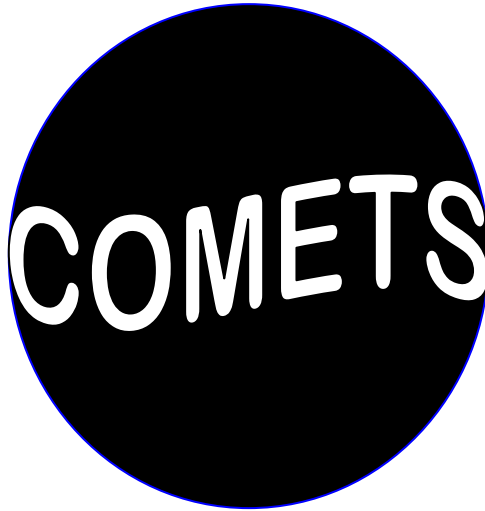


CENTRAL HIGH SCHOOL
HOME OF THE



PRINCIPAL: Mr. Martin D. Felesena
DEAN: Mr. James Harkins

ADDRESS: 1134 E. 3100 N. RD.
CLIFTON, IL 60927

PHONE: 815-694-2321
FAX: 815-694-2709
ONLINE: www.cusd4.org

This 2011-2012 Comet Agenda Belongs to:

Name: _____

MESSAGE FROM THE PRINCIPAL
Mr. Martin D. Felesena



Dear Students and Parents,

On behalf of the Central High School faculty and staff, it is a pleasure to welcome you to the 2011-2012 school year.

This handbook contains information about our school and the policies and procedures under which it operates. Please take the time to read through it carefully. If you have any questions, please give us a call and we will find answers for you.

From time to time changes or additions to the contents of this book may need to be made. If that becomes necessary, they will be communicated in the CHS morning announcements, CHS newsletters, and on the CHS website.

We believe in our school and our community. We have a tradition of providing an excellent academic program and a diversified co-curricular program. Each and every student can be successful at CHS.

We urge you, parents, to be involved with your student's high school experience. Parental support is extremely important. This is a wonderful time in your son or daughter's life. The time goes by very quickly. Enjoy this experience with them.

Students, the education you receive at Central High School will provide the foundation for the rest of your life. Our staff will do everything they can to help you maximize your potential, but in the end it is up to you. You are the one who must attend school regularly and do your work to the best of your ability every day.

If we all work together 2011-2012 will be one of the best years ever at CHS and will add another chapter of Pride, Tradition and Excellence.

GO COMETS

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REGULAR SCHEDULE

<u>PERIOD</u>	<u>CLASS TIME</u>	<u>TOTAL MINUTES</u>
1 & 5	8:15 – 9:45	90 minutes
2 & 6	9:50 – 11:15	85 minutes
3 & 7	11:20 – 11:50 (1 st Lunch)	30 minutes
(Class)	11:55 – 1:25	90 minutes
	12:10 – 12:40 (2 nd Lunch)	30 minutes
(Class)	11:20 – 12:05 & 12:45 - 1:25	85 minutes
	12:55 – 1:25 (3 rd Lunch)	30 minutes
(Class)	11:20 – 12:50	90 minutes
4 & 8	1:30 – 2:55	85 minutes
Homeroom	3:00 – 3:20	20 minutes

SCHEDULE FOR S.I.P. DAYS

<u>PERIOD</u>	<u>A-DAY</u>	<u>PERIOD</u>	<u>B-DAY</u>
1	8:15 - 9:00	5	8:15 - 9:00
4	9:05 - 9:50	8	9:05 - 9:50
3	9:55 - 10:40	7	9:55 - 10:40
2	10:45 - 11:45	6	10:45 - 11:45

- Career Center students will dismiss at 9:50 a.m. at the end of 4th or 8th hour – not earlier.
- Career Center students will attend the Career Center during the normal time.
- Career Center students may drive to school on these days. Student lunches will not be served on these days.

CENTRAL HIGH SCHOOL

**CENTRAL HIGH SCHOOL STAFF
2011-2012**



MISSION STATEMENT

Our mission is to create a dynamic environment that meets diverse needs, creates productive citizens, and promotes lifelong learning.

BOARD OF EDUCATION

David Hansen	President
Debbie Peters	Vice-President
Renee Byarley	Secretary
Debra Caspary	Member
Karie L. Frake	Member
Sarah Shoven	Member
Paul Swanson	Member

ADMINISTRATION

Tonya Evans	Superintendent
Martin D. Felesena	Principal
James Harkins	Dean of Students
Dawn Adair	Director for Student Support Services

GUIDANCE

Beth Reiger	School Social Worker
Debra Krones	Career Guidance
Pamela Smith	Director of Guidance

OFFICE STAFF

Diane Behrends	Principal's Secretary
Carl Granzow	Technology Coordinator
Cindy Seibring	Transportation Director
Cheryl Weber	Guidance Secretary

ATHLETICS

Jeff Fenton	Athletic Director
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SUPPORT STAFF

Maureen Ducat	Kitchen
Rolland Smith	Food Service Director
Angel Glenn	Kitchen
Paul Knight	Custodian
Carla Massey	Kitchen
Shirley Langley	Custodian
Tina Potts	Kitchen
Linda Pyzdrowski	Kitchen
Bill Scharlau	Head Custodian
Sue Sertich	Kitchen
Diane Siebring	Kitchen

FACULTY AND ASSISTANTS

Andra Adams	Accounting/Physical Education
Kaelyn Bess	Specialist
Bill Bretzman	Agriculture / Industrial Technology
Cindy Boudreau	Specialist Assistant
Brock Casey	Driver Education / Physical Education
Ashley Clifton	English
Carol Davidson	Mathematics
Dan Denton	Driver Education / Physical Education
Jackie Lehmkuhl	Family And Consumer Science
Patty Gray	Psychologist
Joseph Haney	Mathematics
Connie Hitchens	Library Director
Joyce Huffines	Transportation Assistant
Martin Kohn	Instrumental Music
Aimee Koronowski	Speech / Language Assistant
Victoria Krones	Mathematics
Denise Kuffel	Specialist Assistant
David Ladehoff	Chemistry
Susan Lambert	Specialist
Jessica Meyer	English
Brenda Mingee	Specialist
Eva McGill	Health / Driver's Education
April Peters	Speech Pathologist
Marla Reichert	Specialist
Beronica Sanchez	Spanish
Toni Saso	Agriculture / Industrial Technology
Gail Scoggan	Business & Computers
Brad Senffner	Vocal Music / Music
Josh Sertich	English
Nicole Shifflet	Art/Biology
Brian Spooner	Science
Rebecca Swigert	Social Sciences
Kerry Weaver	Librarian
Sandy Wilken	Family And Consumer Science
Travis Williams	Social Science

School Calendar 2011-2012

August

- 18 No School (T/I)
- 19 No School (T/I)
- 22 First Day of School
(Early Dismissal- 10:30 a.m.)

September

- 05 No School (Labor Day)
- 14 Open House -6:00 p.m.
- 16 S.I.P. Day
(Early Dismissal – 11:45 a.m.)
- 26 Progress Reports

October

- 07 No School – Co. Institute
- 07 Homecoming
- 08 Homecoming Dance -7:00 p.m.
- 10 No School (Columbus Day)
- 21 End of 1st Quarter
(Early Dismissal – 2:30 p.m.)

November

- 01 P/T Conferences (5 - 8 p.m.)
- 03 P/T Conferences (5 -8 p.m.)
- 11 No School (Veteran's Day)
- 23 No School (PTC)
- 24-25 No School (Thanksgiving)

December

- 05 Progress Reports
- 09 S.I.P. Day
(Early Dismissal– 11:45 a.m.)
- 21 (Early Dismissal- 2:30 p.m.).
- 22-31 No School (Winter Break)

January

- 01-02 No School (Winter Break)
- 03 Classes Resume
- 13 End of First Semester
(2:30 dismissal)
- 16 No School (MLK Day)

February

- 13 Progress Reports
- 09 S.I.P. Day
(Early Dismissal–11:45 a.m.)
- 20 No School (President's Day)

March

- 16 End of 3rd Quarter
(Early Dismissal – 2:30 p.m.)
- 19-23 Spring Break

April

- 6-9 No School (Spring Break)
- 20 S.I.P. Day
(Early Dismissal–11:45 a.m.)
- 23 Progress Reports
- 24-25 PSAE/Plan/Explore/ASVAB Testing

May

- 24 No School (T/I)*
- 25 Earliest Possible Last Day*
(Early Dismissal- 10:30 a.m.)*
- 27 CHS Graduation
- 28 No School (Memorial Day)

June

- 04 Last Possible Day*

* Dates subject to change due to emergency days used.

BOLD DATES are days when students are not in attendance.

A/B Calender

Add School Map

EDUCATIONAL PHILOSOPHY

Central High School operates within the guidelines and educational philosophy established by the Central Community Unit #4 Board of Education.

It is the belief of the Board of Education that our educational program should provide each student with the opportunity to develop his/her fullest capacity mentally, physically and emotionally.

To that end the Board believes that the following goal statements should be the goals of a well-rounded education:

1. To provide an academic program that is fundamental, but also innovative, and that recognizes the variety of skills, interests, and ethnic backgrounds of the students to be served,
2. To develop a program of supportive services that would assist students in choosing proper curricular and extra-curricular pursuits,
3. To develop a vocational program that benefits a majority of students, who are residents of a rural, job-oriented community,
4. To provide directly or indirectly for the special education needs of children,
5. To employ staff who will identify with students of this type of community,
6. To provide facilities that will house the curricular and extra-curricular program that is needed by our students,
7. To provide a transportation system that will insure safe, quick, and economical movement of students to the five teaching buildings of this Unit District,
8. To maintain a public relations program that shall keep the citizens aware of the programs of the schools the needs and the strengths of the schools,
9. To develop a constant on-going self-study of the major programs of the school in order to sustain constant evaluation and to prepare adjustments where necessary,
10. To maintain a fiscal policy, which will guarantee maximum service for monies expended.

THE "8-BLOCK" SCHEDULE

Each school day is divided into approximately four 90-minute class periods plus one 20-minute homeroom period. Each class meets every other day on an "A" day schedule and "B" day schedule. Students must plan for each day in advance and check their calendars and schedules carefully.

All students are enrolled in 8 classes, which allows them to experience a wide variety of academic possibilities - college prep, vocational, Career Center and general education. There are no study halls or non-scheduled periods in any student's schedule.

The "8-Block" schedule is more than simply an innovative way of using school time. Rather, it is a scheduling system, which embraces the philosophy that it is more important to teach students to learn than to teach them facts. The "8-Block" schedule cannot be implemented simply by asking teachers to combine two of their "old" 45-minute lesson plans into one 90-minute period. The curriculum has been restructured, with some parts of the old content being discarded and teaching strategies put into place that emphasize student involvement, research and learning. We want students to be active learners. The typical "8-Block" class period will be designed to include: reviews, homework assessment, presentation of new content, quiz and test time, constant feedback techniques, hands-on-experiences and guided practice.

Student attendance is very important with the "8-Block" system. We hope that our attendance rate increases and encourage you to study the attendance policy in this handbook very carefully. The staff and administration at Central High School are pleased to share the "8-Block" experience with you. Please do not hesitate to contact us with your questions and concerns.

RESIDENCE/ELIGIBILITY TO ATTEND CENTRAL SCHOOLS

Residency will be required for all students upon registering during each school year. Students have to be registered by parents or court appointed guardians. Please refer to board policy and procedures for further information.

Central Community Unit School District No. 4, Iroquois and Kankakee Counties, Illinois, appreciates the fact that many parents, guardians or foster parents prefer that their child attend our schools even though the child may not be a legal resident of the school District. However, we are required by the laws of the State of Illinois to charge tuition for students who are not legal residents of our school District or who have established a residence with adults other than parent(s), guardian(s) or foster parent(s) solely for the purpose of attending school in this District.

RIGHTS OF HOMELESS STUDENTS

The Central School District shall provide an educational environment that treats all students with dignity and respect. Every homeless student shall have equal access to the same free and appropriate educational opportunities as students who are not homeless. This commitment to the educational rights of homeless children, youth, and youth not living with a parent or guardian, applies to all services, programs, and activities provided or made available, as prescribed in the McKinney-Vento Homeless Assistance Act.

In an effort to comply with the McKinney-Vento Homeless Assistance Act, Central School District affirms that all Homeless Students will not be denied the benefits of, or be subject to, discrimination under any educational program or activity as students who are not homeless.

MEDICAID REIMBURSEMENT

If your child is Medicaid eligible the therapy and diagnostic services that their school provides are partially reimbursable to that district. Unless you object in writing, your child's school will automatically release information concerning these services to the government in order to qualify for Medicaid/Kid Care reimbursement.

- ◆ **Note: Claims by your child's school for reimbursement do not have any impact on your personal ability to receive Medicaid funding now or in the future.**

The required written confirmation should be sent directly to:

Kankakee Special Education Cooperative

Attention: Debra Quain
1 Stuart Drive
Kankakee, Illinois 60901

Medicaid reimbursement is a source of federal funds that have been approved by Congress to help school districts maintain and improve services to children.

EFFECTIVE NOTICE TO PARENTS AND STUDENTS

Parents are entitled to inspect all instructional materials used in connection with any survey, analysis or evaluation. Also, no student will be required to submit to any survey, analysis or evaluation, which reveals the kind of information specified in 20 U.S.C. 1232h without prior written consent of parents (or consent of student if age 18 or emancipated). Copies of the law, which is referenced, are available in the District office for inspection during regular business hours.

SEX EQUITY

Educational programs are open to all students regardless of gender. Please contact the office or notify the building Principal if there are any concerns regarding the policy of sex equity.

STATEMENT OF NON-DISCRIMINATION

Central Community Unit District #4 does not discriminate in programs, activities, or employment on the basis of race, color, national origin, sex, or disability.

Central Community Unit School District #4 complies with federal and state laws governing public schools, including the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act, Americans with Disabilities Act of 1990, and P.A. 87 - 1103.

APPLICATION FOR FEE WAIVER

Pursuant to Illinois Revised Statutes, Ch. 122 par. 10-20.13 - Students are eligible for school fee waivers and free and reduced-price meals if they are currently receiving aid under Article IV of the Illinois Public Aid Code or are from households whose gross income is at or below set levels. Application for fee waivers and free or reduced-priced meals are available in the Central High School office.

Parents who wish to claim an inability to pay due to economic hardship must request a fee waiver or reduction form from the school (this form must be completed in its entirety and submitted with the required supporting documents).

Until past due fees are paid or properly resolved, the school may take the following actions(s) against a student:

- ◆ Not release records, transcripts, or diploma
- ◆ Restrict participation in extra-curricular activities and library privileges
- ◆ Use a collection agency to initiate recovery, and report loss to credit bureaus
- ◆ Other _____

ASBESTOS PRESENCE WARNING

You are hereby notified of the presence or suspected presence of asbestos in Central High School.

SCHOOL SOCIAL WORK PROGRAM

The social work program is available to all students who wish to discuss problems or personal concerns. Any student wishing to receive service on a regular basis will need parental consent. Students enrolled in the program are usually seen during their homeroom or lunchtime. There are times when a student's problems cannot appropriately be addressed in the school environment. In that situation the social worker would talk to the student and parent and direct them to the appropriate resource.

Parents are encouraged to make an appointment with the social worker if they have any concerns. Students can request an appointment through their teachers or in the office.

COUNSELING PROGRAM

Philosophy

The concept of the dignity and uniqueness of each individual is the basic philosophy of counseling operations. Counseling and guidance services are built upon this general principle in the hope of helping each person with his developmental needs and problems. It is the counselors' goal to assist students in his/her educational, vocational, and personal needs.

Goals:

The **counseling program** should help the students to:

1. Understand his/her aptitudes, interest, attitude, and opportunities for self- fulfillment,
2. Accept his/her aptitudes, interests, attitude, and opportunities for self- fulfillment,

3. Become a more effective learner,
4. Develop his/her ability to make personal decisions.

The **guidance program** should help the students to:

1. Plan his/her high school program,
2. Prepare for post-high school education,
3. Prepare for immediate employment,
4. Utilize informational sources available.

In working toward these goals counselors will conduct group and individual counseling sessions. Each student will be scheduled to see his/her counselor once each semester. However, students are encouraged to request a meeting whenever one is needed or desired.

DEFINITION OF CREDIT

- A. A unit of credit is received for the successful completion of one year's work. Courses earn one-half ($\frac{1}{2}$) unit of credit per semester.
- B. Courses taken at the Kankakee Area Career Center meet for two hours a day and earn one and one-half ($1\frac{1}{2}$) credits per semester for successful completion of the course.
- C. There are five classes that receive one-quarter ($\frac{1}{4}$) credit. They are: Driver Education, PE/PD/BTW, SAEP, and Guided Study.

REQUIREMENTS FOR GRADUATION

- A. General requirements:
 1. 4 years minimum of high school attendance.
 2. 28 units of credit; 27 if attend Career Center one year; 26 if attend Career Center two years.
 3. A two-day "Prairie State Achievement Examination" (PSAE) will be administered to all 11th grade students each April. The examination will cover five fundamental academic areas: English and reading, math, science, and writing (writing in 2007). The first test day will be the standardized ACT test used by many colleges for admission.
- B. Specific requirements in accordance to graduation year:

Central High School Graduation Requirements

Graduation Year 2012

English	4 years
Writing Intense	2 years = English 2, English 2 Honors, English 3, English 3 Honors
Mathematics	3 years = 1 Algebra, 1 Geometry, 1 Elective
Science	3 years = 1 Science 9, 1 Biology, 1 Elective
Social Science	2 1/2 years = 1 World History, 1 U.S. History, 1/2 U.S. History II
Electives	1/2 Resource Management, 1/2 Health, 1/2 Keyboarding, 1/2 Fine Arts, 1 Vocational, 2 Foreign Language or 2 Unit Vocational Education, 3/4 P.E., 1/4 Driver's Ed

REQUIREMENTS FOR DRIVERS EDUCATION

Students must have passed eight (8) semester classes within a year of the beginning of the spring semester to be eligible to enroll in driver's education class.

COLLEGE DAY

Colleges across the state offer college visits during non-attendance days (Columbus Day, Veteran's Day, etc.). It is highly encouraged for CHS students to attend these events. Seniors are permitted two college days. College days must be taken before May 1st, must be prearranged 1 week in advance, and must be approved by the guidance counselor.

SCHEDULE CHANGES

- A. Course changes may be made on a limited basis **ONLY DURING THE WEEK FOLLOWING REGISTRATION AND ONLY WITH PARENTAL PERMISSION**. A student may only drop a class up to **FOUR WEEKS** into the semester with a teacher-counselor recommendation and parental permission. If a student drops a class after the four-week period, he or she receives an "F" in the course. This also includes Dual Enrollment and IVS courses. Students who drop a class are responsible to make up all work in the class that they have switched to from the beginning of the semester.
- B. Mid-year adjustments will be strictly limited to absolutely necessary changes. It should be noted, however, that failure in the first semester of a yearly class is not in itself sufficient reason for dropping a class. However, priority will be given to teacher recommendations for adjustments on students experiencing academic difficulties.

STUDENT SCHEDULES

- A. Full-time students are required to take 8 classes each semester.
- B. Extra-curricular Eligibility
- ◆ Full-time students must be passing 7 of 8 subjects to be eligible to compete each week.
 - ◆ Part-time students must be enrolled in a minimum of 4 classes on the H.S. and Tech campus.
- C. Prerequisites - refer to course description.
- D. Students will have a 20-minute homeroom period every day to attend meetings and assemblies, collect make-up work, complete make-up tests and discuss class work with teachers.

STUDENT PROGRAMS

- A. Special Services
- Specific special services are available to identified Special Population Students enrolled in targeted programs in our school and the regional Career Center. These services are structured to promote the success of these students in their targeted vocational courses. Certain criteria must be met to be eligible for these services, which could include (but are not limited to): tutorial services, financial assistance, resources materials, counseling and assessments. Special population students should contact their counselor for specific information concerning special services available to them while enrolled in targeted programs.
- B. Access to Program
- Central High School does not discriminate on the basis of age, color, race, national origin, sex, religion or disability.

PERMANENT RECORDS

- A. A permanent record of all semester grades and college entrance test scores is maintained for each student. When a student needs a copy of his permanent record for college application, for transfer to another school, or for job references, he must ask his counselor to prepare one

for mailing and sign a transcript release request. Such copies, called transcripts, are official documents and are never handled by students.

- B. The Illinois School Student Records Act of 1975 makes student's records more accessible to students and parents and less accessible to everyone else. If a student transfers to another high school a copy of his/her permanent record may be sent to the receiving school at the school's request. The act also makes specific provisions for inspecting and challenging information in the student record. The provisions are available in the office and have been issued to each student in the district in written form. The provisions will again be issued to each student in the Fall as part of the Student Handbook.
- C. Students temporary records (disciplinary) may be included when transferring to another school.

HEALTH RECORDS

All students must have medical records on file in the school office, which verify their compliance with State Health Department requirements. All incoming 9th grade students and students transferring from schools outside the state of Illinois are also required to provide the results of a physical examination completed within one year prior to their enrollment date. Students not in compliance with these requirements will be excluded from school.

GRADING POLICY

- A. Central High School classes are divided into two groups:
 - 1. Classes in which final exams are given;
 - 2. Classes in which final exams are not given
- B. Classes giving final exams
 - 1. Final exams will be given in all regular education, English, math, science, social studies, health, and consumer education classes. Final exams may also be given in designated agriculture, business, family & consumer science and special education classes. Those classes will be identified and indicated to the students within the first ten school days.
 - 2. Grades for courses with final exams will be determined by the accumulated grade covering the entire semester accounting for 85% of the final grade and the final exam accounting for 15% of the final grade.
- C. Classes not giving final exams
 - 1. This group of classes will include all of those that are not designated for final exams. Final grades for these courses will be determined by the accumulated grade covering the entire semester.
- D. Weighted Grade Policy

Grade point averages are used as a measure of academic achievement. Weighted grades are needed because they directly impact grade point averages (GPA's) and they recognize and help to adjust for the differences in the difficulty level of certain courses. This policy will be used for determining GPA for Honor Roll and official transcripts.
- E. Classification of Courses

Courses will be recommended for placement on a particular level by the department in which the course is taught. The final decision on classification of courses will be made by a committee made up of the principal, the guidance counselor, and a representative of each department.

Weighted Courses

Advanced Accounting, Anatomy & Physiology, Physics, Inorganic Chemistry, Pre-Calculus, Calculus, Dual Enrollment - Transfer Level Courses Only, English II Honors, English III

Honors, English IV Honors, IVS (AP Classes Only), Spanish III, Spanish IV, World History Honors, U.S. History Honors, U.S. History II Honors

Regular Courses

All courses in the curriculum not listed as Weighted

Students who demonstrate an educational need for additional instruction in basic skills (generally 1 or 2 years below standardized grade) or a slower pace, which results in lesser content covered, may be assigned to these classes. Students may self-select these classes if a need for more instruction in the basics is desired if there is room. Although these classes meet minimal state guidelines, because of the lesser content coverage, these classes will not be computed into the class rank with the same rate as other Regular classes pursuant to Central Board policy.

F. Grades at Central High School will be reported on the following scale:

GRADING SCALE

A+ = 98-100	B+ = 90-91	C+ = 83-84	D+ = 75-76	F = 0-69
A = 94-97	B = 87-89	C = 79-82	D = 72-74	
A- = 92-93	B- = 85-86	C- = 77-78	D- = 70-71	

GRADE SCALE FOR DETERMINING GPA'S

Regular Classes	Weighted Classes
A = 4	A = 5
B = 3	B = 4
C = 2	C = 3
D = 1	D = 2
F = 0	F = 0

*All grades of the same letter with or without a "+" or "-" will earn the same numerical value ie. "A+", "A" and "A-" all earn a 4.

G. Class rank will be calculated on the following scale:

POINT SCALE FOR DETERMINING CLASS RANK

Regular Classes	Weighted Classes
A+ = 15	A+ = 18
A = 14	A = 17
A- = 13	A- = 16
B+ = 12	B+ = 15
B = 11	B = 14
B- = 10	B- = 13
C+ = 9	C+ = 12
C = 8	C = 11
C- = 7	C- = 10
D+ = 6	D+ = 9
D = 5	D = 8
D- = 4	D- = 7
F+ = 3	F+ = 6
F = 2	F = 5
F- = 1	F- = 4

ACADEMIC ACHIEVEMENT HONOR ROLL

At the end of each grading period a scholastic honor roll is announced. A student who carries his basic subjects with an average of 3.00 or more will be placed on the school's "Honor Roll", provided no grade is less than a "C" in any course. The following courses are not used in calculating the GPA: SAEP, and Pass/Fail Courses. Rank in class is computed for students after each semester.

ACADEMIC REMEDIATION PROGRAM

Academic remediation may be required at any time in a student's educational career. The nature of academic remediation will vary depending upon the specific needs of the student. Components of a remediation program may include extra homework or other assignments necessary to develop or refine a skill. In-class or after-school tutoring by the teacher, an aide or another student with mastery of the skill in need of remediation may be desirable. A remediation program may include tutoring or assistance provided the student by a parent or sibling working with the teacher to develop a skill or understanding to an acceptable level.

Remediation may also include summer school, retention in grade, special educational services or other extraordinary services beyond the normal classroom instruction. The secondary level remediation may include repeating courses for credit until such time as performance meets expectations; it may also include summer school, night school or correspondence courses for credit

REPORTS

Grade cards are completed and made available to students and parents at the end of each nine-week period (quarter).

Progress reports are issued halfway through each nine-week period. Progress reports are issued to parents to inform them of their students' status halfway through the quarter. They are sometimes sent to point out good performance. However, they are sent if students are in danger of failing in their course work. Parents are encouraged to contact individual teachers or guidance personnel when problems exist.

PASS-FAIL OPTION

Some elective courses may be indicated as using the pass/fail grading system. These courses will not figure into GPA and Class Rank.

STUDENT DRIVING

The driving of vehicles to school by students is discouraged due to increased supervision requirement and the increased risk to students and the general public resulting from increased traffic. Student driving will be really restricted this upcoming school year. There will only be 105 permanent parking spots for the 2012/2013 school year. Temporary parking will be restricted to 20-25 spots.

Reasons for Driving:

Student driving is permitted only for the following legitimate reasons between the hours of 7:00am and 4:00pm:

1. Participation in an extra-curricular activity which holds practices or rehearsals at a time when School District regular or extra-curricular buses cannot transport the student both to and from school,
2. Enrollment in college courses which meet between the hours of 7:00am and 4:30pm,
3. Special reasons requested by a parent and for specific day only such as a doctor's appointment,

4. An after school job which begins within a reasonable time after school dismissal,
 5. Career Center students will be allowed to drive on days when the Career Center and Central High School are not both in session at the same times,
 6. Students who have earned the Senior Driving Privilege. (These are students who have senior status, meet all qualifications for student driving, and comply with all driving and parking regulations.)
- ❖ **Note: Missing a regular school bus pickup is not an acceptable reason for a student to drive a vehicle to school, and a student who does so will be disciplined.**

Qualifications for Student Driving:

1. The student must have a valid driver's license.
2. The vehicle must be properly insured. (Evidence of insurance must be provided.)
3. The student must have a safe driving record. (Traffic tickets and/or reports from responsible adults of unsafe driving practices related to the student's driving to/from school or a school related activity will be considered evidence of unsafe driving.) When such evidence is provided to school officials, the student's driving privilege will be rescinded for the remainder of the quarter in which the report is received and all of the next quarter.
4. The student must be making acceptable academic progress. (Acceptable academic progress will be defined as earning passing grades in at least 7 classes at the end of each quarter. Failure to do so will make the student ineligible to drive during the entire next quarter. Grades for driving eligibility will only be considered at the end of each quarter.) This requirement will carry over from second semester of one year to first semester of the next year. In order to be making acceptable academic progress, a student that transfers to Central High School not on an 8-Block schedule, must have passed a minimum of 80% of his/her classes from the previous quarter at their prior school.
5. The student must have an acceptable discipline record. (An acceptable discipline record will be defined as no more than 3 (three) After-School Detentions, or no more than 2 (two) days of In-School Supervision, or no more than 1 (one) Saturday School assignments and no Out-of-School Suspension during a quarter. An accumulation of any type of discipline actions greater than the ones listed during a quarter will result in the loss of driving privileges for the remainder of that quarter and the entire next quarter.)

Driving and Parking Regulations:

1. The students must arrive at school on time. More than 4 (four) tardies per semester will be considered a violation of this rule. Students who receive more than 4 (four) tardies will forfeit their driving privileges for the remainder of the semester.
2. Vehicles must be parked in the assigned location.
3. Vehicles must enter and leave school property by the designated driveway.
4. Vehicles are to be locked and vacated upon arrival at school. A student is not to return to his/her vehicle until time to leave school unless they have a pass from the office.
5. At dismissal time, student vehicles will leave school property as directed by the Dean of Students.
6. Student driven vehicles may not pass buses traveling to the villages of Ashkum, Clifton, or Chebanse after school dismissal.
7. Carpooling is permitted only to the extent that other student riders are in the same extra-curricular activity the driver is in or the rider is a member of the student driver's immediate family. This applies to Central High School and Nash Middle School, which for the purpose of this policy are considered one facility. **Students not qualifying to carpool may have no more than one rider.** Permission from the parents of the driver and the riders must be provided in writing at the time the student driver registers to drive or prior to transporting. A

student driver who fails to adhere to this policy will lose driving privileges and students riding in a student driven car without authorization shall also be subject to disciplinary action. In no case will the driver be allowed to transport more riders than the number of available seat belts.

8. All school rules, such as the use and/or possession of alcohol, tobacco or controlled substances, apply to the school parking lots and drives.
 9. School officials may, from time to time, routinely search student vehicles for illegal or controlled substances, stolen articles, weapons, etc. Students should not presume a right to privacy exists if they have sought and been granted permission to bring a vehicle onto school property.
 10. Parking stickers must be displayed properly as directed by the Principal or his/her designee. (Any student who allows his/her parking sticker to be used by someone else will lose driving privileges for the remainder of the school year.)
 11. Students must be wearing seatbelts while on school property.
 12. Students must refrain from using cell phones while driving on school property.
- ❖ **Note: Students who violate the Driving and Parking Regulations may receive the loss of driving and parking privileges or Saturday School assignments.**

Driving Permit Procedure to Follow

A student who qualifies to drive under the reasons for driving section of this policy and wants to drive on a regular or semi-regular basis should apply for a parking sticker.

For parking sticker purposes the year is divided into two semesters. A separate parking sticker is required for each semester and the fee for each sticker will be determined before parking applications are accepted.

A student who needs to drive for occasional special reasons must sign in at the office upon arrival. The student will be issued a temporary permit. The student will be given permission by a school official to return to the parking lot to place the temporary permit in their vehicle for that day. The fee for a temporary permit is \$1.00. A maximum equal to the permanent parking permit fees will be collected from a student during each semester with any additional permits being free.

- **NO REFUNDS** will be issued because of driving privilege lost for failure to meet any of the "Qualifications for Student Driving" or for violation of the "Driving and Parking Regulations".

DRESS CODE

Dress Codes for students have two major purposes.

- **The first** is to insure that a decent and appropriate atmosphere for learning is maintained. This means that not only does the school maintain an atmosphere free from distractions due to dress but that it also reinforces values and standards considered appropriate for well-mannered and polite individuals.
- **The second** major goal of a dress code is to insure student safety. This means that clothing, jewelry and other items must not be a danger to the wearer or other students (e.g. loose clothing in an area with power tools, wearing shoes at all times, no sharp objects protruding, etc.) It also means that clothing should not interfere with school officials' ability to maintain a violence-free environment (e.g. loose clothing that may conceal weapons, clothing with messages promoting violence, etc.)

Most students and their parents understand the need for rules regarding dress. They support the school's efforts to maintain a safe and appropriate school environment. School staff needs everyone's assistance to maintain this atmosphere. We ask that you discuss these rules with your student(s) and support a reasonable and practical dress code in the Central Schools:

- ◆ Jackets and short coats may be worn in classrooms. As a matter of school safety and security, long coats (i.e. trench coats, dusters, overcoats, etc.) or bulky coats will not be allowed
- ◆ Shoes must be worn at all times
- ◆ Hats, and/or sunglasses may not be worn in the school building
- ◆ Tank tops, spaghetti straps, no straps, mesh tops and other see-through shirts are inappropriate in school unless worn over/under an appropriate shirt
- ◆ Armholes must be close fitting in sleeveless shirts/blouses
- ◆ No low-cut tops
- ◆ No midriff should be showing when standing or sitting in normal position
- ◆ Clothing with cuts, slits, holes or similarly intentionally damaged areas above the finger-tip (when arms are straight) may not be worn in school
- ◆ Bibs or suspenders may only be worn over an appropriate, tucked-in shirt
- ◆ Skirts and dresses must be fingertip length. (While performing daily activities, skirts must stay at the appropriate length.)
- ◆ Headbands, bandanas, scarves, handkerchiefs, etc. worn as headbands are prohibited
- ◆ Shorts may only be worn from April 1 – November 1 for all students and must be mid-thigh or finger-tip length (when arms are straight) while performing daily activities, shorts must stay at the appropriate length.
- ◆ Spandex and fish-net stockings are not to be worn regardless of style or length
- ◆ Clothing designed as underclothing, including thermal underwear, boxers and pajama pants are not allowed
- ◆ Jeans, pants, shorts, and etc. should not be excessively baggy so that they drag the floor. In addition, they should not be worn so low as to expose undergarments.
- ◆ Clothing with inappropriately placed patches are not allowed
- ◆ Inappropriate chains may not be worn to school. These include, but are not limited to, wallet chains, dog chains, bicycle chains, and etc.
- ◆ Clothing may not contain messages advertising or promoting the use of tobacco products, alcoholic beverages, or illegal drugs.
- ◆ Clothing may not contain messages or signs promoting racial, ethnic, religious or gender hatred or violence, gangs, Satanism, the occult or other anti-social or illegal behavior
- ◆ Students may not wear unusual or costume dress
- ◆ PE attire is not considered acceptable clothing outside the designated areas of education/extra-curricular use.
- ◆ Appropriate P.E dress is required for physical education students.

Students in violation of the dress code :

1st offense: Will wear clothes provided or secure appropriate clothing from home and will receive a written warning.

2nd offense: Will wear clothes provided or secure appropriate clothing from home and will receive a detention.

3rd offense: Will wear clothes provided or secure appropriate clothing from home and will receive a detention, an In-School Suspension, or a Saturday School depending on the number and type of violations.

4th offense or more: May be considered guilty of gross misconduct and may be suspended from school. Note: Due to safety and security concerns school administration reserves the right to change and/or adapt rules accordingly to promote a healthy environment and benefit students and

staff. Also, any student in violation of the dress code will be required **to remain in the In-School-Supervision room until they are dressed in accordance with the dress code.**

BOOK BAGS and BACKPACKS

Book bags and backpacks may cause interference with the educational process and may present safety hazards, therefore, they will not be allowed in the classrooms.

Career Center Students are prohibited from taking book bags, backpacks, etc. to KACC (Per Career Center policy).

ATTENDANCE POLICY

Attendance and academic performance are closely related. Regular attendance is essential as a student misses an important part of his/her instruction when not in school. All students are expected to attend school regularly and to be on time for class in order to benefit to the fullest from the instructional program. The high school attendance policies are designed to develop student punctuality, self-discipline, and responsibility. It is for these reasons that the Board of Education has adopted the following attendance policy:

I. Fifth Class Period Option

Students should not be absent from a class more than five times each semester. If a student is absent from a class in excess of this allotted number, the student is in danger of losing credit for the course. Also, any student over the 5 absences will be considered unexcused unless the absence falls under exempted absences.

- A. After the fifth absence the student will continue to attend the class but will receive a 0 (zero) on all work (homework, work sheets, quizzes, tests, etc.) for each class missed beyond the fifth absence unless the absence is verified with a doctor's note defined in Section II Exempted Absences part D.
- B. Students must supply the office with a doctor's note within 3 calendar days of the absence. Copies will be made for distribution to teachers.

*SCHOOL CODE

105 ILCS 5/10-20.9a; 5/10-20.5; 5-24-24

*CASE LAW

Morgan, V. B.O.E. of Trico C.U.S.D. #176, 22 ILL. App. 3D 241, 1974

Knight, V. B.O.E. of Tri Point C.U.S.D. #6J, 38 ILL. App. 3d 603, 1976

Hammer, V. B.O.E. of Township H. S. Dist #113, 66 ILL. App. 3d 7, 1978

A student may appeal, in writing, to the Principal if the student feels events beyond his/her control have caused him/her to exceed the five class periods allowable absence. A hearing on the appeal will be conducted as soon as possible following receipt of the written appeal. An Appeals Board composed of the Principal, Dean of Students, and teachers involved, will review the appeal and return a ruling. The Principal, student, or parent has the right to appeal the findings of the Appeals Board to the Superintendent of Schools whose decision may also be appealed to the Board of Education.

II. Exempted Absences

All absences from a class, except those listed below, will count towards the five allotted class periods. The absences, which will not count toward the five periods are:

- A. Participation in a school-sponsored activity,
- B. Suspension for disciplinary reasons,
- C. Weather conditions which prohibit the normal operation of school buses,

- D. All illness verified by a doctor. Verification should consist of one of the following: (1) note from the doctor indicating that an appointment with the student was held by him/her, (2) note from the doctor indicating that he/she dispensed or prescribed medication for the student, or (3) a letter from the doctor explaining an extended illness for which the student is receiving medical attention under the doctor's care.
 - 1. A note from the doctor, which only says that a student was sick at home, is not acceptable.
 - 2. Routine appointments are not excused as verified illnesses. (Examples-orthodontist, optometrist, physicals etc.)
 - 3. Notes and letters from doctors verifying illnesses are due in the attendance office when the student returns to school. In no case will they be accepted more than 3 calendar days after the absence.
- E. College visitation days approved by the Principal. Arrangements must be made in advance with the Guidance Department.

III. Attendance Intervention

It is our goal to work with parents and students in a positive manner to assure that students are well prepared for the future. Teachers will monitor student attendance closely. If appropriate, the Attendance Assistance Officer, Principal, Dean of Students, counselor, or teacher will be asked to assist the family in developing a plan to insure better attendance.

IV. Procedure in Case of Absence

- A. A parent or guardian should notify the school by 11:00 a.m. whenever their child is absent from school. A call should be made for each day of absence unless the office has been notified of an extended illness. It will be assumed that the student is truant unless a call has been received. Central High School will attempt to contact the parent and to verify a student's absence if the office has not received a call by 11:00 a.m. If a parent does not have access to a phone, a signed note stating the reason for the absence must be presented to the office upon return.
- B. Students who expect to be absent for two or more days should request assignments. Contact the school secretary.
- C. Students who expect to be absent two or more weeks due to a serious medical condition should contact the Guidance Office to arrange tutoring.

V. Procedure Following an Absence

A student should report to the office when he/she returns following an absence of less than an entire day. At that time if the absence is excused because of a parent note or phone call the student's name will go on the excused list. If, however, no appropriate excuse from parents is presented, the student's name goes on the unexcused list. All teachers have been instructed to record grades of "0" for a student on any days of unexcused absence. In order to replace the grades of "0" with the earned grade on those days, the student must present an appropriate parent note at the office, receive an admit slip verifying an excused absence, and present it to each of his/her teachers. A student has two days after returning from an absence to complete this requirement. After that time, the grade of "0" will be considered the permanent grade. Students who have five or more unexcused absences may be considered truant and may receive disciplinary action.

Also, if a student arrives late or leaves and returns on the same day, he/she should come to the office for an admit slip before going to class.

VI. Pre-Arranged Absences

A student may obtain a pre-arranged absence when he/she knows he/she will be absent in the immediate future. Pre-arranged absences, other than those listed in section A, D, and E of Part II, count toward the five allowable classes per semester under the attendance policy.

The procedure for obtaining a pre-arranged absence is to bring a note from home at least one day in advance of the absence explaining the reason for the expected absence. A pre-arranged absence form will then be issued and the student will take the form to each of his/her teachers. If the teacher agrees that the student can afford to miss the class, the teacher will sign the slip signifying the student has notified the teacher of the absence and has made arrangements to do make-up work. This form is to be returned to the office at the end of the day. If all signatures have been obtained, the absence is then pre-arranged. If a teacher does not want to accept the pre-arranged absence, the final decision will rest with the principal.

VII. Leaving School During the Day

Any student leaving school during the day must first get permission from a member of the office staff and secondly must sign out on the sheet provided in the office. This includes Career Center students who will not be attending the Center. If a student becomes ill or has an accident they must report that fact to the teacher in charge, and then proceed to the office. Office personnel will contact appropriate health professionals and/or parents. An ill or hurt student must follow the proper procedure for leaving school. Students leaving school without completing the proper checkout procedures should expect to be disciplined.

Students must be in attendance during the last two periods in order to attend after-school activities, unless prior administrative permission is granted. Students are not allowed to leave school during homeroom unless the absence falls into one of the exempted absences.

HOMEWORK & LATEWORK

All assignments are expected to be completed and turned in on time. Work that is one day late will be accepted, however the maximum grade that can be earned for such work is 75% of the available points or letter grades of D+. To be accepted as one day late, work must be turned in to the office by 8:15 on the day after it was due.

If a student believes that he/she has a legitimate, compelling reason why work turned in late should be accepted for credit, he/she may file a Late Work for Credit appeal in writing to the teacher involved. If the student does not believe that the teacher's decision on the appeal is appropriate, he/she may file an appeal with the principal.

MAKE-UP WORK

A student whose absence is EXCUSED always has the privilege of making up work for credit. It is the responsibility of the student; however, to check with the teacher of each class missed to make arrangements for make-up work. This is to be done on the day of the student's return to school.

The make-up work must be completed and turned in within a period of time designated by the teacher, usually no longer than the period of the absence. Students who are absent on the day that any exams, including semester exams, are given must follow the same procedure in arranging to make up exams for any other make-up work. The teacher must be contacted on the day the student returns to school to arrange to take the exam.

Make-up time for exams will also be arranged with the teacher and will not exceed the number of days of absence (with a maximum of 5 days) unless written permission has been obtained from the Principal. Exams not arranged for or made up within the allowed time periods will be recorded as a grade of "0".

The following absences will be considered EXCUSED absences, which means that the student will be granted make-up privileges:

1. Illness verified by parent, guardian or doctor;
2. Death in the immediate family;
3. Participation in a school-sponsored activity;
4. Weather, which prohibits the normal operation of school buses;
5. Visiting a school counselor or other school official;
6. Parent or guardian-requested absences, such as, being needed at home for a work emergency;
7. Pre-arranged college visit.

An absence from school will be UNEXCUSED, and no make-up work will be accepted for credit, if the student:

1. Oversleeps,
2. Misses the bus,
3. Skips school,
4. Forges an excuse,
5. Goes shopping,
6. Has car trouble,
7. Fails to comply with the pre-arranged absence policy,
8. Is sufficiently well to engage in social activities or work outside the home after school hours,
9. Fails to present a parental note explaining an absence. (When a proper note is produced within two school days, this unexcused absence may be changed to excused.),
10. Needed at home the day before vacations,
11. Offers any unacceptable excuse for being absent.

A student, whose absence is UNEXCUSED will be denied the privilege of making up missed work for credit. However, for his/her own good, a student should make up missed work to the extent possible.

ELECTRONIC DEVICES

PAGERS, BEEPERS, RADIO TELE-COMMUNICATION DEVICES – will not be permitted in school. If a student brings them to school, they will be confiscated and the student will be disciplined.

CELL PHONES, CAMERA PHONES & DIGITAL CAMERAS

Cellular phones, camera phones and digital cameras may be brought into the building for student convenience and use before and/or after school. They must be turned off and kept in the student's locked locker during the school hours of 8:15 a.m. to 3:20 p.m. Carrying or using a cellular phone, camera phone or digital camera during the school day will result in the following discipline:

1 st Offense =	1 day In-School Supervision
2 nd Offense =	1 Saturday School Assignment
3 rd Offense =	3 days of In-School Supervision
Additional Offenses =	Will result in Out-of School Suspension

The use of cellular phones, camera phones or digital cameras in a way that disrupts the educational process, is defamatory or illegal will result in an increased penalty based upon the severity of the offense.

MUSIC DEVICES, PDA's, VIDEO GAMES, LASER POINTERS

Music devices, PDA's and electronic games that use headsets or create no sound will be permitted before and after school. They must be turned off and stored in the student's locked locker during the school hours of 8:15 a.m. to 3:20 p.m. Use of these items during the school day will result in the items being confiscated and the students being disciplined.

Large radios, tape players, CD players, video games, boom boxes, and laser pointers are prohibited and are not to be brought to school. Such items will be confiscated and their student owners may receive further discipline.

STUDENT RESPONDERS

Every student has been issued a student responder that they are to carry with. Students are responsible to bring the response card to class every day, and are required to pay 25 dollars if the card is damaged or destroyed. Students will not remove the student response card from school property or loan it to anyone else. Failure to follow these instructions may result in disciplinary action.

HEAD LICE

Lice checks will be conducted periodically during the school year. All children identified with nits will be sent home immediately. The parents will be provided a packet of helpful information and an opportunity to take a specimen card with them. When returning to school the child must report directly to the office with a parent/guardian and a note from the Public Health Department or a Doctor stating that the child is nit free. A child is not to ride the bus until he/she has been cleared by the office and attends school for the day. A child will not be allowed to attend school unless the child is nit free.

FIRE SAFETY PROCEDURES

1. On signal, students will walk quickly, quietly, and in an orderly manner out of the building via the nearest suitable exit to locations at least 75 feet from the building. Remain there until called back by the "regular school bells".
2. Teachers or monitors shall close classroom doors. Windows should be closed if it does not cause a serious delay.
3. No one shall stop to obtain outer clothing when the alarm sounds.
4. Help should be provided by a pre-arranged plan for those students incapable of moving at a reasonable speed.
5. Each teacher shall make an accurate check of all pupils under his/her responsibility outside.
6. The exits indicated below will normally be used. However, in case of obstruction of any kind, other suitable exits must be used. The teacher in charge must exercise good judgment.
7. Students should evacuate the building by following the posted exit # route in each classroom.
8. Each building exit is clearly marked by number.

***See Emergency Exit Map on Page 9 of this Handbook**

Exits #1, #2

- Central Office & Guidance
- Band Rm. B100, B105
- South Locker Rooms
- Rooms A100 – A117

Exit #8

- Rooms B132 – B159
- Tech Wing Rooms C101 – C111
- Rooms B152, B154

Exits #3, #4, #5, #6, #7

- Gym Classes

Exit #9

- Room C102

- Cafeteria & Kitchen

Exit #10

- Rooms B155, B159

Exit #11

- Nash Middle School Gym & Locker Rooms

Exits #23, #24

- Learning Resource Center

Exit #25, #26, #27, #28

- Auditorium
- Rooms B132, B133

Exit #28

- Rooms B147, B149, B151

TORNADO SAFETY PROCEDURES

General

1. Seek inside shelter, preferably lower levels,
2. Stay away from windows,
3. Avoid auditoriums and gymnasiums and similar structures,
4. If in open country, move at right angle to path of tornado. If there is no time to escape, lie flat in nearest depression (ditch or ravine).

Specific

At Central High School, on signal of long unbroken tone from fire alarm horns, follow the posted room evacuation plan:

1. Students in gym will walk quickly to the appropriate boys' or girls' locker room.
2. All students in Section A will move quickly to adjacent west-hall areas and face lockers.
3. All students in Sections B & C will remain in their classrooms.
4. All students in the Cafeteria will move into the interior hall between Sections B & C.
5. All students in the Auditorium and Learning Resource Center will move to the main east hall in Section B.
6. Students in Section C Shop areas will move into rooms C103 & C104.
7. Students in the Office will move to the west hall.

On Buses:

1. If a tornado warning comes at dismissal time, students will stay inside building and abide by above instructions.
2. If bus is in open country and a tornado is approaching, the bus driver must "use best judgment" which may include one or more of the following:
 - a) Make use near-at-hand, appropriate shelter,
 - b) Drive at right angle to approaching tornado,
 - c) Stop bus and instruct students to lie in ditch, culvert, etc.,
 - d) Stop bus and instruct students to assume kneeling position, preferably in aisle, and cover face and ears.

TELEPHONE USE

Students will be allowed to use the school telephone ONLY IN EMERGENCY SITUATIONS. These are classified as illness, request by a teacher, or forgotten lunch money. Forgotten books, homework, musical instruments, etc. are not emergency calls. Students will not be allowed to use the phone because of disciplinary reason unless instructed to do so by administration. Students remaining after school should arrange transportation in advance. Activity-ending times and activity locations are announced in advance. Student phone calls will cost twenty-five cents.

TEST OR QUIZ TAKING POLICY

When a student returns to school on the day a test or quiz is given he/she must take the test or quiz providing the following conditions have been met:

1. The test or quiz must have been scheduled far enough in advance for the student to know it would be given on that date.
2. The student must have had the opportunity to receive the basic instruction and/or the assignments, which prepared the class for the test or quiz.

It is the responsibility of the student to get whatever materials he/she needs to study for the test or quiz. Leaving the materials at school or elsewhere will not constitute an acceptable reason not to take the test or quiz. The student will be rescheduled for the test or quiz if the following conditions have been met:

- A. The test or quiz was not scheduled far enough in advance for the student to know it would be given;
 - B. Instruction which was given during the student's absence covered new material included on the test or quiz;
 - C. Other very serious conditions existed which caused the student's preparation to be impossible.
- ❖ **NOTE:** The fact that a student was home ill does not in and of itself qualify as a very serious condition under this policy.

PLAGIARISM

Plagiarism, defined in an instructional setting occurs when a writer deliberately uses someone else's language, ideas, or other original (not common-knowledge) material without acknowledging the source. (WPA definition) Plagiarism cases will be handled on a case-by-case basis. Penalties may range from point reduction to disciplinary action, based on the severity of the plagiarism.

SENIOR FINAL EXAM EXEMPTION

Any senior who has received no discipline referrals during the second semester which resulted in disciplinary action may be excused from second semester final exams in any courses in which they are earning an "A". This will also include any semester class that a Senior may be taking. The same requirements apply as second semester.

P.E. UNIFORMS

Students are expected to dress in the official P.E. uniform every day that physical activity is required. Only uniforms in good condition may be worn. It is the students' responsibility to keep their uniforms in good repair and clean. Failure to dress properly will result in point reduction for that class period.

TEXTBOOKS

Student textbooks are very expensive and it is, therefore, necessary students accept responsibility for the care of the books assigned to them. In order to be sure that students are not held responsible for damage to books, which happened before they received them, a Damaged Book Report Form is available in each classroom. Students have the first 10-class days to look over their books and report existing damage. The completed form will be signed by the student and their teacher, and a copy will be kept by each of them. At the time when the book is then returned, the student will not be held responsible for the pre-issue damage. If a student is held responsible for damage to a book, he/she will pay for rebinding if the book can be rebound or replacement cost if it cannot.

CAFETERIA COST

Students are encouraged to prepay for their meals during the school day. Parents/students may pay online or put money in one of the drop boxes at school. Students must use either their lunch card or their pin number in order to buy their meal. No money will be accepted at the counter. Students that do not have their lunch card or pin number must go to the back of the line in order to be served. Any one that loses their lunch card will have to pay \$5 to replace it.

CENTRAL HIGH SCHOOL MEDIA CENTER POLICIES AND PROCEDURES

The mission of our library media center is to ensure that students are effective users of ideas and information. The following rules, therefore, have been established for the library media center:

1. Students must have a pass to visit and to leave the library media center. Students must legibly write their first and last names in the attendance register.
2. Students must remain quiet at all times while in the library center to promote an academic atmosphere.
3. Treating materials and equipment with care is a priority; it is the school and community's investment in our students' future.
4. Because our library media center is automated, students must have a valid library card to borrow materials. Students may check out library materials twice during a semester without their library card. There is a five dollar (\$5) fee to replace lost or damaged library cards.
5. The computers are for assignment purposes. Before a student can use the Internet, the student and his/her parent/guardian must sign the district's Internet acceptable use policy. Students should report any alterations to the computer, its screen, and any programs or files immediately. Students will be financially responsible for the repair or replacement of any damage to electronic equipment and/or software and may be subject to more severe consequences in accordance with the school's discipline progression.
6. Students may print five (5) black and white pages or copy five (5) black and white pages free of charge. Each additional black and white page printed is ten cents (\$0.10) per page. Each additional black and white page copied is twenty cents (\$0.20) per page. All color printing is twenty cents (\$0.20) per page.
7. Students should not have gum, food, drinks, coats, book bags, and/or large purses in the library media center.

The library media center attempts to provide for all students, books and other resources that are current and helpful to them to use. Students are encouraged to use the many valuable resources for information and enjoyment. Our library staff is available to assist the students. To ensure that books and other information are available to them most of the time, we have implemented the following policies: Books are checked out for two (2) weeks and renewed for two (2) weeks. Students must bring the item to the library when renewing. A late fee of ten (10) cents per day for each late book will be assessed. If students have overdue materials or late fees of one dollar (\$1.00) or greater, they will not be able to renew or check out additional materials until the late fees or payments for the lost items are settled. A late fee, cost replacement price, and a non-refundable \$5 processing fee will be charged for each lost/damaged book. The library media center will retain any lost/damaged books paid for. There are no fines for selections borrowed from MyMediaMall. These policies encourage students to use the materials and then return them in a timely manner so that others may have access to the materials.

Media Center Circulation Loan Periods and Procedures

The library media center is open to students on a daily basis from 8:00 A. M. to 4:00 P. M. when school is open, or as library staff are available. The library is also a public library. It has after school hours as follows: 4 PM to 8 PM, Monday, Tuesday, Wednesday, and Thursday; 9 AM to 1

PM, Saturday. Patrons may request materials from the media center through the library's website at www.cclid.org or by calling the library at 815-694-2800. Students may come to the media center during their classes in small groups or accompanied by their teacher for large classroom projects, research, or assignments. Students may also stay after school to use the library media center

Of the many information sources, our media center provides nonfiction, fiction, reference collections, and digital books. We also have available a large periodical collection of current and back issues of many popular magazines in-house and online. We emphasize the use of non-print media for both students and teachers. Online databases, Internet, computer programs, videos, educational games, CDROMs, and DVDs are available for classroom use and some for student use in the media center. We encourage students to use the media center for discovery and to enrich their lives in areas that they have an interest.

Reference books and the current issue of magazines do not circulate, except in special circumstances. Other resources may be used by students in the media center or may be checked out for use in the classroom.

All patrons may check out materials on a first come-first serve basis. For patrons who are administrators, faculty, or support staff, materials may be checked out for an extended period of time. If they need materials over the summer, they can check them out at the end of the school year as a public library patron. If an item is borrowed by one patron and needed by another, the former will be contacted as to when the item will be available for use.

Library media center students are responsible for all materials loaned to them until the items are returned and the library media center records cleared. Students who loan books and/or materials charged out in their names to other persons do so at their own risks and will be held responsible for any fines incurred if the books/materials are overdue or replacement charges if they are lost. In the event that students have overdue fines, or payments for lost items that have not been settled, students may use books/materials only within the media center.

When circumstances arise, the library staff will exercise common sense and good judgment in granting exceptions.

UNPAID SCHOOL FEES

We ask students and/or parents to pay off any unpaid school debt(s). Students will not be allowed to participate in school sponsored activities that require a fee until they have made the team and that fee is paid in advance.

*Book Rental/Lab Fees

*Lunch/Breakfast Fees

*Library Fines

*Other _____

VISITORS

The school policy is to allow only those visitors who have legitimate business with the school. Guests and visitors must register in the office. Parents are always welcome. Students wishing to bring a guest to school must obtain prior approval from the Principal and secure a pass. We request that visitors not attend during lunch periods. Visitors are expected to leave promptly when their business is concluded.

Student visitors are discouraged and have on occasion attributed to a less than acceptable academic environment. Absolutely no student visitors will be allowed to visit Central High School unless prior permission has been granted through the office and then only under special circumstances.

State law provides that teachers and other employees may request any person entering a public school building to identify himself and the purpose of this entry. A person who refuses to

provide such information is guilty of a petty offense and upon conviction shall be fined not more than \$100 (Section 24-25 of the School Code of Illinois.)

ADMINISTERING MEDICATION TO STUDENTS

When a child requires daily or regular medication such as insulin shots or medication for illnesses that are kept under control by such medication, the responsibility for administering medication rests solely upon the parents. School employees should not undertake to administer such medication as a matter of policy.

Because of increased demands upon the school and the primary responsibility of parents in this matter, the school will administer medication on a very limited basis. Doctors tell us, for example, that medications prescribed to be taken 3 or 4 times a day can be given to students by their parents outside of school if the parents carefully plan a schedule, such as before school, meal time and bed time. Therefore, requests for the school to administer medication should rarely occur. If an exception to the above medication schedule is requested, the school requires verification with a doctor's note.

School personnel may not dispense or administer prescription or non-prescription medication to students except under the following conditions:

1. A signed and dated request from the parent or legal guardian is on file in the school. The request specifies the name of the medication, its purpose, the dosage and administration time. Authorizations must be reviewed weekly.
2. In the case of a prescription medication, specific instructions from the licensed physician or dentist who prescribed the medication must also be on file in the school office.
3. Prescription medicine must be in a container labeled appropriately by the physician or pharmacy and the label must include the student's name, drug name, physician's name, dosage, and the frequency of administration. Non-prescription medicine must be in the original manufacturer's container and must be labeled with the student's name.
4. Medication may only be administered by the school principal or his/her designee.
5. A log shall be maintained for each student to whom medication is dispensed. The log shall record the date(s), time(s), dosage(s), and type of medicine dispensed and the name of the individual dispensing the medication. The parental request and/or the physician's instructions shall be attached to the log and maintained in the student's record file.

All medications must be stored in an appropriate, secure storage area. In all cases the school retains the right to refuse to dispense medications when the above procedures have not been followed, or when in the judgment of the principal, a refusal to dispense medications is in the immediate interest of the student or school.

SEARCHING OF STUDENTS & LOCKERS

Searches of a student's person, his or her personal possessions (including: locker, purse, duffel bag, etc.), shall be conducted by the Principal, or his designee, if the Principal has a reasonable basis for believing that the student is concealing material which is prohibited by federal, state, or local law or the provisions of the code.

School authorities are allowed to inspect and search places such as lockers, desks, parking lots, and vehicles, and other school property, as well as, personal effects left in those areas by students without notice to or consent of students and without search warrants. School authorities may request the assistance of law enforcement in conducting the searches.

SCHOOL EVACUATION

In the event students are evacuated from a regular school building to an alternative site, students must stay at the alternative site until a decision is made by the administration to dismiss

school for the day or to return students to the regular school building. Unless school is dismissed, all students are required to return to school. Any student not returning to school will receive an unexcused absence/be subject to discipline. Parents wishing to do so may visit the alternative site to check on their children.

RECIPROCAL AGREEMENT WITH LAW ENFORCEMENT

Recent legislation requires that each school district establish a RECIPROCAL reporting system with local law enforcement agencies. The Central Unit #4 Parent-Teacher Discipline Advisory Committee has entered into such an agreement with the probation and law enforcement agencies of Kankakee and Iroquois Counties.

LOCKERS

Students will be provided hall, physical education and in some cases shop lockers. Students are required to keep their locker locked. Removable combination padlocks will be issued. (Personal padlocks may not be used.) Students will be charged for the lock and/or the protective cover if they are not turned in at the end of the year. Central High School will not be responsible for lost or stolen possessions.

Lockers are school property and there should be no expectation of locker privacy on the part of students. Unannounced locker inspections will be made. Students are responsible for whatever may be found in their lockers.

Lockers are to be kept neat and orderly at all times. Students are discouraged from “sharing” lockers with others. Students should report problems with their lockers to the office. Locker access between classes is not an acceptable excuse for being tardy. Students should “plan ahead” for classroom requirements to avoid being tardy.

CAREER CENTER BUS

Students who miss the bus, unless detained by school personnel, will be required to spend the remainder of the day at Central High School.

Students will not be allowed to carry or take duffel bags, backpacks etc. on the Career Center bus. KACC supplies Career Center students with the necessary materials and locker space in accordance with individual class needs.

Students are expected to follow all Central Unit #4 bus policies/procedures while riding the bus to Career Center - (see Central Community Unit No. 4 Behavior Rules for Bus Riders). Students failing to comply with these rules will be subject to appropriate disciplinary action.

UNIFORM GRIEVANCE PROCEDURE

Students, parents, guardians, employees, or community members should notify any District Complaint Manager if they believe that the School Board, its employees, or agents have violated their rights guaranteed by the State of Federal Constitution, State or Federal statutes, or Board Policy, or have a complaint regarding:

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. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972)
5. The misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
6. Curriculum, instructional materials, programs

The Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

Filing a Complaint

A person (hereinafter Complainant) who wishes to avail himself or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same sex. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with the parent(s)/guardian(s) of a student. The Complaint Manager may assist the Complainant as needed.

Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his behalf. If the Complainant is a student, the Complaint Manager will notify his/her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except (1) as required by law or this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

Within 10 school days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the School Board, which will make a decision in accordance with Section 3 of this policy. The Superintendent will keep the Board informed of all complaints.

Decision and Appeal

Within 5 school days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant by US mail, first class, as well as the Complaint Manager.

Within 5 school days after receiving the Superintendent's decision, the Complainant may appeal the decision to the School Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the School Board. Within 10 school days, the School Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information for the Board. Within 5 school days of the Board's decision, the Superintendent shall inform the Complainant of the Board's action. The Complainant may appeal the School Board's decision to the Regional Superintendent pursuant to Section 3-10 of The School Code and, thereafter, to the State Superintendent pursuant of Section 2-3.8 of The School Code.

This grievance procedure shall not be construed to create an independent right to a School Board hearing. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

Appointing Complaint Managers

The Superintendent shall appoint at least two Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator, if any, may be appointed a Complaint Manager. The

Superintendent shall insert into this policy the names, addresses, and telephone numbers of current Complaint Managers.

Mr. Martin D. Felesena, Principal
Central High School
(815) 694-2321

Mrs. Vickie Marquis, Principal
Nash Middle School
(815) 694-2323

Central Community Unit School District Policy 2:260

STUDENT DISCIPLINE RESPONSIBILITIES

Students, as citizens of the United States, are guaranteed certain individual rights and have corresponding individual responsibilities. Parents, teachers, and administrators have a responsibility, a duty to protect the rights of students while maintaining an educational atmosphere conducive to the teaching and learning process. The concept of balancing the rights of the individual with the rights of society is as valid in the educational community as in the larger community. There are certain responsibilities required of a citizen who is a student in school:

1. To become informed of and adhere to reasonable rules and regulations established by your local school Board of Education and implemented by school administrators and teachers;
2. To respect the rights and individuality of other students, school administrators, and teachers;
3. To refrain the libel, slanderous remarks, and obscenity in verbal and written expression;
4. To dress and groom in a manner that meets reasonable standards of health, cleanliness, and safety;
5. To be punctual and present in the regular or assigned school program;
6. To refrain from gross disobedience or misconduct or misbehavior that materially and substantially disrupts the educational process;
7. To maintain the best possible level of academic achievement;
8. To respect the reasonable exercise of authority by school administrators and teachers in maintaining discipline in the school and at school-sponsored activities.

(Taken from Illinois State Board of Education 1979 publication, Students and Schools: Rights and Responsibilities)

DISCIPLINE - BEHAVIOR CODE

Primary Assumptions:

1. This Discipline-Behavior Code is based on the idea that acceptable behavior is necessary in creating mature, responsible, and self-controlled individuals.
2. Good discipline creates conditions favorable for efficient learning.
3. Breaches of discipline are of a varied nature. Consequently, much has to be left to the judgment of the administrator involved with individual disciplinary cases.
4. When administering punishment, the following measures shall be considered:
 - a) The seriousness of the offense,
 - b) The attitude and past behavior of student,
 - c) The nature and severity of the punishment,
 - d) The age and maturity of the student,
 - e) The availability of effective means of discipline,
 - f) The influence of the student's behavior and conduct on others.
5. Incidents of disciplinary action may have an effect on the student being accepted in programs such as Career Center, IVHS, Student Leadership, Community Service, Internship, etc.

Purpose:

1. To provide students with an informative guideline which will aid them in their pursuit of education,

2. To provide parents with an understanding of the type of behavior expected of students in the school situation,
3. To provide those concerned with the responsibility of student discipline and behavior a means of measuring the types, severity, and repetitions of violations. This will help them suggest and initiate actions designed to reduce the problem area.

This Guide is not designed to list all possible violations or all the possible consequences of unacceptable behavior. Listed are general rules in a logical order, with a general indication of the types of disciplinary actions that may occur in each set of circumstances. It is a guideline for the student, teacher, and administrator. Parents and students who would like a clarification of any aspect of this Guide are encouraged to contact the principal.

BEHAVIOR INTERVENTION POLICY

Purpose

It is the purpose of this policy to describe the procedures authorized by the Board of Education of Central Community Unit School District No. 4 (CUSD #4) relative to the use of behavioral interventions with students with disabilities. The District insists that students with identified disabilities should be held, as much as possible and reasonable, to the same behavioral and social expectations and consequences as students without disabilities. Where a student's disability prevents him/her from conforming to school rules and expectations, special consideration and procedures will be employed. A fundamental principle of this policy is that "non-restrictive" interventions – positive interventions designed to develop and strengthen desirable behaviors – shall be emphasized, and are preferable to the use of "restrictive" interventions.

Procedures

It is the requirement of the Board of Education that employees charged with the implementation of this policy should incorporate procedures and methods consistent with generally accepted practice in the field of behavior intervention.

Whenever a "change in placement" is being considered for a special education student for behavioral reasons, an IEP (Individualized Education Program) meeting will be convened to determine whether the behavior is related to the child's disability (a "manifestation determination"). The IEP can only be revised and an IEP meeting can only be convened with proper notification to parents and appropriate staff.

Requirements for the Creation of a Behavioral Intervention Plan

Any student receiving special education services will require a behavior management plan as part of the IEP (Individualized Education Program) when his/her disability causes the student significant difficulty behaving appropriately. The IEP team will decide which behavior intervention strategies are most appropriate for the student. Unless the IEP team specifically devises a behavior management plan that differs from the school's customary discipline policies, those policies shall apply, and may include the use of "restrictive" and/or "non-restrictive" interventions.

Monitoring the Use of Restrictive Behavioral Interventions

The use of "restrictive" behavioral interventions shall be monitored as follows:

- 1) When the intervention under consideration is: being dropped from a course, in-school, or out-of-school suspension, the Building Principal shall ensure that the intervention shall not constitute a change in placement, unless its use is preceded by a "manifestation determination," as described above.
- 2) When the intervention under consideration is: inhibiting devices, manual restraints, search of the student's person, time-outs (isolation/quiet room), or mechanical restraints (excluding restraint prescribed by physician or used as a safety procedure for transportation), the teacher or Building Principal shall ensure that the intervention is administered in such a fashion as to

ensure the student's right to placement in the least restrictive educational environment; and considers the student's physical freedom and social interaction.

3) See "Behavioral Intervention Policy Committee" below.

Emergency Situations

If a situation occurs in which immediate intervention is needed to protect students, staff, other individual or the physical site from harm, school personnel may impose an intervention that has not been delineated in the behavioral management plan, as reflected in an IEP. When such an emergency intervention has been utilized, the parents of the student shall be notified as soon as possible. A description of the intervention applied shall be documented and placed in the student's temporary file.

Procedural Protection

All of the procedural protections available to students with disabilities and their parents under the Individuals with Disabilities Education Act (IDEA), including notice and consent, opportunity for participation in meetings, and right to appeal, shall be observed when implementing and/or developing behavioral interventions.

Behavioral Intervention Policy Committee

The District shall maintain a Behavioral Intervention Policy Committee to monitor, review and make recommendations regarding the policy to the Governing Board. This committee shall meet on a regular basis and shall consist of parents of students with disabilities and other parents, teachers, administrators, advocates for persons with disabilities, and individuals with knowledge or expertise in the development and implementation of behavioral interventions for persons with disabilities.

ISBE Guidelines

This policy has been developed based on a review of the document entitled **BEHAVIORAL INTERVENTION IN SCHOOL; GUIDELINES FOR DEVELOPMENT OF DISTRICT POLICIES FOR STUDENTS WITH DISABILITIES**, copies of these guidelines may be requested from the Illinois State Board of Education, 100 N. First Street, Springfield, IL 62777-0001.

DEFINITIONS

Behavioral Intervention

Interventions by which school personnel attempt to alter inappropriate student behavior.

Change in Placement

Change in placement occurs when an IEP is altered so that a "substantial programmatic modification" is made, or when the new educational program is not comparable to the existing program. Placement does *not* change where slight modifications are made in the program. Thus, the introduction of new activities and change of classroom location or building, generally do not constitute placement changes. Likewise, suspensions in aggregate of 10 days or less do not constitute a change in placement.

Non-Restrictive Behavioral Interventions

"Non-restrictive" Behavioral Interventions are techniques which do not restrict a student from access to the regular school day, the regular school program, or to the same educational opportunities enjoyed by the student body at-large. Non-restrictive behavioral interventions may include, but are not limited to, individual student counseling, rewards systems (behavioral modification techniques), formal behavioral reports to parents, peer mentoring, in-school suspensions or time-out sessions in which the students is permitted to continue with his/her regular school work, and detentions which do not prevent the student from access to before-school, after-school, or Saturday school activities.

Restrictive Behavioral Interventions

“Restrictive” Behavioral Interventions are techniques which restrict a student from access to the regular school day, the regular school program, or restrict the student from the same educational opportunities enjoyed by the student body at-large. Restrictive Behavioral Interventions would include, but are not limited to: out-of-school suspension, in-school suspension or time-out sessions in which the student is not permitted to continue his/her schoolwork, and detentions which prevent the participating student from access to before-school, after-school, or Saturday school activities.

CENTRAL COMMUNITY UNIT DISTRICT NO. 4 BEHAVIOR RULES FOR BUS RIDERS

The Central Community Unit District is obligated to provide a safe, pleasant and efficient transportation system for all students. All students have a right to ride a school bus without fear of unsafe operation, intimidation, abuse, injury, harassment or insult from other students. To insure that all of our students receive this treatment the following rules will apply to all students who use the regular or extra-curricular buses. The complete cooperation of all students, parents and guardians is needed and expected.

Students will be picked up at one address every morning and dropped off at one address every afternoon (Monday-Friday). The pick up address and/or drop off address may be a day care provider.

Parents/Guardians are requested to have a “back up” arrangement made with a neighbor, family member, day care provider, ect., in the event the a pick up/drop off change is needed during the school day. By following this guideline, you won’t be making last minute changes that could cause a safety concern for your child.

Students will not be transported to after school parties, non-school related organizational meetings, or non-school athletic practices.

Please note: A new ‘Request for Transportation’ form must be completed for any subsequent changes. Please allow 48 hours for bus service changes to begin.

Behavioral Expectations

1. Students will not use profanity, make obscene gestures or comments, make sexual advances or engage in sexual activity, or engage in the sexual harassment of other students or adults who are either on a bus or in the near proximity of a school bus.
2. Students will board or de-board only at designated stops and will be on time for pick-ups. Students will take assigned seats if the driver so directs without argument or resistance and will remain seated at all times when the bus is moving. Students will not extend arms or head out of the bus windows at any time.
3. Students will speak in conversational tones only, while on a school bus. All talking must stop at railroad crossings or at other times the driver requests silence for safety reasons. Radios, tapes, and CD players may be played on the bus if the student is using headphones and the volume is turned low enough to respond to bus driver’s commands. All material being listened to must be school appropriate.
4. Students will not throw objects on the bus or out of windows nor will they bring onto a bus glass objects, sharp objects, animals, or materials which could harm others if broken or misused or which block bus aisles or exits.
5. Students will obey all school rules including those that ban alcohol, drugs, drug paraphernalia, “look-a-likes”, tobacco products, and weapons from all school property, fighting, intimidation and insult of others.
6. Students will not consume food or drink on the bus and will not bring food or drink on the bus.

7. Students will respect the authority of drivers, teachers, or other adults at all times and will obey all driver directions, requests, and instructions.
 8. Students will follow driver and other school staff instructions in all loading area and will refrain from pushing or crowding in an area where a bus is to load or unload students. Students will not leave a bus or enter a school at a loading zone, exchange point, or school other than the school they attend.
 9. Students will not walk behind or between parked buses in a loading zone unless stop arms are out and flashing nor will students engage in horseplay, pushing or other safety violations in a loading zone.
 10. Any student suspended from their assigned bus for violating a rule is not allowed to ride any other route or shuttle bus during the suspension, and attempts to do so will result in an extension of the suspension or other disciplinary action.
 11. Students will not vandalize or deface school property.
 12. Students will not use emergency bus exits except in an authorized drill or actual emergency.
 13. Students will be polite and considerate of other students at all times. Older students will assist younger students and will be expected to assist the driver when called upon to do so.
 14. Students will respect the rights and feelings of others at all times.
 15. Students will assist the driver and other adults in enforcing District rules and in making the bus safe for all students.
- ANY ACTION WHICH IS SO FLAGRANT, DISRESPECTFUL OR DANGEROUS AS TO CAUSE CONCERN FOR THE CONTINUED SAFETY OF OTHERS MAY RESULT IN THE IMMEDIATE AND PERMANENT SUSPENSION OF BUS RIDING PRIVILEGES AND/OR MAY RESULT IN OTHER SCHOOL DISCIPLINARY ACTION AS WELL AS THAT CALLED FOR BY THIS POLICY. THE PARENT/GUARDIANS OF A STUDENT SUSPENDED FROM A BUS MUST MAKE ARRANGEMENTS TO ENSURE THE STUDENT ATTENDS SCHOOL DURING THE BUS SUSPENSION. FAILURE TO ATTEND SCHOOL DUE TO A BUS SUSPENSION WILL BE CONSIDERED TRUANCY AND SHALL BE REPORTED TO THE REGIONAL OFFICE OF EDUCATION FOR PROSECUTION.

School personnel shall be the sole judge as to which discipline level or category a student's actions or behavior may fall. Student age, intent and circumstances may be used to determine what disciplinary action is appropriate, fair and instructional for the student.

CENTRAL COMMUNITY UNIT SCHOOL DISTRICT NO. 4-PROGRESSIVE DISCIPLINE POLICY - BUS RIDERS

The disciplinary actions outlined below are the minimum consequences of student misbehavior or failure to cooperate fully with school bus drivers and other school employees. Certain violations, or repeated violations may result in discipline of the student beyond the consequences listed below and may include detention, suspension and expulsion from school.

LEVEL I BUS DISCIPLINE

A student will receive a warning the first time he/she violates any of the following rules and the student's parents will be notified of the problem. A second offense will result in a written warning to parents. A third offense may result in a five (5) school day suspension of bus riding privileges or school discipline. If a student's behavior or action is deliberately defiance of authority or provoking and/or endangers the student or others, a first and second warning may not be issued before suspension/discipline occurs.

1. Fails to be at the loading zone on time.
2. Boards or de-boards at unauthorized location.

3. Places arms or head out of a window.
4. Fails to sit properly in seat or fails to ride assigned bus.
5. Fails to take or remain in assigned seat.
6. Raises voice level to a point it is distracting to the driver.
7. Misbehaves in a school bus loading zone.
8. Fails to have proper paper work in order to change buses or boarding site.

LEVEL II BUS DISCIPLINE

A student will receive one warning for violating any of the following rules and the rider's parents will be notified. A second violation in this category (Level II) may result in a ten (10) school day suspension of bus riding privileges or school discipline.

1. Brings glass, animals or other objects onto a bus, which might cause injury to others or interfere with the safe operation of the bus.
2. Throws objects on the bus.
3. Eats or drinks on the bus.
4. Brings tobacco products on the bus.
5. Uses emergency exit in non-emergency situation.
6. Pushes, trips, etc. others on bus or in loading zone.
7. Uses moderately offensive profanity.
8. Spits or gleeks on the floor.

LEVEL III BUS DISCIPLINE

A student may be immediately suspended from the school bus (no written or verbal warning necessary) for a period of ten (10) school days or be issued school discipline for a violation of any of the following rules

1. Throws object(s) with the intent of causing injury or which does cause injury, intended or not.
2. Throws object(s) out of bus window.
3. Fighting or physically aggressive behavior, or behavior which inflicts harm on others.
4. Uses offensive or provocative profanity, obscene language or gestures, engages in sexual activity or sexual harassment or innuendo.
5. Threatens or intimidates other riders.
6. Is disrespectful and/or disobedient to a driver or adult staff member.
7. Uses tobacco product or lights flame on a school bus.
8. Vandalizes or defaces bus equipment.
9. Uses or brings alcohol, drugs or weapons (or objects used as weapon) or "lookalike" objects on a school bus.
10. Discharges fire crackers, smoke bombs or other such devices.
11. Spits or gleeks on another individual.

ADMINISTRATIVE RULES FOR BUS DISCIPLINE POLICY

General Guidelines:

The simultaneous violation of several rules from different categories shall be considered to be a violation of the rule with the most serious consequences and not a violation of rules from the other categories. For example, a student throws an object at another student (Level III) and at the same time uses moderately offensive profanity (Level II) and fails to stay seated (Level I). The student's inappropriate behaviors are made part of the record to the student and parent but the violation is considered a Level III violation and produces a ten-day suspension from all district buses.

After a student has been given the maximum punishment in Level I and II permitted, each subsequent violation shall result in the maximum punishment for the Level except that the third imposition of the maximum penalty shall automatically be reported to the Superintendent by the Principal for discussion and determination of the next disciplinary step.

Level I

A violation of a rule in Level I does not count as a violation on Level II or III. Level I offenses are to be treated as separate incidents unrelated to the more serious Level II and III offenses. Flagrant, repeated or deliberately defiant or disruptive behavior may, after being documented, elevate the importance of the offenses(s) to a higher level in a specific case.

It is the bus driver's responsibility to issue a verbal warning and document that such a warning has been issued. Documentation may be either by written or oral communication with the principal as soon as the incident arises. It is the bus driver's responsibility to write up second and third violations and give the report immediately to the appropriate school administrator for delivery to the parent.

A Level I violation only applies to the bus the student is riding. If the violation is on a regular route then that is the only route affected by the bus suspension and if it occurs on a Career Center bus then the Career Center bus is the only bus to which the suspension applies

Level II

A violation of a rule in Level II does not count as a violation on Level I or III.

It is the bus driver's responsibility to write up and turn in to the appropriate school administrator a report of a Level II violation immediately.

A violation of a rule in Level II applies only to the bus on which the violation occurred. If the violation is on a regular route then that is the only route affected by the bus suspension and if it occurs on a Career Center bus then the Career Center bus is the only bus to which the suspension applies.

Level III

A violation of a rule in Level III does not count as a violation on Level I or II.

It is the bus driver's responsibility to write up the violation and to either bring the student to the appropriate school administrator, call ahead for assistance to be met by the administrator, or in the case of an evening route, to call the administrator in the evening to report the incident and receive instructions.

THE BUS POLICY MAY BE VIEWED ON-LINE

DEFIANCE AND DISRESPECT

Students who show disrespect towards any District #4 employees by talking back or refusing to follow any simple request may receive a detention, an In-School Supervision, a Saturday School or an Out-of-School Suspension. The use of vulgar language will add to the severity of the disciplinary action taken.

FALSE FIRE ALARM

Causing a false fire alarm is a serious matter.

- ◆ 1st offense = 5 days Out-of-School Suspension.
- ◆ 2nd offense = 10 days Out-of-School and recommendation to the Board of Education for Expulsion.

GENERAL DISCLAIMER

While the handbook covers many rules and procedures, it is impossible to foresee every situation. The school board and administration have the right to implement any rule/discipline in order to protect and maintain order within the school buildings of CUSD4.

CENTRAL COMMUNITY UNIT SCHOOL DISTRICT NO. 4-CENTRAL HIGH SCHOOL **PROGRESSIVE DISCIPLINE POLICY**

It is the belief of the administration that continual incidents of misbehavior impede the educational process at Central High School. Because of this belief, the following progressive discipline will be in effect. Understand that "progressive" means that once a student has completed a level, he/she cannot go back to that level. (Ex. once student A completes level 2, five after-school detentions, the next infraction of any kind will result in a level 3 in-school supervision. Student A would not receive any further after-school detentions.)

The discipline progression will proceed as follows:

Level 1 – **CLASSROOM/LUNCH DETENTIONS** (not turned in to the main office)

Level 2 – **AFTER SCHOOL DETENTIONS** – After school detentions are reserved for all building level offenses. A student may receive an after school detention for skipping a classroom and/or lunch detention. (After school detentions will be held from 3:25PM to 4:25PM one day a week).

Level 3 – After five (5) after school detentions, the next offense *of any kind* will result in **ONE (1) DAY IN-SCHOOL SUPERVISION**.
(Does not qualify as a suspension).

Level 4 – After two (2) one (1) day in-school supervisions, the next offense *of any kind* will result in a **THREE (3) DAY IN-SCHOOL SUPERVISION**. (Does not qualify as a suspension).

Level 5 – After one (1) three (3) day in-school supervision, the next offense *of any kind* will result in a **SATURDAY SCHOOL**. (Saturday School is held twice per month from 8:00AM to 12:00PM).

Level 6 – After three (3) Saturday Schools, the next offense *of any kind* will result in a **ONE (1) DAY OUT-OF-SCHOOL SUSPENSION**.

Level 7 – After completion of level 6, the next offense *of any kind* will result in a **THREE (3) DAY OUT-OF-SCHOOL SUSPENSION**.

Level 8 – After completion of level 7, the next offense *of any kind* will result in a **FIVE (5) DAY OUT-OF-SCHOOL SUSPENSION**.

Level 9 – After completion of level 8, the next offense *of any kind* will result in a **TEN (10) DAY OUT-OF-SCHOOL SUSPENSION AND POSSIBLE REFERRAL TO ALTERNATIVE PLACEMENT**.

Level 10 – After completion of level 9, the next offense *of any kind* will result in an **IMMEDIATE TEN (10) DAY OUT-OF-SCHOOL SUSPENSION AND RECOMMENDATION TO THE BOARD OF EDUCATION FOR EXPULSION**.

*Any out-of-school suspension will result in a two (2) week (10 attendance days) Social Suspension beginning with the reinstatement date. (ie. dances, athletic contests, social functions, etc.)

PROHIBITED STUDENT CONDUCT

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct including, but not limited to, the following:

1. Using, possessing, distributing, purchasing, or selling tobacco materials;
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, look-alike drugs and drug paraphernalia. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had drugs in their possession.
4. Using, possessing, controlling, or transferring a weapon in violation of the “weapons” section of this policy.
5. Using or possessing electronic signaling and cellular radio-telecommunication devices, unless authorized and approved by the Building Principal. Electronic signaling devices include pocket - and all similar - electronic paging devices.
6. Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct.
7. Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.
8. Causing or attempting to cause damage to, or stealing, or attempting to steal, school property or another person’s personal property.
9. Unexcused absenteeism: The truancy statutes and Board policy will be utilized for chronic and habitual truants.
10. Being a member of or joining or promising to join, or becoming pledged to become a member of, soliciting any other person to join, promise to join, or be pledged to become a member of any public school fraternity, sorority or secret society.
11. Involvement in gangs or gang-related activities, including the display of gang symbols or paraphernalia.
12. Engaging in any activity that constitutes an interference with school purposes or an educational function or any disruptive activity.

These grounds for disciplinary action apply whenever the student’s conduct is reasonably related to school or school activities, including, but not limited to:

1. On or within sight of school grounds before, during, or after school hours or at any other time when the school is being used by a school group;
2. Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function or event; or
4. Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes or an educational function.

CLASSROOM MISCONDUCT

Classroom misconduct includes repeated disruptions, failure to do or complete assignments or failure to cooperate with the teacher and/or follow teacher-designed classroom rules.

The degree of misconduct and other factors will be considered before disciplinary action is taken. Repeated disruptions and willful misconduct will not be tolerated. When students are sent to the office by their teacher for a disciplinary reason, the following consequences may occur:

1. The student may be sent back to class after a successful conference with the Principal or Dean of Students;
2. Noon detention may be assigned by the teacher;
3. After-School Detention may be assigned;

4. Suspension from class may be assigned. Students will spend the class period in the office and they are responsible to do all make-up work;
5. A parent conference may be requested;
6. In-School Supervision may be assigned;
7. Saturday detentions may be assigned;
8. Out-of-school Suspension may be assigned.

NATIONAL ANTHEM & PLEDGE OF ALLEGIANCE

In order to install proper citizenship values, Central High School students are required to stand in a respectful manner during the singing/playing of the National Anthem or the reciting of the Pledge of Allegiance.

SUBSTITUTE TEACHERS

Substitute teachers have a difficult task and students are expected to cooperate with them. In general, disciplinary measures assigned to students for misbehaving for a substitute teacher will be stringent. Students receiving a discipline referral from a substitute teacher may receive a detention, In-School Suspension or a Saturday School assignment depending upon the infraction.

ASSAULT AND BATTERY TOWARD STAFF MEMBERS, BOARD MEMBERS OR STUDENTS

Students guilty of assault will be assigned out-of-school suspension and/or a recommendation to the Board of Education for expulsion. In addition, civil authorities will be notified when appropriate.

SMOKING/TOBACCO USE

Students are not allowed to use or possess cigarettes or other tobacco products, or cigarette lighters, pipes, or other smoking paraphernalia in the building, on school grounds, in school-provided transportation, or at any school sponsored events. This includes student driven vehicles parked on school grounds. The same rules apply during extra-curricular activities, which occur during non-school hours. Students who fail to observe this regulation will receive out-of-school suspensions.

ALCOHOL

The consumption of alcoholic beverages is both illegal in the State of Illinois and hazardous to the health of students. The consumption, possession or distribution of alcoholic beverages is not permitted on school buses, in school buildings or on any other school property at any time. This Policy extends to all school-sponsored and related activities, as well as, field trips, athletic and music trips, whether held before or after school, evenings or weekends, on or off school property. Students shall not be permitted to attend school or school-sponsored or related activities when under the influence or in possession of alcoholic beverages. For the purpose of this Policy, students who are under such influences shall be treated in the same manner as though they had alcohol in their possession.

Given reasonable grounds for suspicion, school officials may search for and seize alcoholic beverages brought onto school buses or school property, including parking lots and vehicles, and may submit confiscated beverages to the proper law enforcement authorities for analysis and identification. Routine periodic-locker searches will be conducted at all schools as well.

Central High School will make available, without sanctions, assistance to any student seeking alcohol abuse treatment or advice and will protect, in accordance with the law, the due process and privacy rights of all students within the school setting who seek such assistance or advice.

However, once it has been determined by District staff that a student is using, possessing, or distributing alcoholic beverages or is under the influence of alcohol in violation of this Policy, the penalty for the first offense shall be:

1. Immediate suspension from school and all school activities for a period of up to ten (10) school days. The student's parent or guardian shall be contacted and asked to remove the student from school property immediately. During the period of the suspension the student will receive grades of zero "0" on all homework, quizzes, and tests, which would be turned in or taken during the days of his/her suspension, with the exception of final semester exams, which may be taken on the student's return to school, and English term papers, which are due the day the student returns to school. (It is the student's responsibility to see the teacher involved to schedule a time to take the final semester exam.)
2. Forfeiture of the privilege of participating in any and all school- sponsored activities including meetings, contests, trips, performances and ceremonies;
3. Forfeiture of student driving privileges for the remainder of the school term;
4. Forfeiture of the privilege of attending the next formal school dance;
5. The student's parent or guardian shall be required to meet with the school Principal or designee and members of the staff during the first four days of the suspension for the purpose of determining a specific plan for monitoring the student's subsequent behavior. This plan should include parent and student participation in an alcohol abuse and Rehabilitation Program. If a plan satisfactory to school officials is developed within this five (5) school-day period, the suspension may be reduced to five (5) school days in length. Should the student (or parent) fail to fulfill all obligations for attendance in the approved Rehabilitation Program, the remaining five days of suspension shall be imposed.

In the event that a student violates this policy a second time, the student shall be suspended immediately and shall be given proper notice that a hearing to consider his/her expulsion from school and shall be informed of all due process, appeal and hearing rights in the case of either a suspension and/or expulsion.

The parents or guardians and students shall be informed of available Alcohol Counseling and Rehabilitation Programs available in the area.

Violation of these policies by students participating in co-curricular activities may result in additional sanctions or punishments being imposed as determined by District Policy governing these activities.

DRUGS

No student is to have in his/her possession any illegal drugs or drug paraphernalia. Prescription drugs possessed, used, or dispensed without a proper medical prescription will be considered illegal drugs for the purpose of this policy. Involvement with any substance represented as drugs will result in the same disciplinary action as would drugs. Mistake of fact will not be an acceptable defense. (Remember, students will be held responsible for the contents of lockers assigned to them.)

No drugs or drug paraphernalia are to be carried, distributed, or consumed on school premises, in school-provided transportation, or at any school activity. Any violation of this rule will result in an immediate suspension from school. It may also result in notification of the authorities and prosecution and/or expulsion from school. The consumption, possession or distribution of drug or drug paraphernalia is not permitted in school buses, in school buildings or on any other school property at any time. This policy extends to all school-sponsored and related activities, as well as, field trips, athletic and music trips, whether held before or after school, evenings or weekends, on or off school property. Students shall not be permitted to attend school or school-sponsored or related activities when under the influence or in possession of drugs. For the

purpose of this Policy, students who are under such influences shall be treated in the same manner as though they had drugs in their possession.

Given reasonable grounds for suspicion, school officials may search for and seize drugs brought onto school buses or school property, including parking lots and vehicles, and may submit confiscated drug or drug paraphernalia to the proper law enforcement authorities for analysis and identification. Routine periodic-locker searches will be conducted at all schools as well. Central High School will make available, without sanctions, assistance to any student seeking drug abuse treatment or advice and will protect, in accordance with the law, the due process and privacy rights of all students within the school setting who seek such assistance or advice.

However, once it has been determined by District staff that a student is using, possessing, or distributing drugs or drug paraphernalia or is under the influence of drugs in violation of this policy, the penalty for the first offense may be:

1. Immediate suspension from school and all school activities for a period of up to ten (10) school days. The student's parent or guardian shall be contacted and asked to remove the student from school property immediately. (See "Out-of-School Suspension" for grading policy.)
2. Forfeiture of the privilege of participating in any and all school-sponsored activities including meetings, contests, trips, performances and ceremonies;
3. Forfeiture of student driving privileges for the remainder of the school term. The student's parent or guardian shall be required to meet with the school principal or designee and members of the staff during the first five days of the suspension for the purpose of determining a specific plan for monitoring the student's subsequent behavior. This plan should include parent and student participation in a drug abuse and rehabilitation program. If a plan satisfactory to school officials is developed within this five (5) school day period, the suspension may be reduced to five (5) school days in length. Should the student (or parent) fail to fulfill all obligations for attendance in the approved Rehabilitation Program, the remaining five days of suspension shall be imposed.
4. Forfeiture of the privilege of attending the next formal school dance.

Under certain circumstances or in the event that a student violates this Policy a second time, the student shall be suspended immediately and shall be given proper notice that a hearing to consider his/her expulsion from school shall be informed of all due process, appeal and hearing rights in the case of either a suspension or expulsion.

The parents or guardians and students shall be informed of available drug counseling and rehabilitation programs available in the area.

Violation of these policies by students participating in co-curricular activities may result in additional sanctions or punishments being imposed as determined by District Policy governing these activities.

FIGHTING

Every effort will be made to determine the cause of the confrontation, who initiated the fight, and what, if any, steps were taken to stop the fight. However, both combatants will be held responsible and will be disciplined.

- ◆ 1st offense – Three (3) days Out-of-School Suspension
- ◆ Additional offenses – (3 to 10) days Out-of-School Suspension
- ◆ Repeated offenses may result in recommendation to the Board of Education for Expulsion.

NOTE: Students who excite, watch, or initiate a fight may also be disciplined.

FIRE CRACKERS, SMOKE BOMBS, AND SIMILAR DEVICES

Any action, which endangers the safety and well being of others will not be tolerated. Possession or detonation of any type of explosive is cause for suspension or expulsion and possible report to legal authorities.

FORGERY

Forged teacher passes or parent notes will result in severe disciplinary action up to, and including, suspension from school.

GANGS & THE OCCULT

Articles of paraphernalia, printed materials, symbols, slogans, or anything else related to gang activity, Satanism, and/or the occult are not to be brought on school property or to school events. Such items will be confiscated and not returned. In addition, other disciplinary action may result and law enforcement authorities may be notified.

Students, who display graffiti, gang signs or tattoos will be disciplined and asked to remove or cover such symbols. Gang activity is any behavior, which displays evidence of membership in or affiliation with any gang. This includes: both verbal and non-verbal communication (graffiti, gestures, handshakes, colors, etc.) as well as the wearing of symbols, emblems, or other adornments associated with a gang or clothing characteristics associated with a gang. Gang activity includes any effort to recruit for or further the interest of a gang or to intimidate students on behalf of a gang.

- ◆ 1st offense - Out-of-School Suspension and parental notification. A parent conference is necessary for the student's return to school.
- ◆ Additional offenses - (3 to 10) Out-of-School Suspension days, depending on the severity of the infraction.
- ◆ Repeated offenses - possible recommendation to the Board of Education for Expulsion.

HAZING OTHER STUDENTS

Hazing will not be tolerated. Students violating this rule will be assigned from 1 to 3 Saturday School assignments or suspended out of school.

OBSCENE, LEWD, OR UNCIVIL BEHAVIOR

Any action or behavior that could be considered obscene, lewd, or uncivil will not be tolerated. Students violating this rule will be assigned in-school supervision, Saturday assignment or suspended out of school.

PHYSICAL TOUCHING OR HARASSMENT

Students have a right to feel safe at school. They should not be harassed or touched in ways that make them feel uncomfortable. Depending on the severity of the violation, the following discipline may be assigned:

- ◆ In-School Supervision, Saturday School assignment or counseling,
- ◆ Out-of-School Suspension and/or a recommendation to the Board of Education for Expulsion.

PROBATION

Probationary status may be assigned to students whose performance in academics, attendance, or behavior has been unsatisfactory. Students being placed on such status and their parents will be informed when students are assigned probation. This will be considered the "final warning" and without notable progress in the problem area the student will be assigned to an alternative education program or expelled.

PUBLIC DISPLAY OF AFFECTION/ INAPPROPRIATE SEXUAL CONTACT

Students are asked to respect the rights of other people. Public displays of affection and/or any contact of a sexual nature are considered in poor taste and will not be tolerated. Parents will be contacted and further disciplinary action may result. School administration will consider the extent and nature of the contact when determining the severity of disciplinary action.

While it is difficult to describe exactly what are unacceptable public displays of affection, face to face romantic embraces, touching of a sexual nature, and any form of kissing will result in disciplinary action.

RACIAL AND ETHNIC TAUNTS

Racial and ethnic taunts or derogatory remarks will not be tolerated. Students violating this rule will be assigned In-School Supervision, Saturday School, or Out-of-School Suspension.

SEXUAL HARASSMENT

Sexual harassment of students is prohibited. An employee, District agent, or student engages in sexual harassment whenever he/she makes unwelcome sexual advances, requests sexual favors, and engages in other verbal or physical conduct 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 unwelcome conduct the basis for academic decisions affecting a student.

The terms "intimidating", "hostile", and "offensive" include conduct, which has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include: unwelcome 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.

Students who believe they are victims of sexual harassment or have witnessed sexual harassment are encouraged to discuss the matter with Building Principal or the Complaint Officer Manager who are:

Martin D. Felesena, Principal
 Central High School
 1134 E. 3100 N. Rd.
 Clifton, IL 60927
 Phone: (815) 694-2321

Vickie Marquis, Principal
 Nash Middle School
 1134 E. 3100 N. Rd.
 Clifton, IL 60927
 Phone: (815) 694-2323

School officials will be diligent in the investigation and discipline of students engaging in activities of a sexually harassing nature. Discipline may range from a Saturday School assignment, out-of-school suspension, or possible recommendation for expulsion from school. In the event the administration recommends suspension or expulsion as a result of the student's conduct, due process will be afforded the student in accordance with the district's suspension/expulsion procedures.

STEALING/CHEATING

The value of the property or object taken will determine the severity of disciplinary action taken. Students may expect to receive In-School Supervision, Saturday School or Out-of-School Suspensions for stealing. Parents will be contacted. Students may be referred to the police. Students are responsible for restitution.

Students are responsible for doing their own work. Students involved in copying homework assignments, or cheating on a quiz or test will be given a zero and could also be disciplined.

TARDINESS/TRUANCY

Students need to realize that it is their responsibility to be on time. Good study habits are acquired through being punctual, having necessary study materials with them (pen, pencil, notebook, paper, books, etc.) and being in their classroom.

Students who are tardy will receive a detention, In-School Supervision, or a Saturday School. Discipline will be assigned according to the following guidelines: (Tardies will be tabulated per semester.) Every two (2) tardies will result in an After-School Detention. Multiple detentions will result in In-School Supervision or Saturday School assignment.

Any student who is absent without valid cause is considered TRUANT. The administration reserves the right to decide the validity of absences.

The following forms of absence are classified as truancies:

1. Absences from school without the knowledge and consent of parents or school authorities;
 2. Leaving the building/school grounds during the school day without permission;
 3. Staying out of class without permission;
 4. Leaving a classroom without a hall pass number dependent upon hours missed.
- ◆ 1st offense = Saturday School assignments or In-School Supervision
 - ◆ Additional offenses = Saturday School assignment or In-School Supervision and referral to truancy program and law enforcement agencies.

****Repeating truancy may result in an Out-of-School Suspension and/or a recommendation to the Board of Education for Expulsion.**

THREATS TO STUDENTS, SCHOOL STAFF OR BOARD OF EDUCATION MEMBERS

Verbal or written threats to school personnel will result in an Out-of-School Suspension and/or a recommendation to the Board of Education for Expulsion.

Verbal or written threats to students will result in immediate disciplinary action. The nature of the discipline will be based on the severity of the offense. Discipline may range from a Saturday School assignment, an Out-of-School Suspension and/or a recommendation to the Board of Education for Expulsion.

Administration also reserves the right to contact the police if necessary.

THROWING SNOWBALLS

Throwing snowballs can result in injury; therefore, snowballs may not be thrown on school grounds. Those who violate this rule will be assigned to two After-School Detentions for the first offense and Saturday School or In-School Supervision for any additional violations.

VANDALISM

Persons who deliberately damage or destroy school property will be suspended and/or expelled. In addition, students will be required to pay for, or work off the cost of replacing or restoring that, which has been damaged or destroyed.

VULGAR LANGUAGE/GESTURES (written or spoken)

Indecent gestures, profanity and vulgar language are not to be used in school or on school property. Use of words, which sound like an obscenity, used in context of an obscenity, will be considered an obscenity.

Students who do so may receive In-School Supervision, Saturday School or Out-of-School Suspension. Students who direct such behavior towards teachers and other school employees can expect to be suspended. Obscene magazines, pictures, photographs, etc. will be confiscated and not returned and other disciplinary action may result.

WEAPONS

No weapons of any kind should be brought to school or to school functions. Weapons will be confiscated and will not be returned. Disciplinary action will result in immediate suspension and possible recommendation to the Board of Education for Expulsion and, if necessary, the proper authorities will be notified.

WRITTEN THREATS / INAPPROPRIATE WRITTEN CLASSROOM MATERIAL

Student assignments are made with the intent of assisting the student to achieve a specific educational objective or goal consistent with the goals and objectives of the school district. The classroom teacher is trained to determine the nature of an assignment most likely to assist the student to meet a specific instructional objective. The failure of a student to conform to the teacher's directions and requirements regarding any class assignment must be considered deliberate disobedience and will result in the student receiving a failing grade for that assignment regardless of the merits of other factors. If the teacher determines that the student has also violated the restrictions against the use/discussion of obscenity, sexual promiscuity and/or the promotion or glorification of drug and alcohol use, violence/brutality or gang activity in the assignment, the matter will be turned over to the Administration and disciplinary action will result.

OFFICE BEHAVIOR

Students who are in the office waiting to see the Principal or Dean of Students are expected to be quiet and orderly. Disruptions will result in After-School Detentions, In-School Supervision, or Saturday School assignments.

SOCIAL SUSPENSION

Students on Social Suspension may not attend or participate in any after school functions or activities. Students will be placed on Social Suspension for serious offenses or repeated offenses. In addition, students will be on Social Suspension for any days that they are suspended out of school. Students can also be socially suspended for inappropriate behavior while attending extra-curricular or co-curricular activities.

DETENTION

Teachers will assign detentions for the noon detention periods in their room for minor classroom disturbances, or other problems that a teacher feels a detention is necessary. After-School Detentions will be held from 3:25PM to 4:25PM on Tuesdays in designated classroom. This may include some Wednesdays, depending upon Holiday week.

It is the responsibility of the student to be prompt and follow all detention rules. Students will be allowed to reschedule a detention once for a good reason. This must be done by the student or a parent before the detention is to be served. If a student fails to serve an After-School Detention, he/she will receive a Saturday School assignment or an In-School Suspension.

IN-SCHOOL SUPERVISION

An In-School Supervision (ISS) assignment consists of a student being removed from a regular classroom setting and required to report to a designated area. In this area they will be supervised by a staff member, and will be separated from the rest of the student body for the duration of the assignment.

Student responsibilities during ISS:

1. Students must report to the designated area by 8:15 a.m. with all necessary supplies and assignments, as they will not be allowed to return to their locker. (Students should also bring a library book.) If a student reports to the supervision room after 8:15 a.m. without a pass, they will receive an After-School Detention in addition to the In-School Supervision.
2. The teachers will provide assignments for the day.
3. Students are required to complete all work, and all assignments must be turned into the teacher upon their return to the regular class following suspension.
4. The student may earn up to a grade equivalent of 100% (A) for work completed.
5. Students are required to sit quietly and complete homework assignments. Students must remain occupied at all times.
6. Students are not allowed to talk, sleep, or display disruptive behavior
7. Any student who is disruptive and/or arrives unprepared will be removed from the In-School Supervision area, and assigned to an Out of School Suspension. Students must successfully complete their scheduled days of In-School Supervision before they will be allowed to return to regular classes.
8. Lunch will be eaten in the In-School Supervision area. Bathroom breaks will be provided at the discretion of the designated supervisor.

CENTRAL SATURDAY SCHOOL

1. Saturday School will meet from 8:00am - 12:00 noon. It is the student's responsibility to know where to enter for an assigned Saturday School.
2. Students will report promptly at 8:00am to the assigned room with all of their study materials. Students who arrive between 8:00am and 8:15am will be issued an After-School Detention as a penalty. Students who arrive after 8:15 a.m. will be issued an additional Saturday School.
3. Students will provide work and proper reading materials to keep occupied for the entire four-hour period. (Final discretion will be left to the supervisor.)
4. Students will study or read quietly without any talking, sleeping, or disruptive behavior.
5. Students may be asked to leave Saturday School for violation of any rules or for poor behavior or poor attitude. If a student is asked to leave, they will be reassigned a Saturday School and receive a three-day suspension from school.
6. Students will ask the supervisor's permission to leave the room for any reason. Students will be allowed one restroom break.
7. Students and parents are responsible for providing transportation to and from Saturday School.
8. **Students will be allowed to reschedule a Saturday School only once.** This rescheduling must be completed prior to the Saturday School assignment by having the parents contact the Principal or Dean of Students in person or by phone.
9. If the student is ill the day of the Saturday School that student will bring a doctor's excuse on the following Monday morning to explain the circumstances. Failure to comply will be considered a failure to serve the Saturday School (See #10).
10. Students who fail to serve a Saturday School assignment will be penalized as follows:
 - ◆ First offense = original Saturday School assignment plus one more
 - ◆ Second offense = one day Out-of-School Suspension and make up Saturday School

- ◆ Every time thereafter = three, five, and ten days Out-of-School Suspension and make up Saturday School. (The amount of days will be determined by the progression chart)

Students are required to make up all Saturday School assignments regardless of if they are the originally assigned Saturday School or if they have been added because of a failure to serve a Saturday School.

OUT-OF-SCHOOL SUSPENSION

(Exclusion from school for a period not to exceed 10 school days.)

Students may do regularly assigned work during out-of-school suspension, however grades will be reduced. The maximum grade that can be earned for such work is 75% of the available points or letter grades of D+. (An exception will be final exams and English term papers which will receive full credit earned.)

Quizzes and tests missed may be made up at the convenience of the teachers. It will be the student's responsibility to schedule times for making up quizzes and tests with the teachers. All such make-ups must be completed within two attendance days following the student's return to school. Grades on such quizzes and tests will be subject to the same grade reduction as other work that was assigned during the student's suspension.

There may be some class participation activities such as specialized labs that cannot be done while being suspended out of school. Students will receive grades of zero (0) for those activities.

It will be the student's responsibility to get the necessary assignments and to turn in all work done for credit during the suspension by or before 8:15 a.m. on the day they return to school.

A student may be temporarily suspended by a Building Principal or designee when there is reasonable cause to believe that:

1. The physical safety of the student or of others is endangered and will continue to be endangered;
2. The student is causing and will continue to cause substantial interference with classroom instruction;
3. The student has damaged school property;
4. The student possesses and/or transports pornographic literature, tobacco products, drugs, alcohol etc. into the school building or on school property;
5. The student fails to attend Saturday School;
6. The student is defiant and/or disrespectful to school personnel;
7. Commits other serious offenses.

EXPULSION

(Exclusion from school for a period of more than 10 days but not beyond two school years.)

The Principal may recommend expulsion if the student:

1. Causes or attempts to cause substantial damage to school property, steals or attempts to steal school property of substantial value,
2. Causes or attempts to causes substantial damage to private property or steals or attempts to steal valuable private property,
3. Causes or attempts to cause physical injury to another person except in self-defense,
4. Knowingly possesses or attempts to possess, or transmits any firearm, knife, explosive, weapons, or other dangerous object of no reasonable use to another student within the school, (*The definition of weapons for which students can be expelled is expanded to include: knives, shotguns, brass knuckles, billy clubs, look-a-likes, or any other items such as: bats, pipes, sticks, etc. if used to cause bodily harm. -- Firearm violations will be reported to the State Police.)

5. Knowingly possesses, attempts to possess, uses transmits, purports to be, or is under the influence of any narcotic drug, hallucinogen drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind,
6. Knowingly uses or copies the academic work of another and presents it as his/her own without proper attribution,
7. Defies the valid authority of supervisors, teachers, or administrators,
8. Commits other serious violations of school rules.
9. Earns 10 or more days of Out-of-School Suspension during the school year.

SCHOOL DANCES

Central High School students and their dates are invited to attend school dances. Any Central High School student selecting to invite an outside date (other than a current Central High School student) will be required to fill out and submit a Date Request Form for administrative approval. All outside dates must be approved prior to tickets being purchased. In most cases tickets will be pre-sold at school. Tickets cannot be purchased at the door if the pre-sold system is used. All school rules are in effect. No one age 21 or older will be admitted to the school dances. Junior high or middle school-aged students cannot attend these dances. Also, school dances will be from 7:00 to 10:00 pm.

Central High School students must also meet the activities academic requirement. (This means that they must not be failing more than one subject at the time designated for purchasing tickets.)

Grades for activities academic requirement are checked the last day of the week, which is usually Friday. The student's eligibility status is determined at that time for the following week and is not reconsidered until the end of the following week.

If a student who would not have been academically eligible to attend the dance as a Central student drops out of school, they may not attend as a non-Central student date for the semester in which they left school.

Students must be classified as a Junior or Senior in order to be eligible to purchase prom tickets.

Students must have all athletic equipment from completed seasons turned in to be eligible to attend.

ACADEMIC REQUIREMENT FOR ACTIVITIES

To be eligible to participate in any extra-curricular activity or event, a student may not be failing more than one subject. The student's eligibility status for the entire week is established by a grade check on the last day of the week and is not reconsidered until the last day of the following week. (This means that if a student is determined to be ineligible on a Monday, he/she remains ineligible until the following Monday even if his/her grades move into the passing range during the week.)

RESPONSIBILITIES OF SPORTSMANSHIP

The Player:

1. Treats opponents with respect,
2. Plays hard, but plays within the rules,
3. Exercises self-control at all times, setting an example for others to follow,
4. Respects officials and accepts their decisions without gesture or arguments,
5. Wins without boasting, loses without excuses, and never quits,
6. Always remembers that it is a privilege to represent the school and community.

The Coach:

1. Treats own players, and opponents with respect,
2. Inspires in the athletes a love for the game and the desire to compete fairly,
3. Is the type of person he/she wants the athletes to be,
4. Disciplines those on the team who display unsportsmanlike behavior,
5. Respects the judgment and interpretation of the rules by the officials,
6. Knows he/she is a teacher, and understands the athletic arena is a classroom.

The Official:

1. Knows the rules and their interpretations,
2. Places welfare of the participants above all other considerations,
3. Treats players and coaches courteously and demands the same from them,
4. Works cooperatively with fellow officials, timers and/or scorers for an efficient contest,
5. Is fair and firm in all decisions, never compensating for a previous mistake,
6. Maintains confidence, poise and self-control from start to finish.

The Spectator:

1. Attempts to understand and be informed of the playing rules,
2. Appreciates a good play no matter who makes it,
3. Cooperates with and responds enthusiastically to cheerleaders,
4. Shows compassion for an injured player, applauds positive performances, does not heckle, jeer or distract players, and avoids use of profanity and obnoxious language or behavior,
5. Respects the judgment and strategy of the coach, and does not criticize players or coaches for loss of a game,
6. Respects property of others and authority of those who administer the competition,
7. Censures those whose behavior is unbecoming.

GOOD NIGHT RULE

Once a student leaves a school activity, he/she will not be readmitted to the activity.

EXTRA-CURRICULAR & CURRICULAR ACTIVITIES

A variety of activities are available to students of Central High School. Students are encouraged to take advantage of the opportunity to gain valuable experience from participation in the following activities:

Athletics

Baseball (boys)
Basketball (boys & girls)
Cheerleading
Cross Country (boys & girls)
Football (boys)
Rifle Club (boys & girls)
Softball (girls)
Soccer (boys & girls)
Swimming (boys & girls)
Volleyball (girls)
Wrestling

Theater

Fall Play

Clubs & Organizations

COST
FCCLA
FFA
National Honor Society
Psychology Club
SADD (Students Against Dest. Decisions)
Student Council
Yearbook

Music

Band Pep Band
Chorus New Impressions
Madrigals
Marching Band

EXTRA-CURRICULAR ACTIVITIES PARTICIPATION POLICY

Students who participate in any extra-curricular activity must attend an Extra-curricular Participation Policy meeting and have signed a copy of the Participation Code. Parent signature is also required. Failure to attend this meeting does not excuse any student from misconduct according to the Extra-Curricular Participation Code.

ATTENDANCE ON DAYS OF CONTESTS

A student must be in attendance for the last 2 class periods of a day to participate in games or contests on that day.

**EXTRA-CURRICULAR
ACTIVITIES HANDBOOK**

***CENTRAL COMMUNITY UNIT SCHOOL
DISTRICT NO. 4
CLIFTON, ILLINOIS***

(PARTICIPANTS)

Adopted 8/22/05

EXTRA-CURRICULAR ACTIVITIES COVERED BY THIS POLICY INCLUDE ALL SCHOOL SPONSORED STUDENT GROUPS SUCH AS ATHLETIC TEAMS, CHEERLEADING SQUADS, SPEECH TEAMS, DRAMA, PERFORMING OR COMPETING MUSIC GROUPS, ACADEMIC COMPETITION TEAMS, STUDENT COUNCIL, FFA, FCCLA, VARSITY CLUB, SADD, FEA, NHS AND ANY OTHERS THAT ARE CLEARLY SCHOOL ORGANIZATIONS FOR CENTRAL HIGH SCHOOL.

EXTRA-CURRICULAR PARTICIPATION POLICY

Participation in extracurricular activities conducted by the District is a privilege extended by Central Unit #4 to its students. District extracurricular activities must have objectives that are related to the educational mission of the School District. When these objectives are no longer valued, the very existence of the activity is suspect.

All District extracurricular activities have as goals the development of specific skills, abilities, values or knowledge. The regulations and policies outlined in this document are related primarily to the "character development" objectives of the extracurricular programs.

Central Unit District #4 makes no apology for the fact that it holds the participants of extracurricular program to a higher standard of behavior than is the case for the non-participant. Central expects all of its participants to fully conform to the laws of the State of Illinois. Central expects participants to exhibit greater levels of self, discipline, cooperation, self-denial, dedication and a sense of responsibility and loyalty to family, teammates and school than is to be found among non-participants. Central expects participants in the extra-curricular programs to model exemplary behavior for classmates as well as younger District students.

Extra-curricular activities covered by this policy include all School sponsored student groups such as athletic teams, cheerleading squads, speech teams, drama and perform or competing music

groups, student council, academic competition teams, FCCLA, FFA, Varsity Club, SADD, FEA, NHS and any other organizations or activities that are clearly school in nature.

All students, through their membership in one or more School District extracurricular activities, are expressing a commitment to the ideals and objectives of the District's total extra-curricular program.

All students, through their membership in one or more School District extra-curricular activities, are expressing a willingness to conduct themselves at all times in a manner that exhibits the highest values of their parents, community, teachers, classmates, and coaches.

All students, through their membership in one or more School District extra-curricular activities are agreeing to not use tobacco products, alcohol or drugs, or to be involved in theft, vandalism or gang activity.

All students, through their membership in one or more School District extra-curricular activities, are expressing a willingness to respect their team or group, school and coaches or sponsors in a manner that reflects well upon them in all circumstances.

All students, through their membership in one or more School District extra-curricular activities, are agreeing that their failure to comply with these expectations may cause their suspension or dismissal from the extra-curricular organization. The Principal, Athletic Director, coach, or sponsor can make this decision.

All students through their membership in one or more School District extra-curricular activities must attend school for at least one-half ($\frac{1}{2}$) of the school day in order to be eligible for practice or a contest on that day. The Principal, Athletic Director and the coach involved, must approve any deviation from this policy.

Note: Central High School students must attend for the last two periods of the day with the 8 Block schedule and Nash Middle School students need to be in school for 3 hours when the time is extended over the lunch period. The State Board of Education does not count the 30-minute lunch period as instructional time.

Coaches, directors or sponsors are responsible for informing participants of these regulations. No student shall be permitted to engage or participate in an extra-curricular activity until he/she returns a signed and dated agreement form. One copy of these general policies plus any policies or rules for specific extra-curricular programs is to be retained by the parent or guardian.

CENTRAL COMMUNITY UNIT #4

DISCIPLINARY CODE EXTRA-CURRICULAR PARTICIPANTS

Any student participant guilty of actions that bring discredit to the School District, who interferes with the conduct of a program or who violates one or more of the prohibitions delineated under the School District's "Extra-curricular Participation Policy" shall be subject to disciplinary action. Students participating in athletics and other extra-curricular activities will be penalized according to this policy for each activity in which they participate. A Disciplinary Advisory Committee made up of the Athletic Director, the Principal, the participant's sponsor or coach, and the Assistant Principal, shall meet promptly after learning of a possible violation of the policy to investigate the

allegations and to determine if disciplinary action is appropriate. The School Principal shall retain veto power over decisions of the Disciplinary Advisory Committee. Students, parents, and members of the Disciplinary Committee may appeal decisions of the Committee to the Superintendent of Schools whose decision may also be appealed to the Board of Education. Decisions of the Board of Education shall be final.

TRAINING RULES ARE IN FORCE TWELVE MONTHS A YEAR.

PARTICIPANTS ON TEAMS, SQUADS, OR OTHER SCHOOL-SPONSORED GROUPS ARE EXPECTED TO REFRAIN FROM:

I. DRUGS

Drugs and controlled substances that are not legally obtainable, or that are legally obtainable but have not been legally obtained, are considered to be illegal drugs.

Any substance included in the definition above will be covered by all terms of this section.

The use, possession, transportation or transfer of any controlled substance or drug paraphernalia is prohibited. For purpose of this policy, a participant in a school-sponsored extra-curricular activity shall be deemed to be in violation of this policy when present at a party, at a gathering, in an automobile, or otherwise in close proximity, when controlled substances are being used, transferred, possessed or transported and no responsible adult supervisor is present, or no honest attempt to control illegal use by minors is made.

School officials will not attempt to ascertain whether a student(s) was or was not actually using controlled substances, had actual possession of controlled substances, or was actively involved in the transportation or transfer of a controlled substance. The School District's position is that any student participant who is associated with these illegal activities is, at the very least, providing tacit support and encouragement for illegal activities by their very presence.

Note: A student athlete or other extracurricular activity participant may be allowed to prove himself/herself drug free and thereby lessen the discipline imposed under exceptional circumstances.

II. ALCOHOL

The use, possession transportation or transfer of any alcoholic beverage is prohibited. For purpose of this policy, a participant in a school-sponsored extracurricular activity shall be deemed to be in violation of this policy when present at a party, at a gathering, in an automobile, or otherwise in close proximity, when alcoholic beverages are being used, transferred, possessed or transported and no responsible adult supervisor is present, or no honest attempt to control illegal use by minors is made.

School officials will not attempt to ascertain whether a student(s) was or was not actually using alcohol, had actual possession of alcoholic beverages, or was actively involved in the transportation or transfer of alcohol. The School District's position is that any student

participant who is associated with these illegal activities is, at the very least, providing tacit support and encouragement for illegal activities by their very presence.

III. TOBACCO

The use or possession of tobacco products, including both “snuff” and chewing tobacco, is prohibited.

IV. THEFT/VANDALISM

The theft of property from an individual(s), from private and public institutions and/or businesses is prohibited. Intentionally causing damage to the personal property of an individual(s) or to the property of private or public institutions or businesses is prohibited. An intentional effort to disturb, disrupt or deface the property or the facilities of our school is considered vandalism under this policy.

V. GANG ACTIVITY

The participation in gang activities, membership in a gang, repeated wearing of gang related clothing or paraphernalia, or the repeated use of gang signs or language is prohibited.

OTHER PROVISIONS

ALL RULES CONTAINED IN THIS DOCUMENT ARE IN FORCE ALL TWELVE MONTHS A YEAR.

If it is determined that a student has lied to school officials normal punishment may be increased.

A first offense in any prohibited category is considered a first offense in all categories. Any subsequent offense is a second violation in all categories and the punishment will be in the category of that violation. For example, a first offense smoking violation is punished in that category and if the same student is later caught drinking alcohol for the first time he/she will be punished as though it was a second offense in the alcohol category.

All matters resulting in criminal charges under the Statutes of the State of Illinois shall be considered violations of the Discipline Code and may result in suspensions and/or dismissal from an activity.

The School District will investigate possible violations of the Policy when a responsible adult (the administration shall be the sole judge of a witnesses' credibility), a district employee, or law enforcement personnel, with credible information of a possible violation, makes a report. Due to the serious problem of student alcohol and drug abuse the administration will vigorously pursue enforcement of these policies. Students will be questioned regarding possible violations of the Code, which may occur at a time when school personnel are or should be providing supervision of students and an activity and when such interviews are necessary in order to protect the due process rights of another individual or when such interviews are compelled by law enforcement personnel as part of an on-going criminal investigation.

Students who decide to enroll, participate and complete a drug or an alcohol abuse/rehabilitation program as partial fulfillment of the district's sanction for violating these policies shall be given suggestions as to the types and locations of programs available in the area. The district accepts no financial obligation of any type for the student who voluntarily participates in such a program nor

does the district make any claim relative to the long-term benefits of participation in such a program. Parents may propose a program for their child other than one suggested by the school however the district reserves the right to verify the authenticity and efficacy of such programs before agreeing to accept the program(s) as meeting the provisions of the policy. Summer work for the school shall not be used as a substitute to the penalties outlined above. During the term of the suspension that student will forfeit their membership in any club and/or organization. They may not attend meetings or activities held by that club and/or organization (including class officers) during the length of the suspension. Any office that they hold in any club or organization will be forfeited for the remainder of that school year.

Band and/or Chorus participants will continue to practice with the group and/or class. The decision concerning whether they will attend performances will be made by the Discipline Committee.

Athletes and other extracurricular participants will not be allowed to attend any of the three major dances, Homecoming Dance, Winter Ball, or Prom, which are held during the time that they are suspended from extracurricular activities for violating any of the items that are prohibited by this Code.

Suspensions for partial seasons or semesters will sometimes occur when there is no longer enough contests or days left in the season or semester to fulfill the suspension. When that happens, the suspension will be applied to the balance of the season or semester plus part of the next season or semester in which the student would normally participate in to complete the requirement.

If the violation occurs in the off-season, the student will be suspended for the assigned number of contests or dates in the next season that he/she would normally participate in.

Sponsors and/or coaches have the right to add further criteria or rules in the form of a written contract as a part of their activity and/or expectations. Such criteria or rules must have the approval of the Athletic Director and Principal.

EXTRACURRICULAR PARTICIPANTS FOUND TO BE IN VIOLATION OF THESE POLICIES SHALL BE DISCIPLINED IN THE FOLLOWING MANNER:

- I. **CONTROLLED SUBSTANCE (DRUGS) – Prescription drugs possessed, used, or dispensed without a proper medical prescription will also be considered illegal drugs for the purpose of this policy.**
 - A. First Offense (Athletes or Non-Athlete Participants)

The participant found to be in violation of the policies regarding use, possession, transportation or transfer of a controlled substance or drug paraphernalia, as such materials are defined by the Illinois Statutes, shall be **SUSPENDED FOR 12 MONTHS** from participation in all extracurricular activities and he/she shall be **ASKED TO PARTICIPATE IN A SCHOOL-APPROVED DRUG REHABILITATION PROGRAM** prior to regaining eligibility. Failure to participate in and/or satisfactorily complete a school-approved rehabilitation program will extend the participant's suspension from participation in all school-sponsored extracurricular activities for an indefinite period or until such time the Principal and Discipline Advisory Committee are convinced the student is not likely to repeat the violation which resulted in suspension due some evidence of rehabilitation.

All rehabilitation programs shall be at the expense of the parent or participant and are voluntary. The school shall assume no responsibility for either the transportation or participation costs or arrangements associated with such a program nor does it make any claims regarding the long-term benefits of such rehabilitation/treatment programs.

Note: For the purpose of this policy, a student extra-curricular participant as present in close proximity to a controlled substance, i.e. at a party, under conditions in which he/she should have known of the presence of the controlled substance will be considered in violation and will be disciplined as explained as a first offense controlled substance offender.

A student who was, however, at a party where use, possession, transportation or transfer of a controlled substance took place, under conditions which in the judgment of the Discipline Committee make it likely that he/she was not aware of the presence of the controlled substance, will have the option to prove that they are drug free. If such proof is provided in accordance with the procedure established, the student will be disciplined as explained under the first offense for alcohol.

For a student to prove that he/she is drug free, he/she must submit to a drug test at the place and time arranged by the Discipline Committee and provide the requested sample for screening. The cost of the test must be paid for by the student or his/her parent/guardian. If the results of the test indicate that the student is drug free, he/she will be disciplined as explained under the first offense for alcohol. If the results of the test indicate the student is not drug free he/she will be disciplined under the first offense for a controlled substance.

B. Second Offense (Athletes and Non-Athlete Participants)

A second offense of the rules shall result in the PERMANENT EXCLUSION FROM ALL DISTRICT EXTRACURRICULAR ACTIVITIES for the time the student is in attendance at Central High School.

Note: For the purpose of this policy, no provision is included or implied for a reduction in discipline based upon the student's knowledge of the presence of a controlled substance on a second offense.

II. ALCOHOL

A1. First Offense (Athletes)

The athlete found to be in violation of the prohibitions against the use, possession, transportation or transfer of alcohol will be given a choice between two discipline measures.

Choice #1: The Athlete will be suspended from PARTICIPATION IN FIFTY (50) PERCENT OF THE CONTESTS OF THE SEASON in which the rules violation occurred AND SHALL BE ASKED TO COMPLETE A SCHOOL-APPROVED ALCOHOL ABUSE PROGRAM. The suspension applies to the balance of the season plus part of the next season the athlete would normally participate in if, when the rules violation occurs, less than 50% of the season remains. If the violation occurs in the off-season, the student shall be suspended for 50% of the contests from the next season in which he/she would normally have participated.

Choice #2: The Athlete will be suspended from participation in 1/3 (33 1/3 percent) of the contests of the SEASON in which the rules violation occurred AND SHALL BE ASKED TO COMPLETE A SCHOOL-APPROVED ALCOHOL ABUSE PROGRAM **AND** MUST SATISFACTORILY COMPLETE A COMMUNITY SERVICE COMMITMENT OF AT LEAST 20 HOURS. It is the responsibility of the athlete and/or his/her parent or guardian to develop a Community Service Plan, which must be pre-approved by the Athletic Discipline Committee before it is implemented. Failure to meet this Community Service requirement will result in the athlete being disciplined under the guidelines of Choice #1. The suspension applies to the balance of the season plus part of the next season the athlete would normally participate in if, when the rules violation occurs, less than 33 1/3% of the season remains. If the violation occurs in the off-season, the student shall be suspended for 33 1/3% of the contests from the season in which he/she would normally have participated.

If the PARTICIPANT FAILS TO PARTICIPATE IN OR COMPLETE THE REHABILITATION PROGRAM, THE SUSPENSION SHALL BE EXTENDED TO INCLUDE ONE FULL SEASON OR ITS EQUIVALENT.

The participant shall be expected to attend all practices and other team /club activities during the course of a suspension for a partial season and may be dropped from the team/club by the head coach/sponsor for failure to comply with this requirement.

A2. First Offense (Non-Athlete Participants)

The extracurricular participant in violation of the policy will be given the choice between two discipline measures:

Choice #1: The Non-Athlete Participant will be suspended from PARTICIPATION IN FIFTY (50) PERCENT OF THE ACTIVITIES OF THE SEMESTER in which the rules violation occurred AND SHALL BE ASKED TO PARTICIPATE IN AND COMPLETE AN ALCOHOL ABUSE PROGRAM as described for the athlete participant. REFUSAL TO COMPLY WITH THE REQUIREMENTS OF THE SUSPENSION SHALL RESULT IN A SUSPENSION FOR THE EQUIVALENT OF 100 PERCENT OF THE SCHOOL SEMESTER.

(Note: The suspension schedule will be determined by semester in the same way that an athlete suspension schedule is determined using semester in place of season.)

Choice #2: The Non-Athlete Participant will be suspended from participation in 1/3 (33 1/3 percent) of the activities of the SEMESTER in which the rules violation occurred AND SHALL BE ASKED TO COMPLETE A SCHOOL-APPROVED ALCOHOL ABUSE PROGRAM **AND** MUST SATISFACTORILY COMPLETE A COMMUNITY SERVICE COMMITMENT OF AT LEAST 20 HOURS. It is the responsibility of the participant and/or his/her parent or guardian to develop a Community Service Plan, which must be pre-approved by the Activity Discipline Committee before it is implemented. Failure to meet this Community Service requirement will result in the participant being disciplined under the guidelines of Choice #1. (Note: The suspension schedule will be determined by semester in the

same way that an athlete suspension schedule is determined by using semester in place of season.)

B. Second Offense (Athletes and Non-Athlete Participants)

An extracurricular participant found to be in violation of the prohibitions regarding the use, possession, transfer, or transportation of alcohol for a second time shall be SUSPENDED FROM ALL EXTRACURRICULAR ACTIVITIES FOR A PERIOD OF TWELVE (12) CALENDAR MONTHS AND HE/SHE SHALL BE ASKED TO PARTICIPATE IN AND COMPLETE AN ALCOHOL ABUSE PROGRAM as described above. Failure to participate or complete the abuse program shall result in an indefinite suspension.

C. Third Offense (Athletes and Non-Athlete Participants)

Any extracurricular participant found to be in violation for a third time of the prohibitions regarding use, possession, transfer or transportation of alcohol shall be BANNED FROM PARTICIPATION IN ALL OF THE SCHOOL DISTRICT EXTRACURRICULAR ACTIVITIES FOR THE REMAINDER OF HIS/HER SCHOOL CAREER.

III. TOBACCO

A1. First Offense (Athletes)

Any extracurricular participant found to be in violation of the policy's prohibition against the use and possession of tobacco products shall be SUSPENDED FROM PARTICIPATION IN TWENTY-FIVE (25) PERCENT OF THE CONTESTS FOR THE SEASON in which the violation occurs or, if in the off-season or when less than 25% of a season remains when the violation occurs, the participant shall be suspended from activities for the equivalent of 25% of the next season's contests or a combination of the present season and the next season. During the period of the suspension the athlete shall participate fully in all practices and team activities.

A2. First Offense (Non-Athlete Participants)

Non-Athlete participants shall be suspended for a period of five (5) weeks.

B1. Second Offense (Athletes)

Any extracurricular participant found guilty of violating the prohibitions against the use or possession of tobacco products a second time shall be SUSPENDED FOR ONE FULL SEASON'S CONTESTS and in the case of out of season or end of season violations the suspension shall include an equivalent portion of the next season for which the athlete would participate normally.

B2. Second Offense (Non-Athlete Participants)

Non-athlete participants violating this prohibition for the second time shall be SUSPENDED FOR THE EQUIVALENT OF ONE (1) SEMESTER

C. Third Offense (Athletes and Non-Athlete Participants)

Violation of these policies a fourth time shall result in the PERMANENT EXCLUSION OF THE STUDENT FROM PARTICIPATION IN ALL EXTRACURRICULAR ACTIVITIES.

IV. THEFT/VANDALISM

Any extracurricular participant who is found to be guilty of violating the prohibitions against theft of personal or public property or who vandalizes or intentionally harms or destroys the property of others shall be **SUSPENDED FROM PARTICIPATION IN ALL EXTRACURRICULAR ACTIVITIES FOR A TIME PERIOD OF FROM ONE (1) CONTEST OR PERFORMANCE TO TWELVE MONTHS** depending upon the severity of the violation.

In addition, the student who violates this prohibition is required to make complete restitution to the injured party before any reinstatement to an activity or team will be considered.

A. First Offense (Athletes and Non-Athlete Participants)

Theft or Vandalism Based on Value of Items Stolen or Damaged:

Less than \$100 = Athletes – Suspension of 10-25% of contests in a season or seasons.

Non-Athlete Participants – Suspension of 10-25% of days in semester.

\$100 to \$500 = Athletes – Suspension of 50% of the contests in a season.

Non-Athlete Participants – Suspension of 50% of the days in a semester.

\$500 to \$1000 = Athletes – Suspension of 100% of the contests in a season.

Non-Athlete Participants – Suspension of 100% of the days in a semester.

Over \$1000 = Athletes and Non-Athlete Participants – Suspension for 12 months.

Note: Theft or vandalism which involved the use of forced entry or physical force against another person will result in the student being suspended from participation in any extracurricular activity for 12 months regardless of the value of items stolen or damaged.

B. Second Offense (Athletes and Non-Athlete Participants)

Any extracurricular participant who violates this policy a second time shall be **SUSPENDED FROM PARTICIPATION FOR A PERIOD OF TWELVE (12) CALENDAR MONTHS** and must make complete restitution before regaining eligibility.

C. Third Offense (Athletes and Non-Athlete Participants)

Any extracurricular participant found guilty of violating these prohibitions a third time shall be **BANNED FROM ANY FURTHER INVOLVEMENT IN THE**

EXTRACURRICULAR PROGRAM WHILE A STUDENT OF THE SCHOOL DISTRICT.

V. GANG ACTIVITIES

Membership in a gang, involvement in or support of gang activities, repeated wearing of gang related clothing or paraphernalia, and repeated use of gang language or signs are prohibited. For the purpose of this policy, any wearing of gang clothing, displaying gang paraphernalia, or use of gang related language and signs after being warned to stop such activities will be considered as repeated wearing or use.

A. First Offense (Athletes and Non-Athlete Participants)

Athletes = Suspension of 25%-50% of a season, depending upon the severity of the offense.

Non-Athlete Participants = Suspension of 25%-50% of a school semester, depending upon the severity of the offense.

B. Second Offense (Athletes and Non-Athlete Participants).

Athletes = Suspension of one season.

Non-Athlete Participants = Suspension of one semester.

C. Third Offense (Athletes and Non-Athlete Participants)

Suspension for 12 months.

D. Fourth Offense (Athletes and Non-Athlete Participants).

Suspension from any further involvement in the Extracurricular Program while a student at Central High School.

DEFINITIONS

ATHLETIC CONTEST – Any sanctioned, competitive event where a CHS student represents the school and community by active, public participation (i.e. games, matches, meets, etc).

NON-ATHLETE ACTIVITY – Any sanctioned event or privilege where a CHS student represents the school and community by active, public participation (i.e. trips, competitions, judging, etc.). Activities for this definition are only those events that take place outside of regular school hours (8:15 a.m. to 3:20 p.m.).

CENTRAL HIGH SCHOOL ACADEMIC ELIGIBILITY

All students, through their membership in one or more School District extracurricular activities, are agreeing that failure in two or more academic classes in one week will result in his/her ineligibility for at least one week or until such time as the participant is no longer failing two or more classes. In addition, any student who is academically ineligible for three consecutive weeks will be dropped from the team for the remainder of the season.

The student's eligibility status for the entire week is established by a grade check on the first day of the week and is not reconsidered until the first day of the following week. (This means that if a

student is determined to be ineligible on a Monday, he remains ineligible until the following Monday if his grades move into the passing range during the week.)

All students, through their membership in one or more School District extracurricular activities, are agreeing that failure to earn twenty (20) hours of course credit per semester shall result in their loss of eligibility to participate for a period of at least one academic semester or until such time as twenty (20) credits per semester are earned (IHSA academic eligibility rule 3.021).

A student who fails two (2) classes for a semester will be under academic suspension for three (3) weeks at the beginning of the next semester.

A student failing three (3) classes for a semester will be under academic suspension for nine (9) weeks at the beginning of the next semester.

A student who fails four (4) or more classes for a semester will be under academic suspension for the entire next semester.

ATHLETIC BUS POLICY CENTRAL HIGH SCHOOL

All student athletes are required to ride the team bus to contests.

Varsity athletes are required to return home from contests on the team bus and other student athletes are also encouraged to ride the bus home.

Exceptions may be granted in the case of exceptional circumstances. The athlete's parent/guardian should explain the situation and the reason they believe they should be granted relief from the policy in advance of the contest, in writing or in person, to the principal or athletic director at least one day before the contest. The principal, athletic director and coach will make the decision. The principal or athletic director will inform the parent/grandparent/guardian whether or not the exception has been granted as soon as possible.

Coaches may give permission for a non-varsity athlete to ride home with his/her parent/grandparent/guardian when he/she is contacted in person by the athlete's parent/grandparent/guardian and the parent/grandparent/guardian signs the athlete out after the contest.

If a parent/grandparent/guardian wants an athlete to ride home with another team member's parent/grandparent/guardian, a note from that athlete's parent/grandparent/guardian must be turned in to the athletic director during the school day of the contest or before. A copy of the note will be with the coaching staff at the contest. This team member's parent/grandparent/guardian who is transporting the player home will sign that player out before leaving. (If no such note has been provided, the coaches will not release the athlete to anyone except his/her own parent/grandparent/guardian and he/she will be expected to return on the bus.)

If exceptional circumstances exist and the parent/grandparent/guardian wants the non-varsity athlete to ride home with someone other than parent/grandparent/guardian, they should ask for an exception to the policy in writing explaining the reasons they believe they should be granted relief from the policy. This request should be directed to the principal or athletic director at least

one day in advance of the contest. The principal, athletic director and coach will make the decision and the principal or athletic director will inform the parent of the decision as soon as possible.

In cases where decisions are needed immediately, coaches will make decisions as to whether or not to grant exceptions to the policy based on their understanding of the situation and their best judgment.

Central CUSD #4 Acceptable Use Policy – Authorization for Electronic Network Access

This policy governs all users of equipment and internet access in Central CUSD #4 regardless of age or station.

This document will be placed on file for the duration of your employment or enrollment with the district.

This signed form must be on file before you will be allowed to use the school's electronic equipment.

I. I understand the following:

- Use of the internet/intranet and associated electronic equipment provided by CUSD #4 is a privilege, not a right.
- Use of this equipment is necessary to a quality education or term of employment with the district.
- Central CUSD #4 equipment is not to be used for the operation of a private business enterprise.
- There are state and federal copyright laws protecting software and other electronic media.
- Computer viruses/Trojans/worms/etc. and any other malware may cause a disruption of the educational process.
- Computer equipment is costly to maintain and replace.

II. Taking the above into consideration, I agree to the following:

A. I will not tamper with the electronic equipment. That includes but is not limited to:

1. Adding or removing system hardware, installing improperly licensed software, or removing software without authorization of the Technology Coordinator.
2. Intentionally introducing viruses or malware of any kind.
3. Hacking, attempted hacking, or causing the loss of data for another student or staff.
4. Using another person's user name, or password, or disclosing my user name or password to another. I am responsible for any activity that occurs on a system when using that system. If I suspect my or any other district user's password has been compromised, I will report it immediately.

B. I will use appropriate behavior and procedures around the electronic equipment.

1. Walk and conduct myself in a calm and controlled manner around district electronic equipment.
2. Use equipment only with the permission and in the presence of an authorized staff member.
3. Remain in my assigned seat.
4. Report any alterations to my computer, its screen, and any programs or files immediately.

C. I will obey rules governing use of hardware, software, and internet access. This means that I will:

1. During instructional time access the internet for educational purposes only and as directed by an educator.
2. Not access inappropriate sites on the internet. This includes accessing graphics or texts that are obscene, pornographic, or harmful to a minor in any way.
3. Not access any file sharing sites which may allow illegal sharing of copyrighted material.
4. Not give personal information regarding identification of any student or minor.
5. Not access any chat room or instant messaging system for any activity not authorized by an educator.
6. Not participate in any form of cyber bullying.
7. Give accurate credit to sites used in schoolwork.

III. Consequences for violations of this Acceptable Use Policy include but are not limited to:

- Financial responsibility for the repair or replacement of any damage to electronic equipment and/or software.
- Financial responsibility for the ascertaining of the extent of the problems caused by my actions.
 1. First offense – Detention
 2. Second offense – In-School Suspension
 3. Third offense – A Saturday School
 4. Fourth offense – 2 Saturday Schools and a parental conference
 5. Fifth offense -3 days Out-of-School Suspension.
 6. 6th Offense - Up to a 10 day suspension and possible recommendation for expulsion.

More severe consequences may apply in accordance with the school's discipline progression if deemed appropriate.

The use of any computer or device to slander, degrade, bully, or defame will result in severe disciplinary action. This also includes sexting, and other pornographic trafficking.

The district provides student accessible data storage. We are not responsible for loss of any files, or data. Students must maintain their own data backups. The district has filtering software in place, however, each user is responsible for sites they access and must report any inappropriate sites immediately or face disciplinary action. By signing, I hereby release the School District and its Board members, employees, and agents from any claims and damages arising from my use of, or inability to use the internet, network, and any or all electronic equipment.