety Office. Students, staff, and school visitors parking on the streets around ETHS should be aware of parking restrictions posted by the City of Evanston on the adjoining streets.

ETHS parking lots are patrolled by the City of Evanston and ETHS Safety staff. All parking violations, as well as violations of the Illinois Vehicle Code, may be enforced while parked on ETHS property. Students, staff and school visitors are responsible for the payment of violations they receive on ETHS property and can be boot-eligible for non-payment of tickets issued. Drivers are responsible for securing their vehicles. The school is not responsible for lost, damaged or stolen property brought to school or to a school activity. Report lost or stolen property to the Safety Office immediately.

STUDENT PARKING PERMITS & GUIDELINES

Student parking permits are sold online beginning in August prior to the start of each school year. Permits must be purchased each school year and are issued on a first-come, first-served basis until each ETHS [student parking lot](#) is sold out. A limit of one parking permit can be purchased per each current ETHS senior or junior. Permits are not issued to freshmen or sophomores. There are no partial year permits. Permits are assigned per vehicle and are not transferable. (See “[Student Parking Permits](#)” web page for more information.)

Vehicles with valid student parking permits properly displayed on the back window must be parked in the designated student areas of ETHS parking lots. If all student areas are full, the student driver should park in an available staff parking space and immediately contact a Safety staff member for assistance. Tickets will not be voided for students claiming lots are full without verification from Safety. Student vehicles with or without permits are not permitted to park in “visitor” or “restricted” spaces at any time. Parking spaces designated for people with disabilities are reserved for vehicles with disability parking placards or license plates. Students violating these parking regulations face the following consequences: vehicle ticketed, vehicle ticketed and towed, referral to Dean, and/or forfeiture of parking privileges. If a student feels a ticket was issued in error, they must complete the online [Parking Ticket Void Request Form](#).

Students have no reasonable expectation of privacy in vehicles 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. **Failure to follow these regulations will be considered failure to follow adult directions.**

STUDENT DROP-OFF/PICK-UP

The main student drop-off and pick-up site is located on the west side of the campus behind the high school and can be accessed by turning into the ETHS campus from Church Street or Lake Street. Follow Wildkit Drive to the drop-off area adjacent to Entrance #2. Students may also be dropped off/picked up along Dodge Avenue in front of the high school. Traffic in this area is very congested and drop off/pick up at this site is not recommended, especially after school is dismissed. CTA buses will be lined up along Dodge Avenue during dismissal and vehicles that are impeding bus traffic will be asked to move. Students may also be dropped off/picked up in the staff parking Lot #1 across from the high school. Drivers should use caution and adhere to speed limits while dropping off/picking up students in this lot. The speed limit in all school parking lots

is 10 mph and is in effect at all times. Traffic into and out of these areas before and after school will be very congested. Expect increased traffic congestion on the first day of school and summer school and on exam days. The school zone speed limit around ETHS is 20 mph and is in effect when children are present. Traffic violation fines are doubled in school zones.

PUBLIC TRANSPORTATION & STUDENT BUS PERMITS

The following CTA buses travel to and from ETHS: #93, #206, #205. Schedules vary and buses travel less frequently at night and on the weekends. To plan your specific route to ETHS, call the CTA at 312-836-7000, or visit www.goroo.com. Students may ride CTA buses and trains and PACE buses on weekdays for a reduced fare by purchasing a CTA Student Ventra Card. ETHS student IDs are not accepted by the CTA or PACE. Student Ventra Cards are available for purchase in Student Accounts (H110).

BIKING

Students, staff and school visitors who ride bikes to ETHS can secure bicycles to designated racks behind the school, and in the Bike Compound located behind the school near Entrance #3. Bike riders are responsible for properly locking their bikes on authorized bike racks only. Students are encouraged to register their bicycles with serial numbers in their [myETHS](#) account. Bikes will be immobilized or removed if parked on other locations on the ETHS property, including sign posts, railings, and benches. Riders under the age of 18 are advised to wear bike helmets to comply with the City of Evanston ordinance.

4: VISITORS

ETHS encourages parents/guardians and community members to visit the high school and believes that there are many potential benefits which can result from increased interaction with the public. At the same time, the high school has a legitimate interest in avoiding disruption to the educational process, protecting the safety and welfare of the students and staff, and protecting the district's facilities and equipment from misuse or vandalism. The following guidelines are required for visitors.

General Requirements for Visitors:

- A visitor is defined as any person seeking to enter a school building who is not an employee of the school district or a student currently enrolled in that building.
- **All visitors** must enter through either Entrance #1 (Dodge Avenue), or Entrance #2 (Wildkit Drive) and obtain a visitor pass from the Safety Office/Kiosk upon entering the building. A valid, government-issued photo ID is required. All visitors will be escorted to and from their intended destinations while visiting ETHS. Visitor passes must be clearly displayed and worn at all times.
- Whenever possible, visitors should schedule an appointment in advance with the person(s) they wish to see. At the discretion of the administration, such prior authorization may be waived. **Visitors wishing to conference with teachers or administrators during the course of the school day are encouraged to make arrangements in advance.**
- Students attending ETHS may not bring guests to school.
- **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 Office 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.
- **ETHS reserves the right to deny any individual the right to visit.**
- Visits may be prohibited at certain times, such as the first and last weeks of school, immediately before or after vacations or other breaks, and while standardized testing or other student assessments are being conducted.
- All school visitors must comply at all times with Board of Education policies, administrative rules and school regulations.
- **Convicted child sex offenders** are not permitted on the campus unless certain conditions exist and they have received prior approval from school officials.

Exceptions to Visitor Requirements. Parents/guardians or Evanston community members who have been invited to visit ETHS as part of a scheduled open house, special event, scheduled performance by a class, team or group, or other adult participants in organized and school approved activities during off-school hours, are exempt from all but Convicted Child Sex Offender requirements.

Classrooms and other instructional areas are the most vulnerable to disruption. Therefore, access to classrooms or other instructional areas of the school may be restricted upon the recommendation of the teacher or as otherwise deemed necessary by the administration.

The administration has the authority to exclude from the school premises any person who disrupts or who appears likely to become a disruption to the educational program. Any such individual shall be directed to leave the school premises immediately and law enforcement authorities shall be called if necessary.

WELCOME CENTER, ROOM E112

The Welcome Center provides ETHS parents, families, and visitors of the school with access to general information, programs, and important district services. In addition to being open to parents and family members of ETHS students and visitors of the school, the Welcome Center can be reserved by ETHS staff and parent groups to host parent-focused meetings and events in the afternoons and evenings. For more information on the Welcome Center, send an email to welcome@eths.k12.il.us, visit the [Welcome Center web page](#), or call 847-424-7008. The Welcome Center is open on most school days during the hours posted on the website. The Welcome Center may be closed at certain times, such as on days of school-wide events, staff institute days, during all staff meetings, or when standardized testing is being conducted. Please call 847-424-7008 to schedule an appointment outside of the regular hours or to confirm if the center is open.

5: ATTENDANCE

The Evanston Township High School community approaches the attendance/tardy procedure with the understanding that something of educational value happens in class every day. These activities and interactions can never be exactly duplicated. The attendance policy is based on this premise and is designed to encourage students to be in class. The following guidelines were produced to encourage attendance and punctuality. Students are responsible for attending all classes, study halls, and functions scheduled within the school day.

[Follow these steps to report your student's absence.](#)

ATTENDANCE GUIDELINES

Both students and parents have attendance responsibilities. Students are required by state law to attend school each day that school is in session. Students are expected to attend each scheduled period. Parents/guardians must notify the school when their student is absent.

Students must not miss more than an accumulation of eight (8) attendance violations per class per semester. This includes any combination of extreme tardies (ET), parental absences (P), and unexcused (U) absences. On the ninth (9th) violation, a student's 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 eight (8) attendance violations 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.

Extracurricular Participation. If you are absent from school for **more than half of your credit-bearing class periods** 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 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.

EXCUSED ABSENCES

With proper documentation and valid absence reporting by a parent/guardian, a student's absence will not count toward the 8-attendance violation maximum for the following reasons:

- Personal illness or other physical disablement (should include what the doctor expects the school to do; example: medical excuse from physical education)
- Death in the immediate family
- Family emergencies
- Observance of religious holidays
- Court appearances
- College visits
- Certain planned absences for extenuating circumstances that must be approved by the AP for Student Services
- Unavoidable medical-related appointments (medical appointments should be scheduled outside the school day when possible)
- Visitation with student's parent/guardian who is on leave from active duty in the military

All "parental" absences must be verified with proper documentation by a parent/guardian within 30 days of the student's return to school in order to avoid being counted toward the eight (8) attendance violations that will lead to an NC. All documentation should be submitted to the Deans' Office (H109). Absences not verified with proper documentation are classified as "parental." **If proper documentation is not provided within 30 days, the absences will remain listed as "parental" (P) in our records, and will count toward NC.**

UNEXCUSED ABSENCES

The following reasons will be considered unexcused:

- Any full-day absence not reported by a parent/guardian on the Student Attendance Line by 10:00pm 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," "forgot ID"
- Missing class to "study for an exam," "take the driver's test," "go to the library," "complete an assignment," "attend an in-school activity"

Any UNEXCUSED absence will count toward NC.

MAKE-UP WORK

For any class work and any homework assigned during excused/unexcused absences, students will have twice the number of missed school days to turn in assignments for full credit. Please contact your teacher to make arrangements regarding assignments, assessments and projects with previously announced deadlines.

CHECKING IN/OUT OF SCHOOL

Checking In. Students arriving to school late will be marked tardy and assigned a consequence according to the tardiness procedures (see “Tardiness”). If you arrive late, check in with a Safety Officer to receive an admit slip in order to enter your classroom. If you arrive late to school due to a pre-arranged medical appointment, your parent/guardian is required to call the Student Attendance Line at (847) 424-7800 *prior* to your arrival. You must report to the Attendance Office (S127) to check in once you arrive to school. The Attendance Office will issue you a Late Arrival Pass.

Checking Out. If you have a valid reason to check out of school before your last scheduled class is over, your parent/guardian is required to call the Student Attendance Line at (847) 424-7800 *prior* to your departure. If your leaving time occurs during a class period you must obtain your Leave Early Absence Pass from the Attendance Office (S127) prior to entering that class, i.e. before school starts or during an unscheduled period. **If a student leaves the building without following proper check-out procedures, the absence will be unexcused, and will count toward NC.** If a student returns to school after checking out, they must check back in at the Attendance Office. Failure to check back in properly will result in the student being marked absent for the remainder of the day. ETHS does not call students out of class regarding appointments.

ILLNESS DURING SCHOOL HOURS

Leaving Class for Illness. If you become ill during class, ask your teacher for a hall pass, and report to the Nurses’ Office (Health Services, N121). If you become ill during the passing period, report to your next class, ask your teacher for a pass, and proceed to the Nurses’ Office. 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 Nurses’ Office without a valid pass, you will be sent to class for a pass, if you are able. If you are physically unable to obtain a pass (seriously injured, difficulty breathing, etc.), you will be seen without first obtaining a pass.

Checking Out of School for Illness. If you are ill and the nurse decides to send you home, the nurse will call your parent/guardian, issue you a Leave Early Absence Form, and excuse you for classes missed. **If a student leaves the building due to illness without checking out with the nurse, the absence will be unexcused and will count toward NC.**

Juniors and seniors: If you are off campus during your scheduled lunch period, including your unscheduled period immediately following lunch, you are still considered “in school” and must return to the building and report to the nurse if you feel ill. **If you fail to return and check out with the nurse, regardless of the reason, your absence will be marked unexcused and will count toward NC.**

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 parent or guardian does not need to call the Student Attendance Line to excuse such absences when you are on the approved field-trip list. You must make up any work you missed.

College Representative Visits (In-school). 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 (8) classes per semester for juniors).

Extended Illness/Hospitalization. If a student is to be out of school for an extended period of time due to illness or hospitalization, the student’s counselor or social worker should be contacted by the parent/guardian to request a Medical Certification Form. The form must be completed and signed by the student’s physician. Fax completed forms to 847-424-7933, Attn. Director of Student Support Services. Once the school has received the completed and signed form, the ETHS Home/Hospital tutor will contact the family.

Planned Absences. A planned absence requires additional paperwork and must be approved by the AP for Student Services one week before the planned absence begins. Planned Absences may still count toward an NC based on the type of absence. Students must pick up a Planned Absence Form from the Counseling Office (E125). Students need to complete the form and obtain the signatures of their teachers, counselor, parent or guardian. Once the form is complete and relevant documentation for consideration is attached to the form, students then submit the form to the AP for Student Services for final review one week before the planned absence begins. Parents/guardians should not call the Student Attendance Line to report multiple planned absence days.

Residency, Immunizations, Suspensions. A student excluded from classes because of residency problems, immunization deficiencies, or suspension will receive an Administrative Absence.

TARDINESS

Attendance is a key component of academic success, and students are expected to arrive to class on time and be prepared to learn.

- **Passing periods are five (5) minutes long** – a warning bell will ring at one (1) minute before the start of each class period, and a final tardy bell will ring when the passing period is over. **Students must be in the classroom when the final tardy bell rings to be considered on time.**
- **When the tardy bell rings, teachers will close their doors.** Tardy students will need to present their ID to the nearest Safety team member to be scanned. They will then be given an admittance slip which will have the appropriate consequence listed below. Teachers will not allow tardy students to enter class if they do not provide an admittance slip.

DETENTION PROBATION

Detention Probation is a consequence to student tardiness. Students with more than 10 unserved detentions will be placed on Detention Probation. Detention balances are posted online in [myETHS](#). Students are encouraged to check their detention balances regularly and serve any detentions to avoid being placed on Detention Probation.

DETENTION PROBATION GUIDELINES

Students on Detention Probation will not be allowed to attend or participate in any school-sponsored activity that is not academically related/required until consequences are fulfilled as determined by their dean. This includes all sports activities (games and practices) and any school sponsored activity (Prom, dances, plays, clubs, non-academic/required field trips etc.).

Students in grades 11 and 12 who are on Detention Probation will be placed on restricted lunch and will not be allowed to leave the building during the lunch periods (Periods 4 - 6).

Students with multiple detentions should visit their grade-level dean in the Deans' Office (H109) to discuss options for clearing detentions.

NOTIFICATION OF ABSENCES

Student absences will be reported to the parent/guardian as follows:

- **Each extreme tardy (ET), parental (P), or unexcused (U) absence** - Automated notification will be sent to the student's home after each unexcused absence.
- **Two (2) extreme tardy (ET), parental (P), or unexcused (U) absences in a single class** - Written notice will be sent to the parent/guardian stating that their student's grade and credit for that class are in jeopardy.
- **Four (4) extreme tardy (ET), parental (P), or unexcused (U) absences in a single class** - The teacher will call the parent/guardian 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.
- **Eight (8) extreme tardy (ET), parental (P), or unexcused (U) absences in a single class** - Written notice will be sent to the parent/guardian stating that their student's grade and credit for that class are in jeopardy.
- **Nine (9) extreme tardy (ET), parental (P), or unexcused (U) absences in a single class** - Written notice will be sent to the parent/guardian stating that their student's attendance has reached "No Credit" (NC) status. If the case is to be reviewed by the Attendance Review Committee, students and their parent/guardian 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.

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/guardian 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 exceeded the 8-maximum attendance violations. 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 their parent/guardian have 30 days from the date of the illness or absence to provide proper documentation to the grade-level dean. Documentation, including specific dates of absences, should be submitted the first day you return to school from your absence. The Attendance Review Committee will meet the first three (3) days of finals each semester. Appointments for a hearing should be made through the Attendance Office (S127) the week before final exams.

TRUANCY

Students enrolled in ETHS are required by state law to attend school each day school is in session until age 17, except as provided in the law. If a student is absent nine (9) or more days in six or more classes, the student may be referred to the Cook County Truancy Office. Parents/guardians are responsible for their student's attendance at school, and for notifying the school when their student 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 5% 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. In either case, the student will be referred to the Community Accountability Board (CAB) and will be expected to follow the recommendations of the CAB. If the student does not follow the CAB recommendations, the student and the student's family will receive a truancy ticket.

If you have questions about truancy, contact the Truancy Officer at 847-424-7183. The Truancy Office is located in Room S127.

6: ACADEMIC INFORMATION

ETHS ACADEMIC CONCERNS RESOLUTION CHART		
STEP 1:	STEP 2:	STEP 3:
Issues/concerns that may be resolved by any person at this level. Contact: 1) Classroom teacher (<i>first contact</i>) 2) Counselor	Issues or concerns that may require in-depth consideration to reach a resolution. Contact: Department Chair	For issues that may require the highest-level administrator involvement to reach a resolution. Contact: Assistant Superintendent for Curriculum & Instruction 847-424-7710

COURSE EXPECTATIONS

Teachers will issue course expectations to students. The expectations will provide information to students and parents about the course and its required curriculum. Students should keep a copy of the syllabus and refer to it throughout the semester.

DEFINITIONS OF COURSE LEVELS / CREDIT

Evanston Township High School's curriculum offers all students rigorous academic coursework that prepares them for college and career. Many courses allow students to earn regular or honors-level credit.

Honors (H). Honors-level credit can be earned in 161 courses in all curricular areas except physical and wellness education. Students are taught the importance of effective effort and are encouraged to earn honors credit. Students who earn honors credit receive a 0.5 increase to their grade point value.

Advanced Placement (AP). ETHS offers 34 AP courses in the areas of career and technical education, computer science, English, fine arts, history/social science, math, science and world languages. Advanced Placement courses are designed by the College Board to help introduce high school students to college-level academics, workload and expectations. Most students at ETHS have their first chance to take an AP class in their junior year. **For complete information on AP Exams, see "[Testing Program](#)" guidelines on the ETHS website.**

Project Lead the Way (PLTW) Engineering. The curriculum is developed and maintained by a consortium of leading engineering schools in major universities in conjunction with private industry within the field of engineering. ETHS offers six (6) PLTW courses. PLTW affiliated colleges may accept high scores on this exam and award credit for the course taken in high school.

Northwestern University College Credit. Students who have exhausted all of the available accelerated courses in an academic area at ETHS may take advanced courses for college credit at Northwestern University through a special scholarship program. Eligible students must have an overall 3.0 GPA. Students must obtain permission from the Assistant Superintendent for Curriculum and Instruction for Northwestern Scholarship courses. For more information, students and parents should contact the Assistant Superintendent for Curriculum and Instruction in the winter.

Dual Credit. Junior and senior students may dual-enroll in both the ETHS class and the equivalent Oakton Community College (OCC) or Northeastern Illinois University (NEIU) course and receive college credit. Through articulation agreements with Oakton/Northeastern, students will enroll with the college and after successfully passing the ETHS class, will receive college credit for the course. Dual credit is currently offered in certain courses in the Career and Technical Education, Fine Arts, History/Social Science and Mathematics Departments. Contact the Post-Secondary Counselor at 847-424-7163 for more information.

Transfer Credit. Grade-level placement for transfer students is determined by the student's age and credits earned, as well as courses enrolled as indicated on an official transcript from the student's former public or nonpublic school. Completed home-school courses for home-school students will be considered in ETHS course planning and post-high school planning, but cannot be applied as transfer credits on the ETHS transcript, as ETHS graduation requirements, nor toward an ETHS diploma. Students who transfer to ETHS and enroll in the same or a similar course will earn credit and receive a grade based on both 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.**

GRADUATION REQUIREMENTS

Evanston Township High School students must complete the following District 202 Board of Education graduation requirements and earn a minimum total of 48 credits in order to meet statewide graduation requirements and earn an ETHS high school diploma. In general, one (1) credit is given for one semester of work in one course. ETHS students are expected to take six (6) credits each semester, which should allow you to graduate on time. Unless otherwise exempted, you will not be allowed to carry fewer than six (6) credits per semester. Any plans to carry less than six (6) credits or more than eight (8) credits each semester must be pre-approved by a student's parent/guardian, counselor, and the AP for Student Services. Students must spend the final semester before graduation at ETHS in order to earn an ETHS diploma. The administration cannot waive any graduation requirements other than exceptions granted by state law. Refer to the online [Course Selection Guide](#) for a written overview of graduation requirements and a four-year course planning worksheet.

College entrance requirements differ greatly and often exceed high school graduation requirements. For a complete explanation of requirements, students should contact their counselor.

English	8
Math	6
Science	4
History & Social Sciences	4
Global Perspective (2016-17 & prior years)	2
Civics (2017-18 & future years)	2
Physical Education	7
Wellness Education	1
Fine Arts/Career & Technical Education	3
Electives	13
Reading (<i>if required</i>)	-
Consumer Education	-
Constitution Test	-
State-Sponsored SAT	-
Total credits for graduation:	48

STANDARDS FOR PROMOTION

Students are required to take six (6) 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 each semester.

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 unscheduled periods and will not be able to leave the building during lunch. A fourth-year student who is not promoted must attend school through the end of the year, and will not be able to participate in senior activities including senior assembly, senior voting, prom, and graduation.

OTHER ROUTES TO GRADUATION

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 be eligible for graduation if your college work is accepted and your transcript shows a total of 48 credits (including college-level English). Prior approval for early college entrance must be granted by the AP for Student Services.

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.

Mid-year plans must be approved by your counselor and the AP for Student Services. Deadline: September 15 in the first semester of senior year for January graduation.

COURSE SCHEDULING

All students request their courses with the guidance of their school counselors. Students are scheduled in 6-8 courses for each academic semester. The academic year is divided into two semesters (two marking periods per semester). Students are encouraged to think seriously about each year of high school, plan deliberately to meet college and career goals, and seek advice from counselors, teachers and parents/guardians. Educational planning sessions are conducted by counselors to help students become familiar with the details of the course-request process. Students then meet with their counselors to request courses for the following school year.

Teachers may recommend certain courses and levels for individual students, based upon current and past achievement. Freshmen and other students new to ETHS are placed in classes based on the review of multiple sources of information, including previous teachers' recommendations, previous courses completed, performance on standardized tests, and on subject-specific placement exams. Parents/guardians of sophomores, juniors, and seniors may request a level of instruction if students meet the course prerequisites. Students wishing to enroll in a class who have not met the prerequisite will need department chair approval. Parents/guardians are asked to review their student's final course requests.

SCHEDULE CHANGES & SCHEDULING OPTIONS

Students start each semester with the schedule of classes that was developed based on the course requests created with their counselor and parent/guardian. Course preference and/or level change requests will not be accepted after the course request process has been finalized in spring of the previous school year, and applies to the following fall when the students return to ETHS.

Adding Courses. Requests to add a course or change a level begin with the counselor and will be considered in only exceptional need circumstances to be determined by the appropriate administrator.

Dropping Courses. Requests to withdraw from a course during a semester begin with the counselor. If a request to drop is approved, or if administrative action requires a drop, the following applies:

- If a student withdraws or is withdrawn from a credit-bearing course before the end of the 11th week of a semester, notation of the course will be removed from their record. Students dropped for attendance reasons will not have their records changed.
- If a student withdraws/is withdrawn from a credit-bearing course after the 11th week of a semester, they will receive an F.
- A student may not drop a credit-bearing course if it results in fewer than six (6) credits per semester, unless they are in their fifth (5th) year and need less than six (6) credits to graduate.
- A student is not permitted to drop a core graduation requirement.
- If a student withdraws/is withdrawn from an audited class, it will not be listed on their transcript.

PASS/FAIL COURSES

Juniors and seniors may take one course per semester on a pass/fail basis. A course required for graduation, an Advanced Placement (AP) course, or a course noted as college-level in the Course Selection Guide 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 (5) 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/guardian, counselor, teacher, department chair, and the AP for Student Services. **A pass/fail contract must be completed and approved each semester for any year-long courses.**

COURSE AUDITS

This option is open to juniors and seniors who carry at least five (5) 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. Applications must be approved by the end of the third week of the semester. The department chair must determine if 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/guardian. **No credit and no grade (or pass/fail) are given for audited courses. The form must be completed and approved each semester for a year-long course.**

INDEPENDENT STUDY

Juniors and seniors may take an independent study course in addition to five (5) other courses. All independent studies are governed by guidelines set by each department. Generally, students earn one credit per semester for successful completion of independent study. You may take the independent study for a grade or for pass/fail; all pass/fail contracts must be approved by the end of the third week of the semester in which you are enrolled in the course. Independent studies may not be taken for honors or Advanced Placement (AP) credit. You may not have an independent study in a class currently offered unless permission is granted for an intensive study of a specific topic in the course. Courses required for graduation may not be taken as an independent study.

REPEATING A COURSE

Based on course availability, students taking the exact course a second time after having previously earned an "F" in the course will have the Repeating a Course procedure applied to their transcript. If a student earns a better grade upon repeating the course, the original "F" will appear as an "RF" on the transcript, and the grade for the second time in the course will appear on the student's transcript. In that case, the better grade will also be used in awarding credit and in calculating grade-point average. Credit will be given for the course only once and only for a grade higher than "F". The transcript is a record of all courses attempted.

With prior approval from the Associate Principal for Student Services, and based on course availability, students taking the exact course a second time after having previously earned an "D" in the course will have the Repeating a Course procedure applied to their transcript. If a student earns a better grade upon repeating the course, the original "D" will appear as an "RD" on the transcript, and the grade for the second time in the course will appear on the student's transcript. In that case, the better grade will also be used in awarding credit and in calculating grade-point average. Credit will be given for the course only once and only for the better grade. The transcript is a record of all courses attempted.

GRADING INFORMATION, GRADE REPORTS, CONFERENCES

Grade equivalencies for purpose of GPA calculation are as follows:

A	4.0	C+	2.3	F	0.0
A-	3.7	C	2.0	I	Incomplete
B+	3.3	C-	1.7	P	Pass in Pass/Fail course
B	3.0	D+	1.3	PF	Fail in Pass/Fail course
B	2.7	D	1.0	NC	No Credit (lack of attendance)

Values are increased by .5 for honors courses (A = 4.5), and by 1.0 for Advanced Placement (AP) courses (A = 5) and for Project Lead the Way courses (A = 5). AP and honors credit are not offered in Summer School. All other grades earned in Summer School will be valued the same as those earned during the school year.

ETHS uses the following grading scale:

A	93	C+	77	F	0.0
A-	90	C	73		
B+	87	C-	70		
B	83	D+	67		
B-	80	D	60		

Incomplete grades. All Grade Change requests due to Incomplete grades must be made by the teacher prior to the end of the semester which follows the semester the course was taken. For example, if a student is given an Incomplete (I) for Semester 2, that grade must be resolved to a regular course grade prior to the end of Semester 1 of the following school year.

Grade Point Average (GPA). Grade point averages are obtained by averaging the numerical values of all semester marks for all ETHS courses receiving marks of A, B, C, D, or F, with additional weighting for Honors, Advanced Placement, and Project Lead the Way courses. A student's weighted and unweighted GPAs are listed on 1st semester and 2nd semester report cards, and on transcripts.

Interim Progress Reports. Interim Progress Reports (IPRs) are sent home to parents/guardians mid-quarter. These reports include interim grades and may have notes of commendation or encouragement, or a warning that classroom performance should improve. Student progress can be viewed any time by checking classwork grades on [Home Access Center \(HAC\)](#). Parents/guardians/students are encouraged to sign up on HAC to receive IPRs via email. Refer questions about grades to your teachers and/or counselor. IPRs are also available online via Home Access Center.

Report Cards. Report Cards will be sent home to parents/guardians four times during the school year. These reports will include quarter grades as well as exam and semester grades at the end of each semester. Parents/guardians/students may sign up through [Home Access Center](#) to receive these reports via email. Refer questions about grades to your teachers and/or counselor. Report Cards are also available online via HAC.

Semester Exams. Semester exams are given at the end of each semester. Semester exams are a significant portion of the final grade in each course. If you do not take an exam, you may not receive full credit for the course. A semester exam schedule and exam guidelines will be issued near the end of each semester. Taking semester exams early is not permitted. All students are expected to be in attendance for their scheduled exams. Students who miss an exam must see the AP for School Operations & Logistics to schedule a makeup exam. Your ETHS student ID card is required in order to enter the exam makeup room. For more information, visit the [semester exams](#) web page.

Conferences. Once each semester, ETHS devotes time for students and their parents/guardians to meet with teachers and counselors to discuss their learning experiences. The purpose of conferences is outlined on the [ETHS website](#) along with a list of conference dates, times, and online registration instructions. Parents/guardians may also request individual conferences with teachers or a counselor anytime during the school year by contacting the appropriate department office.

TESTING PROGRAM

Evanston Township High School District 202 has established an effective and comprehensive assessment system to assess student learning and growth. A comprehensive assessment system connects curriculum, instruction and assessment by aligning instruction to Common Core curriculum standards and by using assessments to determine each student's status and progress on these standards.

ETHS testing information is available here: www.eths.k12.il.us/testing

ACADEMIC RECOGNITION

Honor Rolls. Honor roll is determined at the end of the first and third marking periods and each semester. Grades are used to compute honor roll eligibility for students enrolled in 5+ classes. Grades for non-credit courses are not included in calculating honor roll. Students with a GPA of 2.7 or higher and no more than two grades lower than B- and no grade lower than C- will be listed as Honors. Students with not more than one mark lower than A- and no mark lower than B- will be listed as High Honors. 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 the areas of scholarship, service, leadership and character are invited to apply for membership in the appropriate grade-level honor society.

- **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 Faculty 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 10 hours of school/community service. 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 10 hours of school/community service. Violation of school rules may result in denial of admission.

Seal of Biliteracy. Evanston Township High School students have the opportunity to be recognized by the State of Illinois for earning proficiency in English and one additional language. The Illinois State Board of Education's Seal of Biliteracy program will place an official seal on diplomas and recognition on transcripts of students who qualify. Please see the ETHS World Languages/Bilingual Website for more information or contact the World Languages Department Chair at DeptChair_WorldLanguages@eths.k12.il.us

TOURS, EXCHANGES, & STUDY ABROAD

Tours and Exchanges. ETHS offers several supervised international tours and school-to-school exchange programs. Students must be enrolled in an ETHS course or be an active member of an ETHS extra- or co-curricular club or activity in order to be eligible to participate. These chaperoned tours and exchanges are self-supporting and subject to School Board approval. Fundraisers 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 as outlined in this handbook are in effect at all times, as well as special rules regarding curfew and substance abuse. The School Board and administration reserve the right to cancel trips.

Study Abroad. Students who wish to study abroad during the academic year must meet first with their counselor and then with the AP for Student Services to request approval for a study abroad plan for one semester or one year in length. 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, all students must attend ETHS full time for at least the final semester before graduation.**

ACADEMIC HONESTY POLICY & PROCEDURES

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. Students should not bring cell phones 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 your parent/guardian 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, their 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) their 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, text) for each idea that is not your own.

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

- 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 the other student.
- If plagiarism is discovered after you have completed a course, the penalties will apply retroactively.
- If you wish to appeal any plagiarism penalty, please follow the ETHS Academic Concerns Resolution Chart found in Section 6: Academic Information.

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

7: PHYSICAL EDUCATION (PE) INFORMATION

Freshman and transfer students will receive a physical education uniform, one Heart Rate Monitor (HRM) band, and one PE lock the first week of class. The uniform, HRM band and lock are included in the annual school fee. The PE uniform is required for all grade levels. Transfer students may pick up a uniform and lock from the PE Office. The HRM band, lock and uniform is expected to last the entire high school career. All students can purchase **additional or replacement uniforms** during school hours in the PE Office (G116) or online at the ETHS Web Store. No refunds available. **For prices and more information visit the [PE website](#), or call the PE Office at 847-424-7270.**

PE LOCKS, LOCKERS & LOCKER ROOM GUIDELINES

During the first week of school, students in grades 9-12 will be assigned to a locker inside of a Gym Wing locker room. The following guidelines support this locker assignment process:

- Lockers/locker rooms for PE are assigned according to a student’s course schedule using the student’s gender identified in their official student record. Students and their families have the right to request a change to the student’s name and/or gender listed in the official student record to correspond with their gender identity. Use the [Student Advocacy Form](#) to notify ETHS of this request.
- Any student who has a need or desire for increased privacy, regardless of the underlying reason, may request access to restrooms or changing spaces with increased privacy. Requests for increased privacy can be made by filling out the [Student Advocacy Form](#).
- New students receive a high-security lock when they enroll at ETHS. All students are encouraged to use their school-issued lock on their Gym Wing lockers. However, students who choose to purchase and use **their own** personal locks may exercise that option.
- When students are assigned to swimming, they will need to bring their school-issued lock or personal lock each day to the pool locker room to secure their belongings and remove the lock at the end of each class period.
- Students should log into their [myETHS](#) account after the second day of school to register their lock combination and serial number and to verify PE class locker and locker room assignment information.
- Student combinations will not be shared with ETHS staff, including safety, athletics staff, or PE teachers. Only the PE Department Chair can retrieve registered lock information in myETHS. Students who forget their lock combinations and did not register their lock combinations in myETHS will have their lock cut from the locker. Students will then be responsible for purchasing another lock for their PE class locker.
- Students are responsible for securing their lockers after each use — spin the dial to ensure the lock is secure. Reported incidents of theft often occur when students do not properly secure personal property. Never bring expensive items or cash to PE class, even if you plan to lock it up carefully. Students are advised not to store valuables in the Gym Wing lockers.
- Report any Gym Wing lock/locker problems immediately to the PE Office (G116).
- Sharing lockers with another student is not permitted. **Do not give locker combinations to friends and associates.** The student assigned to a locker will be held responsible for items stored in that locker.
- Students are responsible for their personal property stored in Gym Wing locker rooms. The school is not responsible for lost, damaged or stolen personal property stored in Gym Wing locker rooms. Report lost or stolen property immediately following the steps in the “[Lost & Found](#)” section.
- All sophomores must vacate their PE locker by the last day of each semester. Freshmen, juniors, and seniors must vacate their PE locker during the designated locker clean-out date near the end of the school year. Locker contents and locks left after the official end of locker clean out, will be removed and may not be retrievable.

MEDICAL EXCUSE FROM PE

Students who are unable to participate in physical activity due to a medical issue must follow the procedures below:

- Bring your medical note to the Nurses’ Office (N121). The note must be signed by a health care provider, stating the extent of injury or illness, specific limitations, and duration of absence.
- The Nurses’ Office will process the medical note and provide you with a pass (print out of medical excuse) to the PE Resource Center (PERC) located in W133.
- Bring the medical excuse pass to W133, the PERC, and check in.
- Medically excused students should arrive on time to the PERC each day during their PE class period for the duration of the medical excuse. Students will be given written PE assignments provided by the PE teacher or supervising PE teacher on duty.
- Students are responsible to report back to PE on the specified medical release date.

8: STUDENT SERVICES

ETHS STUDENT SERVICES CONCERNS RESOLUTION CHART		
STEP 1:	STEP 2:	STEP 3:
Issues/concerns that may be resolved by any person at this level. Contact: Counselor Head Nurse Social Worker or Psychologist Registrar Residency Officer	Issues or concerns that may require in-depth consideration to reach a resolution. Contact: Department Chair for Student Services 847-424-7575	For issues that may require the highest-level administrator involvement to reach a resolution. Contact: Associate Principal (AP) for Student Services 847-424-7575

COUNSELORS

Counseling Office – Room E125: (847) 424-7580

[Counselors](#) are student advocates who support students in identifying and achieving their academic, career, personal and social-emotional goals throughout their high school career. Counselors assist with creating a four year academic plan, monitoring academic progress, assisting with post high school planning by helping students explore their abilities, strengths, interests and talents, advocating for students, and supporting student’s social/emotional development.

COLLEGE AND CAREER SERVICES

Student Success Center – Room W220: (847) 424-7160

[College and Career Services](#) are available for current students, parents/guardians and recent alumni. College & Career Services’ staff is available for student walk-ins and appointments for supplemental counseling, assistance completing applications, essays and resumes and understanding the financial aid process. Additional college and career planning services provided include: job shadowing, summer enrichment, gap year, athletics recruiting, employment, contact with the U.S. Armed Services, college and career reference materials, exam review books and college representative visits.

NURSES’ OFFICE - HEALTH SERVICES

Room N121: (847) 424-7260

Leaving Class for Illness. If you become ill during class, ask your teacher for a pass, and report to the [Nurses’ Office](#) (Health Services, N121). If you become ill during the passing period, report to your next class, ask your teacher for a pass, and proceed to the Nurses’ Office. 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 Nurses’ Office without a valid pass, you will be sent to class for a pass, if you are able. If you are physically unable to obtain a pass (seriously injured, difficulty breathing, etc.) you will be seen without first obtaining a pass.

Checking Out of School for Illness. If you are ill and the nurse decides to send you home, the nurse will call your parent/guardian, issue you a Leave Early Absence Form, and excuse you for classes missed. If a student leaves the building due to illness without checking out with the nurse, the absence will be unexcused and will count toward the 8-absence maximum. Juniors and seniors: If you are off campus during your scheduled lunch period, including your unscheduled period immediately following lunch, you are still considered “in school” and must return to the building and report to the nurse if you feel ill. If you fail to return and check out with the nurse, regardless of the reason, your absence will be marked unexcused and will count toward the 8-absence maximum.

Medication Guidelines. Taking prescription 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 regular medication during school hours, your parent/guardian must request that the school dispense the medication to you by completing a Medication 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 Medication Authorization Form ([available on this page](#)) is submitted by your parent/guardian to the Nurses’ Office (Health Services, N121).

Epi-Pen® and Asthma Inhalers. You may possess an epinephrine auto-injector (Epi-Pen®) and/or an asthma inhaler prescribed for immediate use at your discretion, provided you have a completed Medication Authorization Form ([available on this page](#)) on file in the Nurses’ Office (Health Services, N121). A medical provider’s order is needed for students to carry and self-administer their own epinephrine auto-injector. A parent or guardian signature and copy of the prescription label is required for students to carry and self-administer an emergency asthma inhaler. 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. The Illinois School Code 105 ILCS 5/22-30 requires Evanston Township High School to request an Asthma Action Plan (AAP) from parents/guardians of students with asthma each school year. More information is [available here](#).

Over-the-Counter Medications. You are allowed to carry and self-administer over-the-counter medications commonly taken for an occasional headache or other minor ailments provided it is in the original container, your parent/guardian is aware, and you do not share it with other students. Students found to be dispensing any medication to other students will be subject to disciplinary action. Visit the [Health Requirements & Forms](#) section on the ETHS website to view the full medication procedures and the Medication Authorization Form.

Elevator Use. There are three (3) elevators in the school that are available for students who are unable to use the stairs to get to classes. Elevator keys are obtained in the Nurses' Office (Health Services, N121). ETHS reserves the right to verify requests to use the elevator with the student's medical provider. Once approved, elevator use is for the intended student only and should not be used by other classmates unless they are needed to assist. A \$50.00 fee will be charged to the student's account if the issued elevator 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. To request approval for elevator use, a student's parent or guardian must fill out and submit the [Elevator Permission form](#).

Vision Exams and Vision and Hearing Screenings. The Illinois School Code 410 ILCS 205/3 requires that a child has an eye exam by an optometrist or physician (such as an ophthalmologist) who provides eye examinations prior to entering kindergarten or upon entering a public, private or parochial school for the first time and no later than their first year in public school. Vision and hearing screenings are completed at ETHS annually for all students in special education and for all students new to the district. Vision or hearing screenings may also be requested by a parent, student, teacher or staff member. Vision screening is not a substitute for a complete eye and vision examination by an eye doctor. Your child is not required to undergo the vision screening if an optometrist or ophthalmologist has completed and signed a report indicating that an eye examination has been administered within the previous 12 months.

Concussions. If you are diagnosed with a concussion, it is very important to notify the ETHS Nurses' Office and Athletic Trainer (if you participate in a sport). Return to Learn and Return to Play guidelines will be followed to ensure students have both cognitive and physical rest to assist with a full recovery. If the overseeing physician has recommended cognitive rest, the school nurse will notify the appropriate parties at Evanston Township High School of the recommended accommodations for the specific student. Students will not be allowed to participate in PE or athletics until they are asymptomatic for a period of 24 hours and have been cleared by their health care provider. They will then begin the Return to Play progression as determined by the Team Physician and Athletic Trainer.

ETHS HEALTH CENTER

Room H101: (847) 424-7265

The ETHS Health Center is a partnership between NorthShore University HealthSystem, Evanston Township High School, and the Evanston Department of Health and Human Services with funding from the Illinois Department of Public Health. All Health Center staff are employees of NorthShore University HealthSystem.

The [ETHS Health Center](#) is an in-school medical facility that provides care to students on Monday-Friday during the school year and on Monday-Thursday during the summer. Health Center staff provide ongoing care to students with medical conditions, and offer 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 and management of chronic illness, lab testing, and counseling services. The Health Center charges a small fee for physicals and lab testing. All other services are free.

SOCIAL WORKERS

Social Work Offices – Room E123 and W121: (847) 424-7230

School [social workers](#) are student advocates who support students by providing individual and group counseling services, crisis assessment and intervention services, and addressing barriers to learning. They connect students and families with school and community resources and help them understand school policies, services, and programs. Specialized support is available for many students, including students who are: pregnant and/or parenting, hospitalized for mental health reasons and are transitioning back to ETHS, families in temporary living situations/are homeless, or dealing with issues related to substance use. If you are experiencing social and/or emotional difficulties that are interfering with your academic success and well-being at school, you can self-refer by talking with your assigned social worker. You may also refer a friend who might need the support of a social worker. Students can also be referred to a social worker by their teacher, counselor or parent/guardian.

PSYCHOLOGISTS

Psychologist Offices – Room S121 and S124: (847) 424-7230

School [psychologists](#) are student advocates who support students by providing direct support and interventions to students, consult with teachers, families, and other school-employed mental health professionals (i.e., school counselors, school social workers) to improve support strategies. They collaborate with community providers to coordinate needed services and conduct psychological and academic assessments to improve academic achievement and social-emotional functioning.

STUDENT REGISTRATION REQUIREMENTS

Medical (Physical, Dental) Exams and Immunizations. At ETHS, as part of the registration process as a freshman (grade 9) or transfer student, and in order to receive their class schedule and attend classes, you must file a record of a physical examination completed within one year of beginning ninth grade and an up-to-date immunization record. For transfer students, if the previous high school exam was completed within the State of Illinois, it will be accepted from any high school year. Out-of-state physicals must have been completed within the year of transfer. Any

student entering grade 12 must show proof of having received two doses of meningococcal conjugate vaccine (MCV) vaccinations by the first day of school in order to receive their class schedule and attend classes. All steps and forms are [available here](#).

A dental examination is also advised. A student will be exempt from the above requirements for religious grounds if their parent/guardian presents to the Assistant Superintendent/Principal or a designee the Illinois Certificate of Religious Exemption to Immunizations and/or Examinations Form. This form must be completed and signed by the parent/guardian, signed by the student’s health care provider and submitted to the Nurses’ Office (Health Services) in N121.

Residency. Students who attend Evanston Township High School District 202 must reside within its boundaries on a full-time permanent basis, that is, seven days and seven nights. Students who reside outside of residential district boundaries are not allowed to attend ETHS, nor pay tuition for attendance. If a parent or legal guardian is registering a student with ETHS for the first time, or has changed residence since registering, the parent/guardian will need to verify the student still resides within the ETHS District 202 boundaries and must provide new proof of residence to the Registrar’s Office in Room S127. ETHS additionally requires proof of residency for all rising juniors. If, at any time, a student’s residence is in question, ETHS will investigate. The District may ask for additional documents for verification. If a student is not living within the ETHS District 202 boundaries full time, or if a student’s living arrangements do not agree with statements provided by a parent or legal guardian, the student will be disenrolled from school, and their parent or guardian will have to pay tuition for the time their child attended ETHS. If you have questions about residency, information is [available here](#) or you may contact the Residency Officer at 847-424-7182 or Room S127.

ANNUAL SCHOOL FEES

Student fees are approved by the Board of Education and support the education of students in District 202. The revenue generated by fees allows the District to continue funding programs in spite of reduced support at the state and federal levels. Every effort is made to balance each fee against the goals and objectives of the District. Fee waivers are granted on a yearly basis to those families who qualify for the [Free or Reduced Price Meal program](#). Additional fees may be assessed during the school year for field trips and special programs. Optional fees, replacement fees, and service fees do not qualify for 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. **Additional Student Fee information is [available here](#). <https://www.eths.k12.il.us/Page/365>**

If a student’s account shows a balance due for ETHS fees or fines, that student may participate in the graduation ceremony to celebrate their academic achievement; however, the student will not receive guest admission tickets for the graduation ceremony and will have to contact school officials regarding their diploma and official transcript until all fees or fines are paid in full. If you have concerns about a payment, contact Student Accounts at 847-424-7110. The Student Accounts Office is located in Room H110.

STUDENT RECORDS

Associate Principal for Student Services, Custodian of Records – Room E125: (847) 424-7575 [Student Records web page](#)

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

Access and Rights to Records. ETHS follows rules, including those set by state and federal law, for the access and release of records. Information in student records is considered private. Unless a parent/guardian gives written permission, the records may be used only by educational officials and those who demonstrate legal or medical reasons for using the records. See [Student Records web page](#) section for more details on student and parent rights concerning a student’s school records, or contact the Associate Principal for Student Services.

TRANSCRIPTS

SENIORS: Transcript requests for the college application process or scholarships must be made through the Counseling Office secretaries in room E125. Three (3) transcripts are provided to seniors free of charge; any additional are \$5.00 each. Visit the [Transcripts web page](#) for complete details and to download forms.

STUDENTS IN GRADES 9-11: Transcripts must be requested directly through the ETHS website. Visit the [Transcripts web page](#) for instructions.

ALUMNI: Transcripts must be [requested online](#) for a cost of \$7 each.

9: SCHOOL SAFETY

ETHS SAFETY CONCERNS RESOLUTION CHART	
STEP 1: To report any concerns regarding safety. Contact: Safety Office - 847-424-7500 To search lost and found property, or to file a report of lost or stolen property: Follow the steps listed on the “Lost & Found” web page	STEP 2: Issues or concerns that may require in-depth consideration to reach a resolution. Contact: Director of Safety - 847-424-7510

Safety Office (H102) **(847) 424-7500** The Safety Office is located at the Main Entrance in Room H102. Staff are available to address any concerns regarding your safety.

Safety Crisis Line 8:00am - 4:00pm (regular school days)	(847) 424-7500	In case of an urgent issue, dial this number from any phone inside of the school building. Also call 911 in case of emergency.
Text-A-Tip 8:00am - 4:00pm (regular school days)	Text “CRIMES” (274637) and use code ETHS, followed by your message	Students, parents and staff can send anonymous text message tips regarding anything that impacts the safety of students and staff on campus during the school day. The system has not been designed to respond to or handle emergencies. If the crime is in progress or if there is an emergency, call 911.

ANTI-THEFT CAMPAIGN

Students and staff are responsible for their personal property. You are advised not to bring expensive items to school, even if you plan to lock it up carefully. The Safety Department strongly recommends that you keep all valuables (keys, purses, wallets, cash, cell phones, portable electronic devices, etc.) on your person and out of sight at all times. Never leave your valuables unattended or unprotected, even if you are walking away for only a minute. Take special care to secure all lockers that have been assigned to you. You are advised not to store valuables in hallway or PE lockers. Students are responsible for securing their lockers after each use — spin the dial to ensure the lock is secure. Never give locker combinations to friends and associates. The student assigned to a locker will be held responsible for items stored in that locker. See “[Locks/Lockers Guidelines](#)” and “[PE Locks, Lockers & Locker Room Guidelines](#)” for more information.

Students are encouraged to register their personal property with serial numbers (electronic devices and bicycles) in [myETHS](#). Students and parents are also encouraged to download applications to track the location of their mobile devices. Check with your service provider to find out which apps may be available. The school provides reasonable safety measures. However, the responsibility for securing and protecting personal property rests with the student. ETHS District 202 does not assume responsibility for any lost, damaged, or stolen personal property brought to school or to a school activity. Students who believe their lost property has been stolen should follow the steps listed in the “[Lost & Found](#)” section. At the parent/guardian’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 re-entering 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 automated external defibrillator (AEDs) are located throughout the building.

SAFETY CODES In an emergency, one of the following warning codes will be announced:
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.
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.
SHELTER-IN-PLACE ... indicates a tornado or severe weather event is imminent. All students, staff and visitors will be directed to a Shelter-In-Place designated area and asked to sit or kneel down and cover their heads.
SOFT LOCK DOWN ... indicates a danger exists in the community. All exterior doors will be locked and monitored until the emergency subsides.
ALL CLEAR ... indicates “all clear.” Normal school activity can resume.

10: STUDENT RIGHTS & RESPONSIBILITIES

Students of Evanston Township High School have the right to equitable treatment and equitable access to the educational program. Students also have the right of due process, a presumption of innocence, free expression and association and the privacy of one’s own thoughts. Together, with these rights, students of Evanston Township High School also have certain responsibilities. This section outlines those rights and responsibilities.

Student Expression. Students may distribute and/or post flyers and other materials ONLY with prior approval from the Director of Student Activities and in accordance with the district’s [Guidelines for Posting and Publicity on Campus](#). Students have the right to voice an opinion as long as they 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 materials, take payment for distributing material, or use school equipment without permission to produce material. It is a violation of Board Policy 8:25 to distribute materials that advertise or promote the interests of any commercial company or political candidates or parties. Students are responsible for the content of the materials they post or distribute.

Student Participation. Students have the right and responsibility to participate in creating or changing any ETHS [policy](#) that affects them. Students can participate through [student government](#) representatives or through other student organizations. The school may involve students by including student government representatives at meetings or by asking them directly what they think about policies. The Assistant Superintendent/Principal will make every effort to inform students of changes in policy before they take effect.

Student Safety. Evanston Township High School respects the right of every student to be free from personal harm and unfair treatment by staff members or other students. If a student has experienced discrimination, bullying, harassment, sexual harassment, dating violence, or any other prohibited conduct, they should report their claim to their Dean or follow the steps listed on [this page](#).

School-related Events. Students are encouraged to attend school-related events and extracurricular activities at ETHS and off campus, such as concerts, theatre productions, school dances and athletic events. For certain events, students and guests may be subject to drug and alcohol evaluation and breathalyzer tests and may be subject to searches. All school rules and policies are in effect at school events. Students who violate the behavior rules will be required to leave the event immediately and their parent/guardian will be contacted.

EXPECTATIONS OF AN ETHS STUDENT

1. Attend school each day, participate, and prepare for college and/or your career.
2. Report to class regularly and on time.
3. Bring required materials to class, participate, and complete all classwork and assignments.
4. Respect yourself, and the rights and property of others.
5. Respect others (your teachers, faculty, staff) and all school spaces.
6. Obtain a valid hall pass from your teacher or a staff member if you must be in the halls during class time.
7. Students should reach a supervised space for learning, studying, or eating by the end of each passing period.
8. Have your Student ID on you at all times while on campus, coming to and leaving campus.
9. Identify yourself when asked to do so by a staff member.
10. Comply with all reasonable requests of a staff member.
11. Do not use, possess or sell drugs, alcohol, or any products containing tobacco or nicotine.
12. Do everything in your power to safely avoid involvement in a physical altercation or fight.
13. Report any information about a possible dangerous situation to a staff member.

11: STUDENT DRESS CODE

Dress Code Philosophy

Evanston Township High School's student dress code supports equitable educational access and is written in a manner that does not reinforce stereotypes. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

Our values are:

- All students should be able to dress comfortably for school and engage in the educational environment without fear of or actual unnecessary discipline or body shaming.
- All students and staff should understand that they are responsible for managing their own personal "distractions" without regulating individual students' clothing/self expression.
- Student dress code enforcement should not result in unnecessary barriers to school attendance.
- School staff should be trained and able to use student/body-positive language to explain the code and to address code violations.
- Teachers should focus on teaching without the additional and often uncomfortable burden of dress code enforcement.
- Reasons for conflict and inconsistent and/or inequitable discipline should be minimized whenever possible.

Our student dress code is designed to accomplish several goals:

- Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as chemistry/biology (eye or body protection), dance (bare feet, tights/leotards), or PE (athletic attire/shoes).
- Allow students to wear clothing of their choice that is comfortable.
- Allow students to wear clothing that expresses their self-identified gender.
- Allow students to wear religious attire without fear of discipline or discrimination.
- Prevent students from wearing clothing or accessories with offensive images or language, including profanity, hate speech, and

pornography.

- Prevent students from wearing clothing or accessories that denote, suggest, display or reference alcohol, drugs or related paraphernalia or other illegal conduct or activities.
- Prevent students from wearing clothing or accessories that will interfere with the operation of the school, disrupt the educational process, invade the rights of others, or create a reasonably foreseeable risk of such interference or invasion of rights.
- Prevent students from wearing clothing or accessories that reasonably can be construed as being or including content that is racist, lewd, vulgar or obscene, or that reasonably can be construed as containing fighting words, speech that incites others to imminent lawless action, defamatory speech, or threats to others.
- Ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

Dress Code

Evanston Township High School expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. Student dress choices should respect the District's intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code.

1. Basic Principle: Certain body parts must be covered for all students at all times.

Clothes must be worn in a way such that genitals, buttocks, breasts, and nipples are fully covered with opaque fabric. However, cleavage should not have coverage requirements. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.

2. Students Must Wear*, while following the basic principle of Section 1 above:

- A **Shirt** (with fabric in the front, back, and on the sides under the arms), **AND**
- **Pants/jeans or the equivalent** (for example, a skirt, sweatpants, leggings, a dress or shorts), **AND**
- **Shoes.**

**Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress, but should not focus on covering bodies in a particular way or promoting culturally-specific attire. Activity-specific shoes requirements are permitted (for example, athletic shoes for PE).*

3. Students May Wear, as long as these items do not violate Section 1 above:

- Hats facing straight forward or straight backward. Hats must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff.
- Religious headwear
- Hoodie sweatshirts (wearing the hood overhead is allowed, but the face and ears must be visible to school staff).
- Fitted pants, including opaque leggings, yoga pants and "skinny jeans"
- Pajamas
- Ripped jeans, as long as underwear and buttocks are not exposed.
- Tank tops, including spaghetti straps; halter tops
- Athletic attire
- Visible waistbands on undergarments or visible straps on undergarments worn under other clothing (as long as this is done in a way that does not violate Section 1 above).

4. Students Cannot Wear:

- Violent language or images.
- Images or language depicting drugs or alcohol (or any illegal item or activity).
- Hate speech, profanity, pornography.
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)
- Swimsuits (except as required in class or athletic practice).
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face or ears (except as a religious observance).

5. Dress Code Enforcement

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below.

School administration and staff shall not have discretion to vary the requirements in ways that lead to discriminatory enforcement.

- Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined in Sections 1 and 4 above. Students in violation of Section 1 and/or 4 will be provided three (3) options to be dressed more to code during the school day:
 - Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
 - Students will be provided with temporary school clothing to be dressed more to code for the remainder of the day.
 - If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.
- No student should be affected by dress code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.
- School staff shall not enforce the school's dress code more strictly against transgender and gender nonconforming students than other students.
- Students should not be shamed or required to display their body in front of others (students, parents, or staff) in school. "Shaming" includes, but is not limited to:
 - kneeling or bending over to check attire fit;
 - measuring straps or skirt length;
 - asking students to account for their attire in the classroom or in hallways in front of others;
 - calling out students in spaces, in hallways, or in classrooms about perceived dress code violations in front of others; in particular, directing students to correct sagged pants that do not expose the entire undergarment, or confronting students about visible bra straps, since visible waistbands and straps on undergarments are permitted; and,
 - accusing students of "distracting" other students with their clothing.

These dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities, such as graduation ceremonies, dances and prom. Student athletic apparel will be defined by safety and competitive performance standards.

Students who feel they have been subject to discriminatory enforcement of the dress code should contact the Associate Principal for Educational Services.

Inspired in part by [Oregon NOW Model Dress Code](#).

12: SCHOOL DANCE GUIDELINES

Evanston Township High School wants to provide a safe and fun environment for students at all school dances. All dances are run through the Student Activities Office in coordination with the Deans' Office. In order to ensure safety at dances, the following guidelines apply to all ETHS dances:

- **ETHS students may bring non-ETHS guests who meet specified age and school requirements for each particular dance.** All non-ETHS guests must be approved by the grade level dean. To pre-approve your non-ETHS guest, pick up a Guest Form from the Deans' Office and return the **completed** paperwork by the required deadline.
- **All dance tickets are pre-sold during the week before each dance.** Each student (and pre-approved guest) must have a ticket to enter an ETHS dance.
- **ETHS students must show their current, valid Student ID, or Virtual ID and guests must show a current, valid state-issued ID or school ID to enter an ETHS dance. Temporary ETHS school IDs will not be accepted.**
- **Students are expected to behave in a manner that is appropriate for school.** This includes interaction with peers and dancing. Inappropriate touching and dancing (i.e., groping, grinding, mosh pits) is not allowed at ETHS dances.
- **Students (and pre-approved guests) are expected to dress in a manner that is appropriate for school as detailed in the [student dress code section of this handbook](#).** For dances that are based on themes, you are encouraged to dress in theme-based attire according to guidelines advertised for that particular dance.
- **Students (and pre-approved guests) will be asked to take a breathalyzer test if there is any suspicion of substance use.** Random breathalyzer tests may also be issued. If you or your guest is suspected to be under the influence of alcohol or drugs at a dance, or if you refuse to cooperate with any of the rules or expectations, we will contact your parent/guardian, and ask that they come pick you up from the dance.
- Bags and large purses **are not** permitted at school dances held on ETHS property (clutch purses are permitted).
- Bags and large purses **are** permitted at prom for students to carry their post-prom attire. Those bags and purses are subject to search.

- **Students are not eligible to attend school dances if they have more than 10 unserved detentions.**
- **School rules apply at all school events.** You will face disciplinary action if you are found to be under the influence or in possession of alcohol or other drugs.

For more information on school dances including the schedule of school dances, visit the [Dances](#) web page or contact the Student Activities Office at 847-424-7949 or studentactivities@eths.k12.il.us.

13: ACCEPTABLE USE POLICY

Purpose and Philosophy. The primary use of District Technology resources shall be for the purpose of education, research or district business or activities related to the pursuit of these activities. All users of District Technology must comply with the District’s Acceptable Use Policy (AUP), as amended periodically. These policies apply equally to all District Technology including, but not limited to: network services, hardware, software, and other related services currently deployed or to be deployed in the future. Use of all District resources including technology is subject to the appropriate provisions of *The Pilot* handbook 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 presented as a means of communication and to access online resources. Users are expected to respect the intended purpose of the technology provided and shall not attempt to manipulate or modify the system.

Access. ETHS may issue accounts to provide access to resources. The use of the District network is a part of the curriculum and not a public forum for general use. Incidental personal use of District technologies should be minimized.

Subject to System Administration. All ETHS account usage is subject to examination or investigation as needed without prior notification or consent of the user. All users of the District network should recognize that mail use, storage capacity or evening/night/weekend access might be limited for technical reasons. Network administrators may review files and communications to maintain system integrity and to ensure that users including students and staff members are using the system responsibly and according to this policy. Users should not expect that email, data or files stored or transmitted across District network will be private. Employees should be aware that any digitally recorded information, even that of a personal nature, and/or documented use of the District network may be inspected and could be subject to public disclosure under the Illinois Freedom of Information Act. All users of the District network are guaranteed no level of privacy for any digital information stored or passed through the network. The content of any digitally recorded information might be cause for disciplinary or legal proceedings of students, staff, or guests.

Retention Policy. The District may retain all digital information, including all email correspondence, indefinitely. This does not guarantee the storage or integrity of all digitally recorded information.

Digital Citizenship. Users of District Technology will exhibit good digital citizenship by conducting themselves appropriately and following the 3 R’s as part of the school’s expectations of positive behaviors:

Respect for Self:

- I will show respect for myself through my actions.
- I will select online names that are appropriate, and I will consider the information and images that I post online.
- I will consider what personal information about my life, experiences, experimentation or relationships I post.
- I will not be obscene.
- I will ensure that the information, images and materials I post online will not put me at risk.
- I will report any attacks or inappropriate behavior directed at me.
- I will protect passwords, accounts and resources.

Respect for Others:

- I will show respect to others.
- I will not use electronic mediums to antagonize, bully, harass or stalk other people.
- I will show respect for other people in my choice of websites.
- I will not visit sites that are degrading, pornographic, racist or inappropriate.
- I will not abuse my rights of access and I will not enter other people’s private spaces or areas.
- I will protect others by reporting abuse, not forwarding inappropriate materials or communications.
- I will moderate unacceptable materials and conversations

Respect for Community

- I will request permission to use resources.
- I will suitably cite any and all use of websites, books, media, etc.
- I will acknowledge all primary sources. I will validate information.
- I will use and abide by the fair use rules.
- I will use free and open source alternatives rather than pirating software.
- I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses.
- I will act with integrity.

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 bullying others;

- Using the network for any illegal purpose or activity;
- Using District Technology for personal business or financial gain;
- Engaging in vandalism such as graffiti, tampering with or damaging the computer workstation, computer network, peripheral equipment or associated furniture, or spreading computer viruses, either intentionally or recklessly;
- 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;
- Attempting to override, bypass, or otherwise change the Internet filtering software or other network configurations;
- Posting material authored or created by others without their consent;
- Unauthorized downloading of software, loaning technology to others, or violating copyright laws or software licensing agreements;
- Using other users' passwords, misrepresenting themselves, or otherwise engaging in identity theft;
- Using District Technology while access privileges are suspended or revoked or before access privileges have been granted;

The District may discipline a student whose personal website 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.

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. The Superintendent shall establish regulations, guidelines and procedures and shall take appropriate action to implement this policy.

ACCESS TO STUDENT SOCIAL NETWORKING ACCOUNTS/PROFILES

ETHS may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website. ETHS may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to make a factual determination and may be disciplined for failure to provide requested information.

14: STUDENT BEHAVIOR CODE

DISCIPLINE PHILOSOPHY

At Evanston Township High School, we set high standards for student behavior. All students have rights, but you also have responsibilities – to yourself, your classmates, your teachers and your school. If you make the right choices about your behavior and your work, the results for you will be positive. When problems are recognized with a student's behavior, the guidelines below provide objective guidance for school administration in dealing with concerns. In accordance with ETHS' equity and vision statements, ETHS students and staff commit to the following core beliefs about discipline. Discipline at ETHS:

- ensures the right of all students to learn in a safe environment;
- primarily uses consistent, school-wide prevention and intervention, focusing on instruction and restorative practices;
- promotes a shared responsibility throughout the school for problem solving by all students and staff;
- acknowledges and honors individual student's identities and developmental needs;
- seeks to model, teach, and reinforce students' and adults' social-emotional skills (i.e., self-management, self-awareness, relationship skills, and responsible decision making) and;
- involves a cooperative and collaborative effort among students, parents/guardians, and staff.

All ETHS Student Conduct and Behavior rules and policies apply...

- during the school day,
- at all school-related events, on and off campus, or traveling to and from school 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.

Access and Rights to Records

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

ETHS follows rules, including those set by state and federal law, for the access and release of records. Information in student records is considered private. Unless a parent/guardian gives written permission, the records may be used only by educational officials and those who demonstrate legal or medical reasons for using the records. See [Student Records web page](#) section for more details on student and parent rights concerning a student's school records, or contact the Associate Principal for Student Services.

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:** This infraction may be considered for suspension, restitution, social probation, referral to the Intervention Advisory Team and/or expulsion. Complaint filed with EPD. A re-entry conference may be required.

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:** This infraction may be considered for suspension, restitution, social probation, referral to the Intervention Advisory Team and/or expulsion. Complaint filed with EPD. A re-entry conference may be required.

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 them. Stalking (threatening a person with harm and following them or placing them under surveillance) is considered a violation of this rule. **Action:** This infraction may be considered for suspension, restitution, social probation, referral to the Intervention Advisory Team and/or expulsion. Complaint filed with EPD. A re-entry conference may be required.

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:** This infraction may be considered for suspension, restitution, social probation, referral to the Intervention Advisory Team and/or expulsion. Complaint will be filed with EPD. A re-entry conference may be required.

Action: If physical contact is not involved: This infraction may be considered for suspension, parent contact, referral to a school social worker, social probation, referral to the Intervention Advisory Team. **If physical contact is involved, depending upon the severity, the following actions will be invoked:** This infraction may be considered for suspension, referral to a school social worker, parent conference, referral to the Intervention Advisory Team. Retaliation in any form against any person who has filed a complaint is forbidden. If it occurs, it will be grounds for consideration for suspension, referral to the Intervention Advisory Team or expulsion.

Harassment of Students Prohibited - [ETHS Board Policy 7:20 Excerpt](#)

Bullying, Intimidation, and Harassment Prohibited

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

Prevention of and Response to Bullying, Intimidation, and Harassment - [ETHS Board Policy 7:180](#)

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and it does not require a district or school to staff or monitor any nonschool-related activity, function, or program.

Definitions from Section 27-23.7 of the School Code ([105 ILCS 5/27-23.7](#))

Bullying includes *cyberbullying* and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyberbullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyberbullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the following requirements:

1. Using the definition of *bullying* as provided in this policy, the Superintendent or designee shall emphasize to the school community that: (1) the District prohibits bullying, and (2) all students should conduct themselves with a proper regard for the rights and welfare of other students. This may include a process for commending or acknowledging students for demonstrating appropriate behavior.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the [First Amendment to the U.S. Constitution](#) or under [Section 3 of Article I of the Illinois Constitution](#).
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted.

Nondiscrimination Coordinator:

Toya Campbell
1600 Dodge Ave., Evanston, IL 60201
campbellt@eths.k12.il.us
847-424-7210

Complaint Managers:

Taya Kinzie
1600 Dodge Ave., Evanston, IL 60201
kinziet@eths.k12.il.us
847-424-7575

Marcus Campbell
1600 Dodge Ave., Evanston, IL 60201
campbellm@eths.k12.il.us
847-424-7043

Anonymous Reporting call: 888-214-4445

1. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform parent(s)/guardian(s) of all students involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
2. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of the incident of bullying was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying.
 - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - c. Notifying the Building Principal or school administrator or designee of the report of the incident of bullying as soon as possible after the report is received.
 - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported act of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

1. The Superintendent or designee shall use interventions to address bullying, which may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
2. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. A student's act of reprisal or retaliation will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
3. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
4. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
5. The Superintendent or designee shall post this policy on the District's website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
6. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification of areas of a school where bullying occurs;
 - d. The types of bullying utilized; and
 - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

1. The District's bullying prevention plan must be consistent with other Board policies.

2. The Superintendent or designee shall fully inform staff members of the District’s goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes each of the following:
 - a. Communicating the District’s expectation and State law requirement that teachers and other certificated or licensed employees maintain discipline.
 - b. Establishing the expectation that staff members: (1) intervene immediately to stop a bullying incident that they witness or immediately contact building security and/or law enforcement if the incident involves a weapon or other illegal activity, (2) report bullying, whether they witness it or not, to an administrator, and (3) inform the administration of locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.
 - c. Where appropriate in the staff development program, providing strategies to staff members to effectively prevent bullying and intervene when it occurs.
 - d. Establishing a process for staff members to fulfill their obligation to report alleged acts of bullying.

Burglary & 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:** This infraction may be considered for suspension, social probation, referral to the Intervention Advisory Team and/or expulsion. Restitution for damages will be required and a complaint may be filed with the EPD.

Cell Phones & Electronic Devices

Use of your cell phone/electronic device, (e.g., cameras, tablets, music players, Chromebooks, laptops, 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/guardian 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.

Expectation: Cell phones and certain electronic devices may be used in classrooms for instructional purposes as directed by teachers or school staff, and may be used in hallways between classes, in cafeterias during lunch periods, and in The Hub (W220) during unscheduled time. Otherwise, cell phones and electronic devices must be turned off or muted during instructional time, and before entering offices, libraries, instructional spaces, or academic areas. Each teacher has the discretion to allow and regulate the use of cell phones/electronic devices in the classroom. The use of school-issued Chromebooks during instructional time is expected and allowed.

Students in possession of a cell phone/electronic device during school hours and school activities must comply with the school’s [Academic Honesty Policy & Procedures](#), [Acceptable Use Policy](#), [Board Policies](#), and [Student Behavior Code](#), including the expectation to follow adult directions. Students may not use cell phones or electronic devices in any manner that disrupts the educational environment or violates the rights of others, including to bully or to post derogatory statements about students, teachers, or staff via text message or social media. Contents of a cell phone/electronic device may be reviewed and searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the [Student Behavior Code](#). Cell phones that ring or vibrate excessively, or in any other way disrupt the educational process of a class, are grounds for confiscation of the device by school staff. ETHS is not responsible for lost or stolen [student property](#), including cell phones/electronic devices. Students are encouraged to register their cell phones and devices in their [myETHS account](#).

Digital Images/Video: Using, taking or transmitting digital photographic images or video in private areas such as locker rooms, restrooms, and other locations where students and/or staff have a reasonable expectation of privacy is strictly forbidden. Using, taking or transmitting photographic images, video, or electronic messages to harass or bully students or staff is strictly forbidden. Using, taking or transmitting photographic images, video, 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 or video 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 (See “Sexual Misconduct”).

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, this infraction may be considered for suspension. 4th: confiscation, phone returned to parent, day this infraction may be considered for 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 	<p>Action: 1st: may include: deactivation of student account, consideration for suspension and/or expulsion, social probation, parent conference (with the Instructional & Informational Technology 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. This infraction may be considered for Intervention Advisory</p>
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	<ul style="list-style-type: none"> Do physical damage to equipment (such as disc drive, keyboard, mouse) 	Team, suspension and/or expulsion.
Passive Violation (does not intentionally harm or offend others)	Examples: <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) 	Action: 1st: This infraction may include: deactivate student account, probation (monitoring account), Extended Detention, consideration for suspension, parent conference (with the Instructional & Informational Technology staff present) before student account is reactivated. 2nd: same as “active violation” above.

Failure to Follow Adult Directions

Expectation: Students are required to follow adult directions, including correctly identifying themselves to any staff member who asks them to do so. **Action:** 1st: student/parent conference, extended detention, consideration for suspension. 2nd, student/parent conference, consideration for suspension, social probation. 3rd: consideration for suspension, social probation, referral to the Intervention Advisory Team.

Detentions, Suspensions: Failure to Serve

Expectation: Students are expected to serve consequences for misbehavior. **Action:** This infraction may be considered for 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, extended detention(s), consideration for 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:** Extended Detention(s), infraction may be considered for suspension and/or social probation.

Fighting and Battery

Expectation: Fighting and battery (physical attack) are not acceptable. **Action:** This infraction may be considered for suspension, social probation, and parent contact before student’s return to school; additional offenses, may be considered for suspension, parent conference prior to reentry, and referral to the 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:** This infraction may be considered for suspension and/or student conference and/or extended detention(s), social probation, and/or referral to the 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: This infraction may be considered for suspension, social probation, parent contact. 2nd: consideration for suspension, social probation, referral to the 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:** This infraction may be considered for suspension, social probation, and expulsion. Complaint may 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, Extended Detention, parent notification. 2nd: 1-3 day suspension, parking permit revoked for up to one calendar year, complaint may be filed with EPD.

Misuse of School Property

Expectation: Any misuse of school property such as, but not limited to, keys, fire extinguishers, fire alarms, school equipment, school message lines or hotlines, fixtures, or any items owned or operated by ETHS is prohibited. **Action:** This infraction may be considered for suspension and/or student conference and/or extended detention, social probation, and/or referral to the 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:** This infraction may be considered for suspension, social probation, possible referral to the Intervention Advisory Team, expulsion, and/or EPD.

Mood-Altering Chemicals

Dispensing, Giving, Selling – Expectation: Intent to dispense, give, deliver, or sell or the actual dispensing, giving, delivering or selling of mood-altering chemicals (alcohol, cannabis, narcotics, controlled substances without a proper prescription, “look-alike” substances) or abuse prescription or non-prescription drugs on school property or at school-related activities is prohibited. **Action:** This infraction may be considered for suspension and/or expulsion, social probation for one calendar year. Drug-Free Zone penalties are enhanced. Report may be filed with the EPD.

Buying, Possession or Use – Expectation: Students may not buy, use, possess or be under the influence of mood-altering chemicals (alcohol, cannabis, narcotics, controlled substances without a proper prescription, “look-alike” substances) or abuse prescription or non-prescription drugs 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.** Students suspected of being under the influence will be sent to the Deans’ Office. Prior to a final determination by the dean, the school nurse and Student Assistance Program social worker may be contacted to determine if the student is medically fit to remain in school. Any student suspected of being under the influence may request medically-supervised drug and alcohol testing that must be completed the same day. A report may be filed with the EPD. ETHS is an official “Drug-Free Zone,” which enhances any criminal penalties. **Action:** This infraction may be considered for suspension and/or expulsion, assigned to the SUI Program, social probation, parent notification. Report may be filed with EPD.

Paraphernalia Possession – Expectation: Students may not possess any equipment, product, or material that is used to make, use, alter, store, or conceal mood-altering chemicals or “look-alike” substances, including vaping materials. Report may be filed with EPD. **Action:** This infraction may be considered for suspension, assignment to the SUI program, social probation, parent notification. Drug-Free Zone penalties are enhanced. Report may be filed with EPD.

Prohibited Items

Expectation: Items such as, but not limited to, matches, lighters, mace/pepper spray, and laser pointers that disrupt the educational process or endanger others are not allowed on school grounds. **Action:** This infraction may be considered for suspension and 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:** This infraction may be considered for suspension, expulsion, social probation, referral to the Dean and grade level team. complaint may be filed with EPD.

Mood-Altering Chemicals: Possession or Use – Refer to the description found above.

Stolen Property – Expectation: Possession of stolen property is illegal. **Action:** This infraction may be considered for suspension, social probation, parent conference, referral to the Intervention Advisory Team. Complaint may be filed with EPD.

Reckless Endangerment

Expectation: While committing an infraction of school rules, a student who intentionally or unintentionally jeopardizes the safety or well-being of others, including pranks. **Action:** This infraction may be considered for student conference, parent conference, extended detention, suspension, social probation, referral to the Intervention Advisory Team.

Retaliation

Retaliation in any form against any person who has filed a complaint is forbidden. **Action:** 1st: 1-3 day suspension. 2nd: 3-10 day suspension, social probation, referral to the Intervention Advisory Team or Board of Education, complaint may be filed with EPD.

Robbery

Expectation: Students may not take property from another person by the use of force or by threatening the imminent use of force. **Action:** This infraction may be considered for financial restitution, parent conference, suspension and/or expulsion, social probation, referral to the Intervention Advisory Team. Complaint may be filed with EPD.

Serious Offenses

Serious or repeated violation(s) of school rules is considered gross disobedience and the infraction may be considered for referral for Clear and Present Danger (CPD), suspension, and/or 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 limited to, your suspension: 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, failure to follow adult directions, verbal abuse, and failure to identify oneself.

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, violates Board Policy (see [Board Policy Section 7 - Students 7:10; 7:180; 7:185; 7:190; 7:20](#)) 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 their gender identity 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: This infraction may be considered for suspension, student conference with parent notification, referral to a school social worker, social probation; additional, 2nd: may be considered for suspension, parent contact, referral to a school social worker, social probation, referral to the Intervention Advisory Team; **If physical contact is involved, depending upon the severity,** the following actions will be invoked: 1st: parent conference, may be considered for suspension, referral to the Intervention Advisory Team, a school social worker. 2nd: may be considered for suspension, parent conference. 3rd: may be considered for 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, or possible referral to the Intervention Advisory Team and/or expulsion.

Harassment of Students Prohibited - ETHS [Board Policy 7:20 Excerpt](#)

Sexual Harassment Prohibited

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

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
 - a. Substantially interfering with a student's educational environment;
 - b. Creating an intimidating, hostile, or offensive educational environment;
 - c. Depriving a student of educational aid, benefits, services, or treatment; or
 - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Making a Complaint; Enforcement

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Principal, Assistant Principals, Deans of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that a student was a victim of any prohibited conduct perpetrated by another student shall be referred to the Principal, Assistant Principal, or Dean of Students for appropriate action.

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. At least one of these individuals will be female, and at least one will be male.

Nondiscrimination Coordinator:

Toya Campbell
1600 Dodge Ave., Evanston, IL 60201
campbellt@eths.k12.il.us
847-424-7201

Complaint Managers:

Taya Kinzie
1600 Dodge Ave., Evanston, IL 60201
kinziet@eths.k12.il.us
847-424-7575

Marcus Campbell
1600 Dodge Ave., Evanston, IL 60204
campbellm@eths.k12.il.us
847-424-7043

The Superintendent shall use reasonable measures to inform staff members and students of this policy, such as, by including it in the appropriate handbooks.

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the behavior policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

Sexual Misconduct

Expectation: Sexual misconduct is prohibited while students are on school grounds, at school sponsored events, on school buses or other vehicles provided by ETHS, or anywhere where a sufficient nexus exists between the sexual misconduct and the school and causes or could reasonably be seen to cause a substantial disruption to school or an invasion of the rights of others. Examples of sexual misconduct include, but are not limited to, indecent exposure, prolonged kissing, fondling, sexual acts, and sexting. Displays of affection which are more than casual in nature are not allowed. Sexting, or the act of creating, sending, viewing, sharing, or forwarding or otherwise communicating sexually explicit texts, photographs or other images through electronic devices or other electronic media to communicate images of a sexual, explicit nature is strictly prohibited. Students who send, view, share, or forward, or otherwise communicate such images or have these images stored on their electronic devices or other electronic media may be subject to school discipline. In addition, the use of any photographic device is prohibited in all school restrooms and locker rooms.

Please be advised – Sexting of a minor is considered child pornography and is punishable by law. School personnel are required to report to law enforcement or child protective services whenever there is reason to believe that any student or other person is involved with child exploitation or child pornography. Students are encouraged to report such behavior. **Action:** This infraction may be considered for suspension, social probation, and/or referral to the Intervention Advisory Team and/or expulsion.

Smoking / Tobacco Use

Expectation: Illinois state law and ETHS policy prohibits any student or other person from using tobacco and smoking anywhere on school grounds—inside or outside the building. In addition, smoking paraphernalia, including electronic cigarettes (e-cigarettes), vaping devices (e.g. juuling), or similar devices are prohibited on school grounds. Tobacco products and smoking paraphernalia will be confiscated from students. **Action:** Parent notification, possible extended detention(s), may be considered for suspension for each offense, or possible social probation.

Theft

Expectation: Stealing public or private property is an act of gross misconduct. **Action:** 1st: This infraction may be considered for suspension, parent conference, financial restitution, social probation, referral to the Intervention Advisory Team, complaint may be filed with EPD. 2nd: may be considered for suspension, parent conference, complaint may be filed with EPD, financial restitution, social probation, referral to the Intervention Advisory Team or expulsion. Felony theft (over \$300) may lead to expulsion.

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: This infraction may be considered for suspension, extended detention(s), parent conference, social probation. 2nd: may be considered for 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:** This infraction may be considered for suspension, social probation, referral to the Intervention Advisory Team, 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 and a valid student ID in their possession. **Action:** Student conference, parent contact, detention, extended detention, social probation, may be considered for 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: Financial restitution and restoration, parent conference, may be considered for suspension, social probation. Complaint may be filed with EPD. 2nd: This infraction may be considered for suspension, social probation, referral to the Intervention Advisory Team and/or expulsion, financial restitution. 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:** This infraction may be considered for suspension, extended detention(s) and parent conference, social probation.

Weapons and Articles

General. Expectation: No weapons, firearms, ammunition, knives of any kind, tasers, or other dangerous instruments or articles of any kind are permitted on school property. **Action:** This infraction may be considered for suspension, confiscation of weapon or article (will not be returned and may be turned over to EPD), social probation, referral for Clear and Present Danger (CPD), referral to the Intervention Advisory Team and/or expulsion. Complaint filed with EPD. Possession of 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:** This infraction may be considered for suspension, confiscation of facsimile (will not be returned), social probation, referral to the Intervention Advisory Team and/or expulsion.

15: EXTRACURRICULAR CODE OF CONDUCT

Philosophy on Extracurricular Activities

At Evanston Township High School (ETHS), our goal is to inspire a lifelong passion for learning. We provide a variety of opportunities for learning in the classroom and beyond: through the arts, sports, and activities. Extracurricular activities are an integral part of many students' high school experience. Positive participation in activities helps to increase students' engagement in the school community. Extracurricular activities provide all students with opportunities to develop aspects of leadership, self-discipline, responsibility, teamwork, self-confidence, commitment, and student wellness; while pursuing an interest that may lead to a career or lifelong hobby. Extracurricular activities offer participants the opportunity to be leaders and role models on campus and in the community and enable participants to represent the school district in a positive manner.

Extracurricular Code of Conduct (ECC)

Evanston Township High School District 202 makes extracurricular activities available as an extension of the regular school program with this important difference: equitable participation in the regular curriculum is a right afforded to each student, while participation in the extracurricular program is a privilege that carries additional expectations for acceptable conduct.

Students participating in the extracurricular program at ETHS have a responsibility to lead through their example. Students engaging in extracurricular activities represent not only themselves, but also other students and the school district when performing, competing, or participating in extracurricular activities, and/or while wearing uniforms or other clothing that identifies the student in any setting as an ETHS student.

The Extracurricular Code of Conduct (ECC), articulated in *The Pilot: Student & Family Handbook* and governed by [Board Policy 6:190](#) Extracurricular and Co-Curricular Activities, sets out school district requirements in order to support safety and wellbeing of participants while promoting high standards of conduct, citizenship, and good decision-making. ETHS District 202 has the authority to restrict or revoke a student's participation in an extracurricular activity. ETHS District 202 also has the right to determine whether or not an entire team, club, group or program will represent the high school in competition or a performance.

Extracurricular Activities: General Provisions

What is an Extracurricular Activity?

- Any school district-sponsored, Illinois High School Association (IHSAA)-sanctioned, or campus-sponsored or related public performances, events, ceremonies, contests, demonstrations, celebrations, displays, club activities, athletics, whether on- or off-campus;
- Any elected offices and honors (such as student council and homecoming court);
- All national organizations (such as National Honor Society or DECA); or
- Any activity held in conjunction with another activity that is considered to be an extracurricular activity (such as a social gathering, meeting, practice, or fundraiser).

Tryouts/Auditions

Tryout procedures, requirements, and timelines for various extracurricular activities are determined by the individual coach/sponsor/advisor in partnership with District guidelines. Upon completion of the tryout process for the activity, the coach/sponsor/advisor will notify all participants of their membership status. The results of tryouts are final and cannot be appealed.

Jurisdiction

Who can participate in Extracurricular Activities? Any student enrolled to receive a grade 9-12 education through District 202 is able to participate in extracurricular activities at ETHS.

Who is subject to the Extracurricular Code of Conduct? Any student of District 202 who participates in one or more extracurricular activities that publicly represents ETHS is subject to the Extracurricular Code of Conduct. 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. Students are subject to the ECC from the time they are selected for, elected to, or otherwise join an extracurricular activity and continue to be subject to the ECC unless or until the student no longer participates in extracurricular activities and is no longer an ETHS student.

When does the Extracurricular Code of Conduct apply? The privilege of representing ETHS carries with it a greater responsibility to conduct oneself with respect and dignity, and to serve as a role model for all students. 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 the ECC are brought to their attention, the appropriate administrator will be notified and the administrator will take action. It is possible that a student who violates the Student Behavior Code in *The Pilot: Student & Family Handbook* will incur consequences

from both the appropriate school administrator and from their coach, sponsor, or advisor for the same particular violation. However, the standards of the Extracurricular Code of Conduct are independent of the Student Behavior Code, and therefore, it is also possible that a student participating in extracurricular activities could violate the individual extracurricular activities code of conduct and/or the Extracurricular Code of Conduct and be subject to discipline by a coach, sponsor or advisor without having violated the Student Behavior Code. ECC violations accumulate throughout a student's high school career at ETHS.

What are the requirements for IHSA athletics and activities? The Illinois High School Association (IHSA) requires that students must pass five (5) subjects from the previous semester to be eligible to participate, as well as complete passing work for at least five classes of high school per week of the current semester.

The Illinois High School Association (IHSA) regulates interscholastic athletics and various activities in the State of Illinois, including chess, journalism, music, scholastic bowl, and speech. In addition to the Extracurricular Code of Conduct and the Student Behavior Code, students who participate in IHSA-sanctioned sports and activities must have an understanding of the IHSA By-laws and Policies that govern interscholastic competition among IHSA member schools. In case of a conflict between the ECC, the Student Behavior Code, and the constitution and by-laws of the IHSA, the IHSA constitution and by-laws shall control for all IHSA-sanctioned sports and activities. The complete set of IHSA By-laws and Policies is available at: www.ihsa.org/AbouttheIHSA/ConstitutionBylawsPolicies.aspx

Guidelines

What are the Guidelines for Extracurricular Activity Participants?

Participants in extracurricular activities are representatives of the school district, and must conduct themselves in a manner that reflects positively on the school district at all times. Specifically, they must:

- Have a parent/guardian consent in Home Access Center allowing participation in extracurricular activities and/or sports;
- Comply with all Illinois High School Association (IHSA) by-laws, policies and eligibility requirements to be considered eligible to perform, compete, and/or represent ETHS in any IHSA-sanctioned sport or activity;
- Academic studies come first. Students must access all available school academic supports and well-being supports to demonstrate their effort toward maintaining a 2.0 GPA benchmark while participating and/or representing ETHS in any extracurricular activity. Students earning below a 2.0 GPA from the previous semester will be placed on an academic watch list and be required to attend academic supports for the entire semester. Any student determined ineligible from weekly grade checks is required to follow the academic support program;
- Maintain strong school and class attendance. Provide advance notice to the coach or sponsor of an activity if they are unable to attend a game, practice, meeting, performance, and/or other scheduled event related to the extracurricular activity.
- Abide by the Student Dress Code as well as any activity-specific uniform/attire standards, as long as these standards abide by Board Policy 7:10 and allow activity participants to wear gender-neutral attire and religious/cultural attire without fear of discipline, body shaming, or discrimination subject to the requirements of the specific activities.
- Comply with all Board Policy as well as school rules identified in the *The Pilot: Student & Family Handbook*, including those related to random drug, alcohol and steroid testing, if applicable;
- Comply with all rules and guidelines in the ECC and any additional rules established by a coach or sponsor for a specific extracurricular activity; and
- Comply with and adhere to the behavioral standards identified in the *The Pilot: Student & Family Handbook*.

Absences and Participation in Activities

If a student has unexcused absences for five (5) periods or more on the day of an activity, the student will be ineligible to participate in an extracurricular activity that day/night. If a student has unexcused absences for five (5) periods or more the Friday before a weekend event, the student will be ineligible for any weekend activities, performances or competitions. The Assistant Superintendent/Principal may waive this policy as appropriate. Excessive unexcused absences may result in suspension or dismissal from the activity/organization. Such decisions shall be made in consultation with the Assistant Superintendent/Principal.

Students with injuries will be allowed to attend any practice, performance, game, or other event relating to the activity/organization and allowed to participate only to the extent authorized by written order of the student's health care provider.

Students placed in in-school suspension or out-of-school suspension, are not allowed to attend any practice, performance, game or any other extracurricular activities on or during the day(s) of suspension.

Travel

Students who have the opportunity to travel in connection with an ETHS extracurricular activity/organization are representatives of the District and must exhibit exemplary behavior at all times. Student participants are expected to travel to and from all extracurricular events with their extracurricular team, club or group by school-approved means of transportation. Exceptions will not be routinely granted, but are reserved for exceptional circumstances and unforeseeable emergencies. A student will only be released to a parent/guardian, and only after completion of a travel release form obtained from the coach/sponsor, which must be submitted at least 24 hours in advance except in emergency situations.

Exceptions will not be granted for convenience. Violations of this rule may subject students to disciplinary actions up to and including removal from the team, group, or activity.

Equipment

Students are expected to properly store, clean, and maintain all school-issued equipment and return this equipment at the end of the season or school year, as directed by the coach/sponsor/advisor. Exceptions would be for musical instruments loaned over the summer. Any school-issued equipment is for the student's use while participating in a school-related activity/organization. Students who lose or damage school-issued equipment or fail to return equipment as directed will be required to pay for the cost of replacement. Individually owned equipment is the sole responsibility of the student; ETHS will not be responsible for any loss or damage that occurs to student-owned equipment.

Uniforms

If uniforms are required for an activity/organization, student participants must ensure that the uniform is worn only at appropriate times and is neat and clean for the practice, performance, competition, or game/tournament. NOTE: A fee for the maintenance, dry cleaning, or laundering of the uniform may be collected.

Fundraising

Students may be expected to raise funds for team or organization activities. Students may not raise money or solicit funds without prior approval. Advisors, coaches, sponsors, and teachers must follow the [Fundraising Request process](#) listed on the Staff Hub for approval of fundraising activities. Students engaged in fundraising activities are expected to promptly turn in all money received and may be required to reimburse the organization or team for any fundraising money lost or otherwise unaccounted for while in their possession. Students who fail to turn in all fundraising money in a timely fashion or retain money that does not belong to them may be subjected to disciplinary actions up to and including removal from the team or organization.

Prohibited Conduct

What Conduct is Prohibited for Extracurricular Activity Participants?

Violations:

- Engaging in conduct prohibited by the Student Behavior Code in *The Pilot* that results in a three-day out of school suspension or expulsion;
- Engaging in hazing, bullying, harassment, sexual harassment, or sexual misconduct as defined by [Board Policy Section 7 - Students 7:10: 7:180; 7:185; 7:20](#) and the Student Behavior Code listed in *The Pilot*;
- Buying, selling, giving, delivering, using, possessing, or being under the influence of tobacco, alcohol, cannabis, a controlled substance (without a proper prescription), or other mood-altering chemicals, or abuse of prescription or non-prescription drugs at any time and regardless of whether the student is on school property or at a school-related activity, as outlined in *The Pilot*;
- Attending a gathering or riding in a vehicle where there is a verified report of drinking or drug use or open alcohol;
- Maintaining or being identified on a website or blog that depicts behavior that is illegal or is sexual in nature;
- Sending, transmitting, or posting images or other material that is related to illegal or sexual activity;
- Engaging in any criminal offense; and,
- Engaging in acts of gross unsportsmanlike conduct as a participant or spectator, including the use of hate speech or other offensive language, cheating, or taunting other participants.

Consequences

Facts, circumstances, and disciplinary measures are analyzed on a case by-case basis. The ECC provides a minimum standard of conduct and guidance when addressing certain behaviors. The consequences listed below will be applied to most violations. However, in cases of severe violations of the Code, consequences in excess of those listed below, including removal from the activity, may be applied.

- A student in violation of the Code will face consequences for all extracurricular activities in which they are involved.
- A student in violation of the Code must complete the entire length of their activity in order for the consequences to be considered fulfilled.
- If a violation occurs too late in the activity season for a suspension to be served, the suspension will carry over into the next season in which the student in violation of the Code participates.
- If a violation occurs too late in the school year for a suspension to be served, the suspension will carry over into the following year.
- Code violations may also result in loss of privileges in celebratory functions, recognition dinners, and/or awards.

- A student in violation of the Code may lose any leadership position, including any team captain positions, any elected, selected or appointed position in Student Activities; and any appointed leadership position in Performing Arts. This position may be lost for the length of that season or school year as a result of a Code violation.

EXCEPTION — PUBLIC PERFORMANCES: A student who is ineligible to participate in an extracurricular activity, but who is enrolled in a state-approved course that requires demonstration of the mastery of the essential knowledge and skills in a public performance, may participate in the performance only if 1) the general public is invited; and, 2) the requirement that the student participate in public is stated in the essential knowledge and skills of the course. For the purposes of this document, any events that meet the above exception will be designated as co-curricular and this Code of Conduct will not apply.

ATHLETICS AND COMPETITIVE ACTIVITIES

First Offense: A student in violation of the Code is required to successfully complete a school-based intervention program appropriate to the violation. In addition, the student is suspended for five (5) consecutive days of the activity, including practices, contests, and performances occurring during this five-day period. In addition, if there is no contest or performance during this five-day suspension period, then the student in violation of the Code will also be suspended from the next contest or performance. If a student in violation of the Code is unable to participate in their activity for any reason (e.g., academic ineligibility, injury), the suspension will not be in effect until the student becomes eligible to participate again.

If the violation occurs prior to the start of the season, the student in violation of the Code will be permitted to 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 student in violation of the Code chooses not to complete the school-based intervention program offered to them, the consequence is doubled to a ten-day (10) suspension from the activity.

Second Offense: A student in violation of the Code is suspended for a maximum of 1/3 (one-third) of all contests and performances for the activity season, and is required to successfully complete the school-based intervention program appropriate to the violation. During the suspension, attendance or participation at practice/rehearsal is mandatory. If the student in violation of the Code chooses not to complete the school-based intervention program offered to them, the consequence is doubled, not to exceed a maximum suspension of 2/3 (two-thirds) of all contests and performances for the activity season.

Third Offense: A student in violation of the Code is suspended from all activities for one calendar year and is required to successfully complete the school-based intervention program appropriate to the violation.

Fourth offense: A student in violation of the Code is no longer eligible to participate in any athletic or competitive activities for the remainder of their high school career.

PERFORMING ARTS

First Offense: Year-long/seasonal performance groups and activities: A student in violation of the Code is required to successfully complete a school-based intervention program appropriate to the violation. In addition, the student is suspended for five (5) consecutive days of the activity, including rehearsals and performances occurring during this five-day period. If the student in violation of the Code chooses not to complete the school-based intervention program offered to them, the consequence is doubled to a ten-day (10) suspension from the activity. Performances (i.e. YAMO, winter musical): If the violation occurs during the last two weeks of rehearsal or during performances, the student in violation of the Code will be allowed to rehearse and perform for the current activity/production, but is suspended from participating in the next equivalent activity or production as determined by the sponsor and administrator.

Second Offense: Year-long/seasonal performance groups and activities: A student in violation of the Code is suspended for a maximum of 1/3 (one-third) of the participant's season and is required to successfully complete the school-based intervention program appropriate to the violation. If the student in violation of the Code chooses not to complete the school-based intervention program offered to them, the consequence is doubled, not to exceed a maximum suspension of 2/3 (two-thirds) of all contests and performances for the activity season. During the suspension, attendance or participation at rehearsal is mandatory. Performances: (i.e. YAMO, winter musical): a student in violation of the Code, regardless of when the violation occurs, is suspended from rehearsing and performing. Attendance or participation at rehearsal during the suspension is mandatory.

Third Offense: Loss of privilege of participation in all performing arts activities for the remainder of high school career.

STUDENT GOVERNMENT, ACTIVITIES, CLUBS, ORGANIZATIONS, AND OTHER AFFILIATIONS

First Offense: A student in violation of the Code may be removed from their titled position and suspended from participation in their club, activity, or organization for up to 25% of the school year or up to 25% of seasonal activities. In cases of severe violations of the Code, students may be suspended from the club, activity or organization in excess of 25% and/or removed from the club. During suspension, the student in violation of the Code may not attend club meetings, events, or competitions.

Second Offense: A second violation in the same school year or subsequent years may result in removal from a titled position and suspension from the club, activity or organization for up to 50% of the school year or up to 50% of seasonal activities. During the suspension, students may not attend club meetings, events or competitions.

Third Offense: Loss of privilege of participation in the student government, clubs, activities or organizations for the remainder of high school career.

Senior Code Violation

If the student in violation of the Code is a senior, commits a code violation outside of school, and they have completed their extracurricular activity season, they will be given a choice of either successfully completing a school-based intervention program appropriate to the infraction or be ineligible to participate in prom.

If the lateness of the infraction does not allow time to complete a school-based intervention, the student may be ineligible to participate in prom.

Self-Reporting

If a participant has no prior Extracurricular Activity Code violations, the participant's voluntary admission of alcohol or drug use to a school administrator will not result in a suspension from participation in extracurriculars, 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.

Procedures

Who Determines that a Violation of the ECC has Occurred? The Dean or appropriate school official will determine whether a violation of the ECC has occurred and will assess the appropriate consequence.

How will Consequences be Assessed for Different Violations of the ECC? Consequences for violating the ECC are assessed based on the severity of the violation. Prior ECC violations will also be considered.

Is a Student Entitled to Participate in Extracurricular Activities? No. Participation in extracurricular activities is a privilege, not a right. As such, a student's participation may be revoked at the District's discretion.

How will Students and Parents be Notified that a Violation of the ECC has Occurred? Students, parents and guardians will be notified of all violations that result in suspension from participation in extracurricular activities. A school official will meet with the student. At this time, the school official will inform the student that a violation of the ECC has occurred, discuss with them the applicable consequences, and give the student an opportunity to respond to the allegations. The school official will then contact the student's parent via telephone, email, or face-to-face conference to inform them that a violation of the ECC has occurred, discuss with them the applicable consequences, and inform them of next steps.

What if a Student or Parent Does Not Agree with the Decision? If a student or their parent/guardian is not satisfied with the decision, they may request that the Assistant Superintendent/Principal or their designee, review the matter on appeal. The written request must be made within three (3) school days of being informed of the decision. If no written request to appeal is received within the three (3) school days, Evanston Township High School District 202 will deem the decision final and will implement any recommendations or corrective actions.

To appeal a decision, a student or their parent/guardian may submit an email to the Assistant Superintendent/Principal at principal@eths.k12.il.us within three (3) school days of receiving the decision and provide the following information:

- Student name and ID number;
- A brief explanation of the decision provided by the Dean or school official;
- Reason for appealing this decision;
- Any special circumstances related to the situation that should be considered during the appeal; and
- Possible solution(s)/desired outcome you would like to see for the issue.

Appeals by student and/or parents/guardians shall be reviewed by the Assistant Superintendent/Principal or their designee, who will review all materials generated through the investigation, and who will provide a recommendation to sustain or deny the appeal. Decisions of the Assistant Superintendent/Principal are final and cannot be appealed.

16: STUDENT DISCIPLINE CODE

DISCIPLINARY ACTION DEFINITIONS

- **Community Service.** Students are assigned to a specific location/agency to work for a predetermined number of hours.
- **Detention.** A 30-minute assignment to a supervised area before or after school or during a lunch period.
- **Detention Lunch.** Assignment to a supervised lunch with a staff member.
- **Detention Probation.** May include exclusion from participation and/or attendance at any extracurricular activity/event or field trip that isn't academically required/related.
- **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 a Monday afternoon (2:20-4:20pm), a Wednesday or Thursday afternoon (3:45-5:45pm), or a Saturday morning (8:30-10:30am). You are expected to bring appropriate study assignments with you. Failure to serve extended detentions may result in detention probation and/or suspension.
- **Extracurricular Activity Suspension.** Per the Extracurricular Code of Conduct, students are suspended from practice, rehearsals, contests, and/or performances. In addition to these consequences, students are also subject to school discipline as stated in *The Pilot*.

- **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.
- **Parent Conference.** A conference about behavior with an administrator, parent or guardian, and possibly the student.
- **Reprimand.** Verbal warning to students.
- **Restricted Study.** Supervised assignments by ETHS personnel, served during school hours in assigned locations.
- **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 campus immediately at the end of the school day.
- **Suspension.** Supervised assignment to the Alternative Learning Center. You are expected to make up work missed while on suspension. You may not practice or participate in athletics/extracurricular activities during this suspension. Class work missed during suspension is to be made up for credit. **Suspension.** Restriction from school, school-related activities and all school property. Class work missed on suspension is to be made up for credit. **Students are allowed up to two days for every day on suspension to make up their work.** You may not practice or participate in athletics/extracurricular activities during this suspension.

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.

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.
- **Community Service.** An alternative to reduce the number of suspension days. The dean will assign the student to a specific location/agency to work for a predetermined number of hours.
- **Extended Detention.** An assignment to a supervised area on a Monday afternoon (2:20-4:20pm), a Wednesday or Thursday afternoon (3:45-5:45pm), or a Saturday morning (8:30-10:30am). You are expected to bring appropriate study assignments with you. Failure to serve extended detentions may result in detention probation and/or suspension.
- **Intervention plan.** An intervention plan will be created as a result of an assessment of a student's behavioral concerns and/or behavioral patterns. This plan will be created via a multi-disciplinary team in conjunction with the student and the student's parent/guardian(s). The intervention plan will include identification of current and previous strengths, specific concerns that impede educational progress, multi-tiered systems of support and interventions, goals, and progress monitoring. This plan may include a variety of actions, including alternative to suspensions, restorative justice practices, IAT, Student Services Team (SST) meeting, and classroom or school-wide supports.
- **Peer Conference.** A program that provides 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.
- **Students Understanding Impact Program (SUI).** An alternative that can be used to reduce or eliminate the number of suspension days. This program offers you an appropriate substance use intervention to meet your specific needs. Parent/guardian participation is required.
- **Student Empowerment Program (SEP) - Orange/Blue.** An alternative that can be used to reduce or eliminate the number of suspension days. The program focuses on addressing the needs of all student participants. Students engage in a holistic approach to learn strategies that support their academic and social-emotional success.

STUDENT SUSPENSION PROCEDURES

The Superintendent, Assistant Superintendent/Principal, Associate Principals, or the Deans may suspend you from school, the school bus, and all school functions for a period not to exceed ten (10) school days if you are guilty of gross disobedience or misconduct. You are responsible for securing assignments from your teachers and will be allowed two days for every day of suspension to complete your coursework. You and/or your parent/guardian are due the following procedural protections:

Suspensions, including those from the school bus, will be administered in the following manner:

Out-of-school suspension of three (3) days or less will only be used if a student's continuing presence in school poses a threat to school safety or a disruption to another student's/other students' learning opportunities. A "threat to school safety or a disruption to another student's/ other students' learning opportunities" will be determined on a case-by-case basis by school officials. School officials will make all reasonable efforts to resolve such threats and address such disruptions without imposing suspension and to minimize the length of student exclusions to the greatest extent possible.

Out-of-school suspensions for four (4) days will only be used if other appropriate and available behavioral and disciplinary interventions have been

exhausted and the student's continuing presence in school would either: (i) pose a threat to the safety of another student/other students, staff, or a member/members of the school community, or (ii) substantially disrupt, impede, or interfere with the operation of the school. A "threat to the safety of another student/other students, staff, or a member/members of the school community" and "substantially disrupt, impede, or interfere with the operation of the school" will be made by school officials. The determination of whether "appropriate and available behavioral and disciplinary interventions have been exhausted" will be made by school officials. School officials will make all reasonable efforts to resolve such threats and address such disruptions without imposing suspension and to minimize the length of student exclusions to the greatest extent practicable. The school will document whether other interventions were attempted or whether it was determined that there were no other appropriate and available interventions.

Students who are suspended out-of-school for longer than four (4) days will be provided appropriate and available support services during the period of their suspension, and the same requirements set forth above for four (4) day suspensions will be applied. "Appropriate and available support services" will be determined by school officials, who will document whether such services are provided and whether it is determined that there are no such appropriate and available services.

- Prior to suspension, you shall be provided oral or written notice of the charges. If you contest the charges, you shall be given an opportunity to present your version of the incident in an informal meeting with administration before the suspension decision is made.
- Hearing will not be provided and you may be immediately suspended if your presence poses a continuing danger to persons or property, or an ongoing threat of disruption to the educational process. In such cases, the process in the following paragraphs will be immediately followed instead.
- Prior to suspension, the student's parent or guardian will be provided a written notice which will state the reason(s) for the suspension, including any school rule that was violated, and a notice to the parent(s)/guardian(s) of their right to a review of the suspension (See "[ETHS Discipline Review/Appeal Process](#)" chart). A copy of the notice shall be given to the Superintendent and the Associate Principal for Student Services.
- Upon the request of the parent(s) or guardian(s), within five (5) calendar days of receipt of a suspension notice.
- A Step 4 appeal hearing as outlined in the [ETHS Discipline Review/Appeal Process](#) chart shall be conducted to review the suspension. At the hearing, your parent or guardian may appear and discuss the suspension with the Board of Education or appointed hearing officer and may be represented by counsel. Witnesses may be presented and cross-examined at the appeal hearing, and any other relevant evidence may be presented. The Board of Education may appoint a school administrator who is not involved in issuing the suspension to act as 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. The Board will provide the parents or guardians a written decision that includes: (1) the specific act of gross disobedience or misconduct that results in the suspension; (2) a rationale as to the duration of the suspension; (3) for suspensions of greater than 3 days, whether it was determined that no other appropriate interventions were available; and (4) for suspensions of greater than 4 days, whether appropriate and available support services were provided during the suspension or whether no appropriate services were available.
- ETHS will facilitate the re-engagement of students who are suspended out-of-school.
- Suspended students, including those suspended from the school bus who do not have alternate transportation to school, will be given the opportunity to make up work for equivalent academic credit. It is the responsibility of the student's parents or guardians to notify school officials that a student suspended from the school bus does not have alternate transportation to school.

STUDENT EXPULSION PROCEDURES

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

- In order to expel a student, including from the school bus and school property, school officials must find that the student's continuing presence in school poses a threat to the safety of another student/other students, staff, or a member/members of the school community or would substantially disrupt, impede, or interfere with the operation of the school, as those terms are discussed in the suspension section, above. School officials will take reasonable steps to resolve such threats and address such disruptions without imposing expulsion and to minimize the length of any removal from school. Moreover, school officials will make the determination that other appropriate and available behavioral and disciplinary measures have been exhausted, as those terms are discussed in the suspension section, above.
- Expulsion shall take place only after the student's parent or guardian has been provided with written notice of the charges and the parent or guardian has 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, they 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 parent/guardian may be represented by counsel, present witnesses, 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.
- If the Board acts to expel the student, the written decision will detail the specific reasons why removing the student from the learning environment is in the best interest of the school and will be submitted to the parents. The expulsion decision will also include a rationale as to the specific duration of the expulsion. The Board may refer students who are expelled to appropriate and available support services.
- ETHS will facilitate the re-engagement of students who are expelled.

PROCESS FOR APPEALS/DUE-PROCESS

<u>ETHS DISCIPLINE REVIEW / APPEAL PROCESS</u>			
STEP 1:	STEP 2:	STEP 3:	STEP 4:
For a determination regarding a behavioral issue. Contact: Grade Level Dean 847-424-7900	For a review of a Step 1 Determination. Contact: Associate Principal for Educational Services 847-424-7700	For a review of a Step 2 decision. Contact: Assistant Superintendent/Principal 847-424-7043	Appeal hearing conducted by Board of Education or appointed Hearing Officer. Contact: Assistant Superintendent/Principal 847-424-7043

Individual students and student groups may seek a review of the disciplinary decisions made by the Administration. To seek the review of Administration’s decision (Step 2 or 3 of the [ETHS Discipline Review/Appeal Process](#) chart), you or your parent/guardian should first contact the AP for Educational Services, describe the problem, and request a review meeting at which witnesses and contributors of evidence may be present. Your parent or guardian is encouraged to attend the meeting. A decision will be reached soon after the review meeting 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 parent or guardian wishes to appeal the Step 3 administrative decision as outlined in the [ETHS Discipline Review/Appeal Process](#) chart, they should contact the Assistant Superintendent/Principal to schedule an appeal hearing with the Board of Education (Step 4). Your parent or guardian may also request a direct appeal of a suspension to the Board of Education (Step 4) at any step in the process. Requests for a Board of Education hearing must be made within five (5) business days of the date indicated on the suspension notification or Step 2/3 determination letter.

17. NOTICES TO PARENTS/GUARDIANS & STUDENTS

ASBESTOS INSPECTION & 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, and subsequent inspections every 6 months, 3 year plan was completed and submitted on January 23-24, 2015. Documents pertaining to the Management Plan and subsequent inspections are available for review by all members of the community. Contact Jose Guerrero, Director of Capital Improvements at 847-424-7308, for more information.

COMPLAINT POLICY

A student, parent/guardian, employee, or community member should notify any District Complaint Manager (Taya Kinzie, Associate Principal for Student Services, Title IX Coordinator, and McKinney-Vento Liaison for Families in Temporary Living Situations, 847-424-7575; Marcus Campbell, Assistant Superintendent/Principal, 847-424-7043) if that person believes the Board of Education, its employees, or agents have violated their rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding any one of the following:

1. Title II of the Americans with Disabilities Act;
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.;
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.;
6. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
7. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
8. Curriculum, instructional materials, and/or programs;
9. Victims’ Economic Security and Safety Act, 820 ILCS 180;
10. Illinois Equal Pay Act of 2003, 820 ILCS 112;
11. Provision of services to homeless students;
12. Illinois Whistleblower Act, 740 ILCS 174/.
13. Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/ and Titles I and II of the Genetic Information

Nondiscrimination Act (GINA), 42 U.S.C. §2000ff et seq.) /
For more information, refer to Board Policy 2:260 on the ETHS website (www.eths.k12.il.us).

Integrated Pest Management

Evanston Township High School District 202 is committed to having Integrated Pest Management (IPM) practices in place that use reduced risk pest control methods with a preference for non-chemical control measures. Our IPM was developed under existing Board Policy 4:160, Environmental Quality of Buildings and Grounds, and operates in accordance to state law under the guidance provided by the Illinois Department of Public Health.

Those who are interested may opt-in to receive written email notification 48-hours prior to the application of any chemical pest control materials (herbicides/pesticides) on school grounds/fields. Chemical pest control materials are not applied to the interior of ETHS. If there is an immediate threat to health or property that requires treatment before notification can be sent out, those who opt-in will receive notification as soon as practical.

To opt-in to receive chemical pest control notifications subject to the notification requirements, complete the following form:

[Pest Control Treatment Notification Request Form](#)

Notification is valid for one school year only. Please opt-in at the beginning of each school year for continued notification.

Harmonized Materials Standards safety information is available upon request by contacting the ETHS Director of Capital Improvements at 847-424-7308.

NOTICE TO PARENTS/GUARDIANS & STUDENTS OF THEIR RIGHTS CONCERNING A STUDENT'S SCHOOL RECORDS

Evanston Township High School's Official Records Custodian:

Taya Kinzie, Associate Principal for Student Services, Custodian of Records – Room E125: (847) 424-7575 [Student Records web page](#)

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

Access and Rights to Records. ETHS follows rules, including those set by state and federal law, for the access and release of records. Information in student records is considered private. Unless a parent/guardian gives written permission, the records may be used only by educational officials and those who demonstrate legal or medical reasons for using the records. See [Student Records web page](#) section for more details on student and parent rights concerning a student's school records, or contact the Associate Principal for Student Services.

NON-DISCRIMINATION POLICY

Evanston Township High School District 202 does not discriminate on the basis of age, race, color, national origin, ancestry, religious beliefs, creed, size, sex, sexual orientation, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy, in its educational programs or employment policies as required by the Illinois School Code. The non-discrimination policy applies to students' access to courses and programs, athletics and physical education, guidance and counseling, financial assistance, remuneration, and other matters related to student personnel. Inquiries regarding compliance with Illinois School Code or Section 504 should be directed to Taya Kinzie, Associate Principal for Student Services, Title IX Coordinator, and McKinney-Vento Liaison for Families in Temporary Living Situations, at 847-424-7575.

POLICY ON CONVICTED CHILD SEX OFFENDERS

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under age 18 are present, unless the offender is a parent/guardian, and then only under certain prescribed circumstances. In all cases, the Superintendent or designee will supervise a child sex offender whenever the offender is within a child's presence. If a student is a sex offender, school officials will develop guidelines for managing the student's presence in school. For more information, contact Matthew Driscoll, Safety Director, at 847-424-7510.

18: Parent & Family Involvement Opportunities at ETHS

Evanston Black Advocacy Network (E-BAN). E-BAN is a network of ETHS parents, staff, and community members who work to promote the academic achievement and well-being of black students at ETHS. E-BAN serves as forum for sharing resources, expertise and experiences with families related to the education and personal development of black students. The network also seeks to build connections between ETHS and the black community in order to better serve families as they navigate students through four years of high school. For more information, contact E-BAN at eban@eths.k12.il.us

ETHS Parents Engaged. Parents Engaged fosters communication among parents, students, administrators, educators, and the community to promote the education and well-being of all ETHS students. Members believe when schools and families work together to support learning, everyone benefits. All parents and guardians of current ETHS students are members and are encouraged to stay in touch with other parents by

subscribing to the Parents Engaged email list: ETHSParentsEngaged-subscribe@yahoogroups.com. For more information, visit www.ETHSParentsEngaged.com.

Boosters Club. The purpose of the ETHS Boosters is to encourage and promote all extracurricular activities at ETHS. It is one of the few Booster clubs in the Central Suburban League that supports music, fine arts, and after-school clubs in addition to sports. The Boosters raise money through membership fees and donations, Concession and Spirit Wear sales, and an Annual Benefit. All ETHS families, students, teachers and staff members are invited to join the Boosters. Members receive free admission to all home football and basketball games, and to select student concerts, with the Booster Membership card. Visit www.ethsboosters.org to join, donate, volunteer or learn more about the Boosters!

Latino Advisory Committee. The Latino Advisory Committee supports and advocates for the Latino community in Evanston Township High School (ETHS) District 202 in matters relative to the learning environment and the educational needs of students. The Committee supports and sponsors projects and initiatives to resolve problems and positively impact the learning environment and the academic results for students. It is a space for parents/guardians to learn how to navigate through the school system and to acquire new skills to empower Latino members and the Latino Community. ETHS students, parents/guardians and staff, and District 202 community members are invited to be part of this committee. Meetings are held in Spanish with English interpreting. For more information, contact the Latino Liaison Office at 847-424-7166.

Comité Asesor Latino. *El Comité Asesor Latino apoya y aboga por la comunidad latina en la Escuela Preparatoria del Municipio de Evanston (ETHS por sus siglas en inglés) Distrito 202, en materias o asuntos relacionados con el entorno de aprendizaje y las necesidades educativas de los estudiantes. El comité apoya y patrocina proyectos e iniciativas de educación, información y liderazgo para los miembros de la comunidad Latina en ETHS y en general. Este también es un espacio para los padres/tutores para aprender a navegar el sistema escolar y adquirir nuevas habilidades para fortalecer a sus miembros, así como a la comunidad latina en su conjunto. Se invita a estudiantes, padres/tutores legales, y personal de ETHS así como a miembros de la comunidad del Distrito 202 a ser parte de este comité. Las reuniones se llevan a cabo en español con interpretación en inglés si fuera necesaria. Para más información, llamar a la Oficina del Enlace Latino e Idiomas de Minorías al 847-424-7166, o contactar en persona en el Centro de Bienvenida (E112),*

Parent Ambassadors. The Parent Ambassador program was established to help transform parent involvement and position parents (and other adult family members, such as grandparents, etc.) as “ambassadors” for Evanston Township High School. Parent Ambassadors help support prospective, incoming, new and current parents and families at scheduled events throughout the school year and as available during the summer months. Parents, guardians, and adult family members who are significant in the lives of current ETHS students in grades 9-12 are invited to become Parent Ambassadors. For more information on the Parent Ambassador program or to connect with a current Parent Ambassador, send an email to parentambassadors@eths.k12.il.us or visit the [Parent Ambassador web page](#).

EVANSTON TOWNSHIP HIGH SCHOOL

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For online information about
Evanston Township High School,
please visit our website: www.eths.k12.il.us