

CENTRAL HIGH SCHOOL STUDENT HANDBOOK 2018-2019

TABLE OF CONTENTS

Welcome.....2	IRC Guidelines..... 15
<u>SCHOOL INFORMATION</u>	Computer Use Guidelines..... 15
School Directory3	School Records.....17
Mission Statement.....4	<u>DISCIPLINE/ATTENDANCE</u>
Class Officers/Sponsors.....4	General Conduct.....18
Emergency Evacuation.....4	Student Appearance.....18
Notice of Nondiscrimination....5	Student Behavior.....19
Handbook Purpose.....5	Cheating/Plagiarism.....20
Weather Dismissal.....5	Bullying/Harassment.....20
Telephone.....5	Detention System.....21
Students and Visitors.....5	Suspension.....21
Book Rental.....5	Expulsion.....21
Physical & Dental Exams.....5	Attendance Procedure.....22
Student Insurance.....6	Demerit System.....25
Student Photographs.....6	Late Arrival/Early Dismissal..26
School Lunches.....6	Student Safety.....26
Medication at School.....7	Sexual Harassment.....26
Head Lice Policy.....8	Special Student Services.....26
Building Use.....9	Assessments.....26
Activity Calendar.....9	<u>EXTRA CURRICULAR</u>
<u>ACADEMIC INFORMATION</u>	Requirements.....27
Grading System.....9	Clubs & Organizations.....27
Grade Point Average.....9	School Parties/Functions.....27
Weighted Classes.....10	Student Council.....28
College Courses for credit.....10	Activity Funds.....28
Senior Class Honors.....11	Fundraising.....28
Honor Roll/NHS.....11	Bus Transportation Rules.....28
Extra Credit Policy.....11	Use of Cell Phones.....29
Graduation Requirements.....12	Driving Rules.....30
Dual Credit/Dual Enrollment...13	Vision and Hearing.....30
Driver's Education.....14	<u>Athletic Handbook</u> 31-34
Course Load/Correspondence...14	Drug Testing Policy.....35-40
Band Requirements.....14	
Area Vocational School.....14	
Lockers..20 /Book Bags.....15	

Dear Students and Parents,

Welcome back!! Another year of great possibilities is getting ready to kick off at Central High School. During the registration process, please take time to look at the student handbook and familiarize yourself with our procedures and codes. We have made some changes to the student handbook, so please read it over. You can find the student handbook online at <http://www.cusd3.com/>. Please sign the acknowledgement form and give it to one of the secretaries before you leave.

We have added the following staff members to CHS this year.

- Meredith Becks will join our Special Education department.
- Zac Drumwright will join our History department.
- Bille Henry will join our Science department.

The first day of student attendance is scheduled for August 20th, with school being dismissed at 2:15pm.

Our outstanding staff has been working hard to make the 2018-2019 school year an amazing educational and social experience for your child. Please feel free to get involved and become a member of “**Panther Nation**”. My door is always open and I welcome you to stop by and chat. See you on the 20th!

Go Panthers!

Marty Cook
Principal

Matt Long,
Assistant Principal

Teacher	Subject
James Barnett	Drivers Education / Physical Education
Alex Adelman	Band / Chorus
Michelle Dellamaria	4-12 Physical Education
Brad Dixon	Physical Education
Pam Eaton	Art / Commercial Art / Advanced Art
Vicki Eilers	Computer Apps / Multi-Media / Resource Management
Meredith Becks	Special Education
Ronda Frese	English I / Commercial Foods 1&2 / Intro to FACS
Megan Guthrie	CP III/ Intro to Speech / English III / Sr. Comp
Jennifer Hastings	Special Education
Sharon Knorr	Agriculture / Recordkeeping / Plant Science / FFA
Peter Lebron	Spanish I-IV
Matt Long	Assistant Principal/ Athletic Director / Physical Education
Zac Drumwright	History
Emily Obert	Anatomy & Physiology /Chemistry, Chemistry II/ Health
Clyde Buddy Renner	Welding
Andrew Reynolds	American History / Contemporary History
Casey Rhea	Algebra II/Geometry/Calculus/Pre-Calc/Senior Math
Tracy Rhea	Physical Education
Billie Ruble	Biology / Ecology / Physical Science/General Science
Jody Beckman	Physical Science / Health/ Physics
Sarah Bauer-Herron	English II / British Literature / English IV / Journalism & Yearbook
Jordan Tenhouse	Algebra I/ Geometry/ Pre-Algebra
Sarah Triplett	Guidance Counselor

CHS MISSION STATEMENT

Central High School will provide a safe learning environment which nurtures students of varying abilities in becoming productive and responsible citizens through a comprehensive and challenging curriculum.

CLASS OFFICERS

SENIOR CLASS

President – Jonathan Foote
V. Pres – Jesse Grawe
Secretary – Kendra Obert
Treasurer – Elyse Travis
Student Council – Breanna
Bowen and Lauren Gille

JUNIOR CLASS

President – Macie Waddill
V. Pres. – Kylie Wilson
Secretary- Brooke Barlow
Treasurer- Julia Ruffcorn
Student Council- Alexia
Johnson and Alexis Johnson

SOPHOMORE CLASS

President – Zach Foote
V. President – Makayla Crim
Secretary – Shea Coyle
Treasurer – Eli Ripperda
Student Council – Peyton
Clampitt and Dacie Shore

FRESHMAN CLASS

President – Grace Branch
V. Pres – Steven Miller
Secretary – Caylee Hughes
Treasurer – Karlee Marlow
Student Council- Brenna
Kalb and Alexis Mace

CLASS SPONSORS

Class of 2022- Jennifer Hastings and Jody Beckman
Class of 2021 – Sarah Triplett and Amy Summy
Class of 2020- Michelle Dellamaria and James Barnett
Class of 2019 – Meghan Guthrie and Kristen Kamprath

EMERGENCY EVACUATION

Fire or emergency drills will be conducted periodically. At the beginning of the year, the teachers will give the procedures to follow in case of a drill. Drill regulations are posted in each room.

During a **fire drill**, all pupils will be required to follow these general directions:

1. Pupils as well as the teacher will close all room window(s) and door(s) and turn off lights.
2. Pupils will move rapidly in a quiet and orderly fashion to the proper exit.
3. The first pupils to reach the outside doors of the building will open them and remain in charge of them until everyone in the building has exited
4. Upon leaving the building, each class will move away from the building to the area designated by their teacher and remain there until the alarm stops sounding.

During a **severe weather drill**, all pupils will be required to follow these general directions:

1. All students and teachers should move immediately to their designated shelter areas.
2. All persons are to assume a kneeling or seated position on the floor with the head down and hands locked over the head.
3. Keep away from outside walls, doors, and windows.
4. Remain at least 40 feet from exit doors and external building openings.
5. Leave a passageway through the center of each hallway.

In the event of an evacuation, students will be transported to the designated evacuation sites. Parents will be notified through the **School Reach Messaging System** when their student(s) can be picked up.

If circumstances prevent the parent or legal guardian from picking up their child, a school official will call the parent/guardian to get verbal confirmation that another person has permission to pick up their child.

The parent/guardian or person responsible for picking up your student will **NOT BE ALLOWED IN THE BUILDING**. (This is to help eliminate chaos.)

Students who are not picked up by parent/guardian or designated person will be taken home on their usual bus route.

NOTICE OF NONDISCRIMINATION

Camp Point Community Unit District # 3 insures equal educational opportunities are offered to students, regardless of race, color, national origin, age, sex, religion, or handicap. Questions in reference to educational opportunities may be directed to Martin Cook, Superintendent.

DISTRICT COMPLAINT MANAGERS: Please be advised that students, parents, guardians, employees, or community members should notify any District Complaint Manager or the District Non-discrimination Coordinator if they believe that the School Board, its employees, or agents have violated their rights guaranteed by the State or Federal Constitution, State or Federal Law Statute, or Board policy. The current District Complaint Managers is Superintendent Martin Cook, phone 593-7731.

HANDBOOK PURPOSE

This handbook is intended only as a guide for the students of CUSD #3. The principal has the responsibility and authority to enforce the rules and implement the consequences as deemed appropriate. Rules are critical for students to follow in order for CHS to provide the structure for a safe, secure learning environment for all students.

WEATHER/EMERGENCY DISMISSAL

In the event that school must be dismissed due to bad weather, equipment breakdowns, or other unusual reason, the general public will be notified through the **School Reach Messaging System**, radio stations (WTAD & WGEM) and TV stations (KHQA & WGEM).

TELEPHONE

Students should use the office phone for all calls made during the school day. **Before using, students must have permission from the office.** Calls are to be made during lunch periods only, except in case of emergency. Students receiving calls from parents will be called to the phone during class, only in the case of an emergency. Messages will be delivered to the classroom the student is in, during lunch periods, or during homeroom.

STUDENTS AND VISITORS

Students regularly enrolled in Central High School are limited in their access to the school. After school, students can be in the building only while under the direct supervision of a teacher or sponsor.

All other persons are considered visitors to the school and are required to report to the Principal's Office for a pass to remain in the building. **Student visitors at school are strongly discouraged.** In most cases, visitors will not be permitted to attend classes.

BOOK RENTAL

Textbooks \$ 60.00

Driver's Education.....\$100.00

Since the average life of a book depends upon the care it receives, it is necessary for students to treat books with care. Deliberate misuse, marking, or loss will result in the student replacing the book

PHYSICAL AND DENTAL EXAMS

Physical and dental examinations as prescribed by the Department of Public Health are required of every entering freshman or new students to the district prior to the first day of school. A licensed Illinois physician, nurse practitioner, or physician assistant must complete this examination. Students not having a completed examination on

file in the school office will not be permitted to attend classes after October 15th until such exam is on file. In addition, every student must be immunized in accordance with the rules and regulations adopted by the Department of Public Health prior to entering school.

Freshmen are also required by the state to provide proof of a dental examination. If an examination has been completed, please send this form to the office. If you have not had this examination completed by May 15th, state law allows schools to withhold their final grade report card until proof of examination is received.

Additional health examinations for C.H.S. students may be required when deemed necessary by the school authorities.

STUDENT INSURANCE

CUSD # 3 has purchased supplemental student insurance for every student enrolled in the district. This student insurance covers all students while at school or school sponsored events. Should an accident occur while at school or a school sponsored event, the individual must turn in the claim to their own personal insurance first. Our supplemental insurance will cover the unpaid balance up to \$25,000 in medical expenses. If there is no personal insurance available, we will become the primary carrier. Should an accident occur the board of education office will provide the necessary forms for submitting a claim to the insurance carrier.

SEX EQUITY

No student shall, based on sex, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student may file a sex equity complaint by using Board policy 2:260, *Uniform Grievance Procedure*. A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

STUDENT PHOTOGRAPHS

Students may be involved in school sponsored activities which may result in photographs being taken of students engaged in those activities. These activities may include, but shall not be limited to, performing in school plays, displaying samples of student work, or representing a particular instructional program.

The School Board may permit student photographs to be taken on school premises by a commercial photographer when there is a school related purpose for the photographs. Throughout the school year, staff members and local event sponsors will be taking pictures of students involved in school activities and placed on the school website. Some of these photos may be submitted to local newspapers for publication. If you do not want your child included in local publications, please submit your request in writing to the office.

Underclassmen student pictures are taken each year as a service to the student by a contracted photographer. Students owing school fees at the time pictures are received are not eligible to purchase pictures.

SCHOOL LUNCHES

Students and faculty are encouraged to prepay for their lunches in the office before lunch so the money can be credited to their account prior to lunch. Students may charge up to \$20. Thereafter, a cold lunchmeat sandwich and milk will be provided for \$ 1.00 until back payment for charged meals is made.

A student may have an activity report on his/her account upon request. Account balance information is available as your account is activated in the lunch line (this is your beginning balance).

The cafeteria is self-service. After lunch, each person is to take his/her silverware and tray to the designated place where they will be cared for by lunch room personnel.

Students who fail to cooperate with the lunchroom supervisor, behave inappropriately, or abuse lunchroom regulations may be denied lunchroom access or have noon privileges suspended. Students abusing the lunchroom and noon period privileges will have those privileges removed for a specified period of time, usually three weeks.

Since all students 5-12 may eat breakfast before school, students will eat in the south cafeteria. Jr. High and High School students are not to sit together during breakfast.

STUDENT MEDICATION

Students should not take any prescription or non-prescription medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parents/guardians believe that it is necessary for the student to take a medication during school hours, they must request that the school dispense the medication to their child/ward and otherwise follow the District's procedures on dispensing medication.

GUIDELINES FOR THE ADMINISTRATION OF MEDICATION AT SCHOOL

1. Prior to prescription or non-prescription medication being administered to any student, the "Authorization and Permission for Administration of Medication" form must be completed and signed by the licensed prescriber and the parent/guardian.
2. Medication authorizations are effective for current school year only.
3. It is the parent/guardian's responsibility to ensure that the licensed prescriber's orders, written request and medication are brought to the school.
4. The first dose of any new medication should be given at home whenever possible. The nurse may refuse to administer the first dose of a medication if in her clinical judgment it may compromise the safety of the child while attending school. In this instance the parent would be notified.
5. The school nurse shall review the written order and determine to accept the written order or seek further clarification of the order if necessary.
6. Medication must be delivered to school by a parent/guardian or responsible adult. Medication may also be delivered to school by a pharmacy.
7. Medication must be brought to the school in a container, labeled appropriately by the pharmacist or licensed prescriber.

Prescription medication shall display:

- Students name
- Prescription Number
- Medication Name and Dosage
- Administration route
- Date of prescription and refill
- Licensed Prescriber's name
- Pharmacy name, address, phone number
- Name or initials of Pharmacist

Over the counter medication must be in the original unopened container with the label intact. No medication will be given past the expiration date on the container.

8. Any changes in dose, time, or directions must be in writing from the licensed prescriber.
9. Students will be evaluated on an individual basis regarding the need to carry and self-administer an asthma inhaler/EpiPen. Both the Physician and Parent Authorization and Request for self-administration of asthma inhaler/EpiPen must be completed and signed. The parent/guardian must supply the appropriate medication. The student is encouraged to document frequency of use while at school.
10. The parent/guardian will need to pick up the medication at the end of the school year or if the medication is discontinued or changed during the school year. If the medication is not picked up, it will be discarded.

As stated in Public Act 097-0361 (105 ILCS 5/22-30) and under the standing-order established by C.U.S.D. #3 and under a standing protocol from a licensed physician: When a student does not have an epinephrine auto-injector or a prescription for an epinephrine auto-injector on file, the school nurse or trained designee may utilize the school districts epinephrine auto –injector to respond to an anaphylactic reaction.

In the case a student shows symptoms of an acute asthma attack and the student does not have a rescue inhaler or a prescription for an inhaler on file, the school nurse or trained designee may utilize the school districts emergency rescue inhaler to respond to an acute asthma attack.

The parents/guardians of the pupil must sign a statement acknowledging that the school district is to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication by the pupil or administration or use of an epinephrine auto-injector or rescue inhaler regardless of whether authorization was given by the pupil’s parents or guardians or by the pupil’s physician, physician’s assistant, or advanced practice registered nurse. The parents/guardians must indemnify and hold harmless the school district and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the self-administration of medication by the student or administration of emergent medication by district designee. Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

HEAD LICE POLICY

The Central Public Schools C.U.S.D #3 will support families by emphasizing prevention, early detection and education as the best methods in controlling head lice.

Children will be screened at school if lice are suspected or as a result of a reported case.

When a student is found to have live lice:

1. The parent/guardian is notified that live lice are present and asked to pick up their student at school.
2. Pediculosis Parent Letter that includes instructions for treatment of live lice and if needed, nit removal will be given to parent/guardian.
3. The parent/guardian is instructed that the student must be treated before returning to school. A parent will be required to bring the student to school *two* days after discovery of infestation to be checked by the nurse. Students are not allowed to ride the bus until they have been cleared by the nurse.
4. Determine if the student has siblings in the district. If yes, siblings will be checked by their school’s nurse.
5. Students will be re-examined by the school nurse upon returning to school. Students with live lice will not be allowed to return to school until they are lice free. Parent will be instructed to remove all live lice before the student returns to school.
6. If nits are found, the parent is notified and encouraged to continue daily combing with nit comb. Student will continue to be checked at school for nits by school nurse for at least two weeks. If the number of nits fails to decrease during the monitoring period, a parent will be called to pick up the student. The nurse will again show the parent how to remove the nits. This absence will be unexcused.
7. Students who are re-examined and who do NOT have live lice will remain at school and continue to be checked at school for lice/nits by school nurse for at least two weeks.
8. Students found to have live lice on re-examination will once again be sent home from school. This absence will be unexcused.
9. After long breaks from school, such as Christmas/Winter break, the school nurse will check previously infested students’ heads.
10. Respect for sensitivity and maintenance of privacy of students and parents/guardians regarding head lice will be expected by all staff.

All school personnel will use the same educational information to provide to families. These are:

- A. Illinois Department of Public Health Head Lice HealthBeat
- B. Pediculosis Parent Letter/instructions for treatment of live lice.
- C. Pediculosis Recheck Parent Letter Nit Removal.

Students who have live head lice despite 3 treatment cycles will be referred to their school principal for academic consultation. These families will receive a child welfare service referral with DCFS.

Students who have missed 4 unexcused days of school related to live lice will be referred to the Adams County Regional Office of Education Truancy Department. The first day a student is sent home from school for live lice will be considered an excused absence. All absences after first occurrence related to live lice will be considered an unexcused absence.

Students with open scalp lesions/signs of infection with live lice and/or nits will be reported to DCFS hotline.

BUILDING USE

No student is allowed to use the building, shops, or gyms unless a teacher is present. (See also “Students and Visitors” section)

Special permission must be received from the principal and times cleared before the building can be used.

Wednesday night (after 6:00p.m.), holidays, and Sunday activities are not permitted.

ACTIVITY CALANDER

The Activity Calendar is in the Athletic Director’s Office. All activities should be placed on the calendar as far in advance as possible. All activities must receive approval of sponsors and the Athletic Director prior to being placed on the calendar. Activities involving the use of the gym must also be approved by the Athletic Director before being scheduled.

ACADEMIC INFORMATION

GRADING SYSTEM

1. All grades will be recorded on permanent record cards. An A, B, C, D, or F, will be issued using the following numerical equivalents:

A = 100-93	D = 74-67
B = 92-85	F = 66-0
C = 84-75	

2. Withdrawal from class – Credit is given up to the end of the previous semester when the student drops a course.

GRADE POINT AVERAGES

The point systems are used to compute GPA’s for weighted and non-weighted classes.

Grade point averages will be computed based on the classes taken during the school day at Central. Students will take 7 classes a day, (8 if Early Bird PE is taken), and those classes taken during the school day, including on line classes, will be used to calculate a student’s GPA for class rank and class honors.

How to compute your grade point average (GPA)

STEP 1 – Figure points earned for each course:

English I	A	4 points
Computer Applications	B	3 points
P.E.	A	4 points
Algebra I	B	3 points
Physical Science	A	4 points
Band	B	3 points
Intro to Ag	A	4 points

STEP 2 – Add total points received: 25 points

STEP 3 – Divided total points received by total number of classes: 7 classes in the example above.

25 (total points) divided by 7 (classes) = 3.57 (GPA)

All course grades, including Chorus, Band, Physical Education, and Driver Education will be counted toward class honor roll and grade point average.

Computing scale for weighted classes

A=5, B=4, C=3, D=2, F=0

Computing scale for non-weighted classes

A=4, B=3, C=2, D=1, F=0

WEIGHTED CLASSES

With the increased college requirements, CUSD #3 recognizes the need to emphasize the academic importance of certain classes; therefore, a weighted grade system will be used.

CHS and JWCC CLASSES TO BE WEIGHTED:

Calculus, College Prep III, Chemistry II, British Literature

Senior Composition, Spanish III/IV, Physics,

Pre-Calculus/Trigonometry

JWCC Dual Credit general education classes taken during the school day at Central

COLLEGE COURSES OUTSIDE OF THE SCHOOL DAY

College courses taken during the summer, evening, and online outside of the school day will not count for high school credit and will not be calculated into a student's GPA.

HIGH SCHOOL CREDIT FOR NON-DISTRICT EXPERIENCES: COURSE SUBSTITUTIONS **SCHOOL BOARD POLICY 6:310**

School board policy 6:310 allows for the superintendent to approve non district coursework in isolated cases.

Occasionally students will need to make up lost high school credits or take part in dual credit programs offered at both the high school and college level. The following school board policy addresses this issue.

Credit for Non-District Experiences

A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the District:

1. Distance learning course, including a correspondence, virtual, or online course
2. Courses in an accredited foreign exchange program
3. Summer school or community college courses
4. College courses offering dual credit courses at both the college and high school level
5. Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education
6. Work-related training at manufacturing facilities or agencies in a Youth Apprenticeship Vocational Education Program (Tech Prep)
7. Credit earned in a Vocational Academy

The student must seek approval from the Superintendent or designee to receive graduation credit for any non-District course or experience. The Superintendent or designee shall determine the amount of credit and whether a proficiency examination is required before the credit is awarded. **As approval is not guaranteed, students should seek conditional approval of the experience before participating in a non-District course or experience.** The student should complete and submit to the superintendent the form **CREDIT FOR NON-DISTRICT COURSE REQUEST FORM** available in the high school counselors office and submit for approval prior to signing up for any non-district course. The student assumes responsibility for any fee, tuition, supply, or other expense. The student seeking credit is responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. **The Superintendent or designee shall determine which, if any, non-District courses or experiences, will count for high school credit. Credit may be granted, but not averaged into that student's GPA.**

SENIOR CLASS HONORS

At graduation exercises Central High School will recognize senior class honors. These class honors will be awarded on the basis of the first eight semesters' work. Any graduating student who has been a member of the senior class for at least one full semester and has transferable grades from another school system which can be interpreted on an A, B, C scale will be eligible for class honors.

The following honors are recognized at graduation:

- **High Honors:** All graduating seniors having accumulated honor's points of 3.75 or above will be graduated with High Honors and will be recognized at the awards assembly and graduation exercises
- **Honors:** Students graduating with a grade point average between 3.5 and 3.744 or above will be graduated with Honors and will be recognized on the same basis as those with High Honors.
- **Valedictorian/Salutatorian:** Students ranking number one and two in **grade point averages** cumulatively will be designated during graduation exercises as the Class Valedictorian and Class Salutatorian. These honors are based on eight semesters of work.

HONOR ROLL and HONORABLE MENTION

At the end of each quarter, students will receive two types of recognition:

1. An Honor Roll list will be posted for students that have achieved a 3.75 grade point average or higher for that quarter.
2. An Honorable Mention list will be posted for students that have achieved a 3.5 to 3.744 grade point average for that quarter.
3. Any student making either of these lists will be allowed free admittance to all home sporting events.

***These lists are subject to change each quarter of the school year.

NATIONAL HONOR SOCIETY

Membership is an honor bestowed upon a student. Selection for membership is by a faculty council and is based on outstanding scholarship, character, leadership, and service. All juniors and seniors who are not presently members and have a 3.5 grade point shall be considered and voted upon by the National Honor Society Faculty Council as required by the Society Charter. The council is composed of five faculty members appointed by the principal. Selection is based upon the criteria established by National Honor Society Regulations.

EXTRA CREDIT POLICY:

The primary purpose of grades is to communicate student achievement of academic standards. Extra credit that is not based on academic standards reinforces the view of grades as a commodity to be earned, rather than as information students can use for self-evaluation and growth. Therefore, students should not be allowed to raise their grades through extra credit work that is independent of essential learning. However, students may be allowed to raise their grades through additional opportunities that demonstrate mastery of subject content.

- No extra credit for non-academic events.
- All homework must be turned in.

- No missing assignments.
- Students may earn up to 2% extra credit points per quarter.
- Teachers will inform each class of their extra credit policy at the beginning of each quarter.
- Teachers must have their extra credit policy written down as an attachment to their classroom rules

CLASS OR GRADE STATUS

A student's class status is dependent upon progress toward graduation. Upon graduation from eighth grade and re-enrollment, a student is designated as a freshman or 9th grader. If a minimum of 6 credits is accumulated during 9th grade and upon re-enrollment the following year, a student is designated a sophomore. A minimum of 12 credits must be accumulated by the completion of the sophomore year in order to be designated a junior upon re-enrollment. Seniors must have satisfactorily completed 18 credits in order to be classified as such.

Reclassification does not occur at any time except following the end of a school year. Students are not expected to participate in class activities other than those of their designated class.

GRADUATION REQUIREMENTS

The following are requirements for graduation:

4 Credits of English

¼ Credit of Intro to Speech

3 Credits of Math

3 Credits of Social Studies (1 of which must be American History and ½ credit of American Government)

3 Credits of Science

1 Credit chosen from: Music, Art, Foreign Language, Vocational Ed

4 Credits of Physical Education

½ Credit Health

¼ Credit Driver Education

½ Credit Computer Applications

½ Credit Resource Management

Credits required for graduation: 25 Credits

IN ADDITION:

All students are required to take PHYSICAL EDUCATION or submit a written excuse from a doctor to be excused from P.E. each school year. Students with a medical waiver should enroll in an additional class, as no P.E. credit will be given.

Students in Grades 11 and 12 may be excused from participating in physical education for the following reasons:

PARTICIPATION IN THE INTERSCHOLASTIC ATHLETIC PROGRAM The student athlete may take an extra course in lieu of physical education and be excused from physical education for the entire year regardless of the duration of the interscholastic sport.

SCHEDULING CONFLICTS

- The student athlete may substitute a semester-long course on an individual basis. The student shall receive written notification either confirming or denying the exemption.
- Schedule changes will be allowed the first two weeks of a semester if the request meets the schedule change requirements. Changes to schedules will be made at the discretion of the principal and guidance counselor.
- Students who fail to turn in a registration sheet or turn one in late will have their schedule created and will receive no schedule changes for the school year.

*Approved exemptions shall be on the basis of one semester. In each case, a student who is exempted from a physical education class shall be required to fulfill a class schedule, which meets the minimum standards for school attendance.

Work/Early Release: Any student wanting to leave school early for work will need to be approved by the Principal. Students wanting to be considered for “work release” must be; on track to graduate, be in good standing (attendance, behavior, grades), and show proof of employment or attendance at a secondary school.

DUAL CREDIT & DUAL ENROLLMENT FOR JUNIORS & SENIORS **PARTNERED WITH JOHN WOOD COMMUNITY COLLEGE**

Dual Credit courses offered at Central High School:

Spanish III
Spanish IV

Dual Credit – A high school course offered by a qualified Central teacher that’s curriculum matches the syllabus of the college course. Student pays tuition for course to JWCC and receives both high school credit and college credit. Dual credit is normally full year courses. **TEXTBOOK PROVIDED BY CHS.**

Dual Enrollment courses offered at Central High School:

Dual Enrollment – Students pay JWCC tuition and receive both high school credit as well as college credit. Curriculum and instruction is provided by JWCC via their online courses or instructors they send to Central High School. A student has a selected time in their schedule to work on their dual enrollment course. Dual enrollment requires a COMPASS college placement test and certain scores are required as prerequisites. Most all online dual enrollment courses are one semester courses. Students are strongly recommended not to exceed one JWCC online course a semester, this is certain for juniors, but seniors may elect to take more courses pending discussion with high school counselor. **TEXTBOOK NEEDS TO BE PURCHASED BY STUDENT.**

Astronomy
Intro to Computers
English 101
English102
Us History I
Us History II
Western Civilization Elementary Statistics
College Algebra
Music Appreciation
Major World Religions American Government
Intro to Psychology
Intro to Sociology
Social Problems
Manufacturing Process and Production
Intro to Manufacturing Safety
Welding Certificate

Dual Credit and Dual Enrollment offers your student an opportunity to begin earning college credit while still in high school at the affordable cost of JWCC’s tuition. On the average most students who begin participating in dual credit and/or dual enrollment earn 20-26 credits upon graduating high school. This allows your child to get a jump start on their general education requirements and may allow your child to graduate college a semester or even a year early or be able to add additional majors or minors to their course of study without extending their time at a four year college or university.

****ANY CHS STUDENT INTERESTED IN TAKING DUAL ENROLLMENT OR DUAL CREDIT COURSES THROUGH JWCC SHOULD SIGN UP TO TAKE THE COMPASS TEST AT THE END OF THEIR SOPHOMORE YEAR WITH MS. TRIPLETT. AN INFORMATIONAL MEETING FOR STUDENTS IS HELD AT THE BEGINNING OF THE SPRING SEMESTER – NOTICE IS PLACED IN THE ANNOUNCEMENTS**

DRIVER EDUCATION

(Classroom phase) is required (grade 10 except for those who will be 16 years of age before September 30 of the year). Each student attending any public or non-public high school in the district must receive a passing grade in at least 8 courses during the previous 2 semesters prior to enrolling in a driver education course.

**** Drivers License Cancellation:**

Summary: Public Act: 94-0916(Effective Date: July 1, 2007) provides that no driver's license permit shall be issued to any applicant who is under 18 years of age and not legally emancipated by marriage, unless he/she is a high school graduate, is enrolled in a GED course, has obtained a GED, is enrolled in high school or college, or is receiving home instruction. **Likewise, a driver's license or instruction permit shall be cancelled if a student under 18 years of age drops out of school.**

COURSE LOAD/CORRESPONDANCE

All Students must carry a normal load of at least 7 subjects, including P.E. Any requested deviation will require a parent-counselor conference. The school will accept no more than 4 units of correspondence or similar courses toward graduation during the senior year. Correspondence courses are considered emergency measures and require counselor approval.

PART-TIME ATTENDANCE

The district accepts part time students who live within the district on a space-available basis. Requests for part-time attendance must be submitted to the principal of the school. All requests for attendance in the following school year must be submitted before May.

BAND REQUIREMENTS

Students are required to participate in Marching Band, Pep Band, and Concert Band in order to receive full credit.

Students must be in attendance on the day of a performance in order to participate that night. Medical excuses will be accepted as long as a doctor's note is provided. Any other excuses will be acted upon at the discretion of the principal. **Having to work is not an excused absence.** Students are expected to resolve work conflicts in advance.

Any unexcused absence will result in a one-letter grade reduction for each absence.

Students not performing in concerts or the graduation ceremony without prior approval of the instructor will result in a two-letter grade reduction.

Jazz Band, Ensemble, Solo, IMEA, WCC Festival are all considered extra-curricular and will follow the extra-curricular requirements in the student handbook

AREA VOCATIONAL SCHOOL REGULATIONS

Students attending classes at the vocational center must provide their own transportation to and from classes. CHS will not be providing any transportation.

Any student enrolled in Vocational classes is responsible for attending their 7th and 8th hour classes each day and getting the work made up. If a student is failing a 7th or 8th hour class, he/she cannot attend the STP (Student Training Program) class until they earn a passing grade. In addition, if student has 3 unexcused absences from their vocational training class, they will be dropped from STP. A permission slip must be on file if your student will be riding with another student to STP.

The penalty for unauthorized driving or riding will be:

1st offense – 1 hr Saturday detention

2nd offense- 4 hr Saturday detention

3rd offense- Out of school suspension and/or drop from program.

LOCKERS

Lockers and PE lockers are made available to students through the school district for individual use. Students must be aware of the fact that lockers are the property of the school district and one cannot expect his/her locker to be free from inspection if the administration considers a search necessary to maintain the integrity of the school environment and to protect other students.

Open food and drink items are not to be kept or stored in lockers. These items are to be opened and consumed in the cafeteria only as open bottles, cans, and other containers are subject to contamination.

The school cannot assume responsibility for lost or stolen items in lockers or PE lockers. Each year students are given lockers with combinations. Students often set their lockers and throw the combination away. Setting lockers causes numerous jamming problems. Items may be stolen out of the lockers, plus jammed lockers cause many students to be late to class.

If a search conducted in accordance with this policy produces evidence that the student has violated or is violating either the law or the District's rules, such evidence may be seized and impounded by school authorities and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

BOOK BAGS

Students will be allowed to use book bags to transport school work and books to and from school. **During the school day, book bags must be stored in the school locker that is provided for each student.** Female students may carry a "normal" sized purse.

IRC GUIDELINES

The IRC is open on school days from 7:45 a.m. to 3:30 p.m. Students may use the IRC before school, during homeroom, or after school without a pass. These times provide an excellent opportunity to return, renew, or check out books.

Students who come to the IRC during class time should sign in and have a pass from the classroom teacher that designates their purpose in the IRC, such as check out books, use the computer, or study quietly. If sent from class to complete a make-up exam or quiz, the student should immediately notify the IRC Director in order to insure proper supervision. Students who are testing will then be directed to a seating location most conducive for completing their assessment.

Checkout periods are for 10 school days, or approximately two weeks, and can be renewed upon request to the IRC Director. Students are charged a \$.10 per day late fees on all general circulation items, and \$1 per day late fee for interlibrary loans, kindles, or reference materials.

INTERNET, NETWORK AND COMPUTER USE

Access to Electronic Networks

Electronic networks, including the Internet, are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent shall develop an implementation plan for this policy and appoint system administrator(s). The School District is not responsible for any information that may be lost or damaged, or become unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Curriculum

The use of the District's electronic networks shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library-media center materials. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum. The District's electronic network is part of the curriculum and is not a public forum for general use.

Acceptable Use

All use of the District's electronic network must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic network or District computers. General rules for behavior and communications apply when using electronic networks. The District's *Authorization for Electronic Network Access* contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

Internet Safety

Each District computer with Internet access shall have a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator. The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Limiting student access to inappropriate matter as well as restricting access to harmful materials,
2. Student safety and security when using electronic communications,
3. Limiting unauthorized access, including "hacking" and other unlawful activities, and
4. Limiting unauthorized disclosure, use, and dissemination of personal identification information.

Authorization for Electronic Network Access

Each staff member must sign the District's *Authorization for Electronic Network Access* as a condition for using the District's electronic network. Each student and his or her parent(s)/guardian(s) must sign the *Authorization* before being granted unsupervised use. All users of the District's computers and means of Internet access shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

The failure of any student or staff member to follow the terms of the *Authorization for Electronic Network Access*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

STUDENT RECORDS

In compliance with state and federal law, the District shall maintain two sets of student records. These shall be:

1. A permanent record which shall include:
 - Basic identifying information
 - Academic transcripts
 - Attendance record
 - Accident/health reports
 - Information pertaining to release of this record

Additionally, the permanent record may include:

- Honors/awards
- Activities/athletics

No other information shall be placed in the permanent record. The permanent record shall be maintained for at least sixty (60) years after the student has graduated, withdrawn, or transferred from the district.

2. A temporary record which may include:
 - Family background
 - Intelligence/aptitude scores
 - Achievement test results
 - Psychological reports
 - Honors/awards
 - Athletics/activities

- Disciplinary information
- Teacher anecdotal records
- Special education files
- Information pertaining to release of this record

Information in this record shall reference authorship and date. Temporary records shall be reviewed at least every four (4) years, or upon a student's change in attendance centers, whichever occurs first, to verify entries and correct inaccurate information.

Students Records – Access

A student or the parents/guardian of a child under eighteen (18) or a designee of such parents/guardians shall be entitled to inspect and copy information in the student's record. The District shall notify students and the parents/guardians of such rights upon the initial enrollment or transfer of a student to the District. In case of divorce or separation, both parents shall have this right unless a court order indicates otherwise. The District may charge the actual cost, provided that the costs not exceed \$.35 per page, for copying information in the student's records. However, no individual shall be precluded from copying information because of financial hardship.

A request for access to the records shall be made in writing and directed to the Superintendent or his/her designee. Access to the records shall be granted within fifteen (15) days of the District's receipt of such a request.

The parents/guardians or student shall be entitled to challenge the accuracy and/or relevancy of any information in the records except grades and to request a hearing pursuant thereto. The Superintendent shall be responsible for establishing appropriate procedures in accordance with State Board of Regulations on Student Records, 23 III. Ad. Cod 375.90.

Before destroying or deleting information in the records, the Superintendent or his/her designee shall notify the parents/guardians and student and shall provide an opportunity for the parents/guardians or student to copy such information.

The District shall grant access to information included in student records to persons authorized or required by State of Federal law, provided that:

1. The person submit to the District appropriate identification and a copy of the authorization papers;
2. The parents/guardians receive prior written notification of the nature and substance of the information to be released. The parents/guardians shall be given the opportunity to inspect, copy, and/or challenge the information. When the release of information relates to more than 25 students, the District may give prior notice through local newspaper or general publication.

Other persons who request access to the records shall be denied access unless prior written consent is received from the parent or student except that the District shall grant access:

1. To another District to which the student has transferred. In such cases the District shall give prior notice and an opportunity to the parent and student to inspect and challenge the information to be transferred;
2. Pursuant to a court order. In such cases, the District shall notify the parents/guardians and student of the release of such information;
3. To an employee of the District or an employee or official of the State Board of Education with a legitimate educational or administrative interests;
4. For research, if the State Superintendent's permission has been given and no student or parent can be identified from the information released.

In cases of emergency, to protect health or safety of the student and others and within the regulations of the State Board of Education, student records or information contained therein may be released. Under emergency circumstances, the District shall consider the seriousness of the threat, the need of records to meet the emergency, the ability of the person seeking the records to meet the emergency, and the importance or acting quickly.

Student Records – Directory Information

The District is responsible for the acquisition, maintenance, and administration of student records. It is the responsibility of the Superintendent to standardize procedures for the collection and disbursement of student records in accordance with state and federal law requirements.

While information filed in student records is accessible to the student, the student's parent/guardian, District personnel, and other appropriate individuals in accordance with law, much of the material is classified as confidential information. However, the District may release personally identifiable information regarding students in a Student Directory. The Student Directory information shall be limited to:

- Name and Address/Gender and Grade level/Birth date and place/Parents'/guardian's names and addresses
- Academic awards, degrees, and honors/Information in relation to school-sponsored activities
- Organizations and athletics/Period of attendance in school

DISCIPLINE AND ATTENDANCE

GENERAL CONDUCT

Students are expected to follow a code of conduct that fosters pride in school, respect for others, and themselves as well. Foul language, physical embracing of any nature, gambling, and other such inappropriate acts, even though not specifically listed in this handbook that would detract from the standards expected from the student body at Central High School, are strongly discouraged and will be dealt with in a disciplinary manner. Personal pride and school pride is the responsibility of each person associated with Central High School.

Central High School expects students' conduct to be such as to contribute to a productive learning climate. Individual rights are to be honored and protected; however, the rights of one individual shall not take precedence over those of another individual or of the group itself, and all students shall have equal rights and equal responsibilities in their demeanor in the classroom or on any school property.

The following principles of student conduct are acceptable:

1. Respect for law and those given the authority to administer it shall be required of all students. This includes conformity to school rules as well as general provisions of the law regarding minors.
2. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall be expected of all students.
3. Respect for real and personal property, pride in one's work, achievement within the range of one's ability and exemplary personal standards of courtesy, decency, honesty, and wholesome attitudes shall be maintained.
4. Respect for individual worth to the end that every student shall be assisted to the limit of his/her ability is an obligation of the school. Diligence and a sincere desire to profit from the opportunity offered is an obligation of the school as well as the student.

STUDENT APPEARANCE

Any student who arrives at school or any school function in clothing, which constitute a health or safety hazard or attracts undue attention which is disruptive to the normal school routine, will be removed from the classroom or activity until the problem can be remedied. **The High School office has loaner gym shirts and shorts that students may wear over the inappropriate clothing item instead of going home.**

Some guidelines include, but are not limited to:

1. Clothing or jewelry that displays drugs, smoking/tobacco, alcohol, inappropriate or derogatory sayings/phrases, obscene language/symbols/numbers/slogans, sexual innuendos, supports violence or hatred, or is gang or cult-related is prohibited.
2. Halter-tops, spaghetti strap shirts, low necklines, pants or shorts with words across the rear-end, pajamas and bedroom slippers (except on special dress up days), and bare midriffs are unacceptable. If, when the student's arms are raised above the head, a shirt exposes the abdomen or back region that shirt will be considered unacceptable. Straps on shirts must be three fingers wide and both shoulders need to have a strap.
3. Sheer tops without a tank underneath are prohibited. Undergarments (bras) should not be visible.
4. Shirts with cut off sleeves, tank tops, and/or shirts with enlarged arm holes are not allowed.

5. Outerwear such as hats, stocking caps, bandanas, coats, backpacks, Heeley's (shoes with built in roller skates) and sunglasses are not to be worn during school hours.
6. Pants/shorts/skirts of inappropriate/immodest condition or length are prohibited. Shorts must have an inseam of 5" or more. Yoga pants/leggings may not be worn unless a shirt or sweater is worn over them. The shirt or sweater must be finger- tip length.
7. Chains, pointed or studded jewelry or clothing are prohibited.
8. P.E. clothing is appropriate only in the gymnasium, not in regular classrooms.
9. No body drawings with ink, marker, and face paint, etc.
 - * **The principal is the final authority for judging the appropriateness of a student's appearance.**

STUDENT BEHAVIOR

Student behaviors that will result in disciplinary action are:

- Disrupting class;
- Tardiness;
- Sleeping in class;
- Having soda, water bottles, Gatorade, and/or food in prohibited areas and classrooms;
- Public display of affection;
- Reckless driving or parking incorrectly;
- Leaving without permission;
- Using profanity;
- Being disrespectful;
- Insubordination;
- Intimidation;
- Truancy;
- Vandalism– restitution required in all cases;
- Failure to serve detentions;
- Cheating;
- Forging notes or lying;
- Game playing, gambling in the classroom;
- Dressing in a distractive or unsafe fashion;
- Using any electronic device without permission during school hours.
- Participating in a demonstration/strike;
- Fighting;
- Presence on school grounds or attendance at school activities while serving out-of-school suspension;
- Threatening other students or school personnel;
- Theft;
- Any other behavior, which is harmful to the property or rights of others.

It is not possible to list all behavioral infractions; therefore, the Principal's discretion will be used in cases not listed.

The school's disciplinary policies may include but not be limited to the following disciplinary measures:

1. Expulsion
2. Suspension
3. Removal from the classroom
4. Denial of privileges
5. Alternative Education Opportunities
6. Saturday One-hour Detention
7. Saturday Four-hour Detention

The following behavioral infractions have definite disciplinary measures:

Possession, use or distribution of tobacco and/or alcohol:

First offense – 3 day out-of-school suspension

Second offense – 10 day out-of-school suspension

Third offense – grounds for expulsion

Possession, use or distribution of controlled substances:

First offense – 10 day out-of-school suspension

Second offense – grounds for expulsion

Possession, use, or distribution of “look alike drugs”. Also any substance that contains Ephedra or Ephedra like substances, including “herbal substances” not intended for use by minors. Possession or use of any over the counter product used in a manner to produce a “high” or intoxicated state:

First offense – 3 day out-of-school suspension

Second offense – 10 day out-of-school

Third offense – grounds for expulsion

Possession, use or distribution of weapons and/or look-alike replicas;

First offense – immediate grounds for expulsion and exclusion from participating in any school activity

CHEATING / PLAGIARISM POLICY

Plagiarism is defined as:

- “turning in someone else's work as your own
- copying words or ideas from someone else without giving credit
- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not

The first time a student gets caught, the teacher must report the offense to the principal for record-keeping purposes. Individual teachers will then determine the student’s score and possible revisions according to their syllabi.

On the second offense, the student will automatically receive a zero and a discipline referral.

PUBLICATIONS AND POSTERS

Publications/posters are under the auspices of a student’s advisor and/or administration. Students are expected to follow acceptable guidelines that do not infringe upon an individual’s basic rights and integrity. The location of posters and disbursement of publications are subject to the approval of the administration. Non-school-related posters/publications must be approved by the Principal before being distributed or posted.

BULLYING/HARASSMENT (AGGRESSIVE BEHAVIOR)

CUSD # 3 will provide all students with a safe school environment that facilitates learning. Bullying is an act of *repeated* verbal, technology-based, or physical aggressive behavior in order to intentionally hurt another person physically or mentally. This includes comments or actions based on race, color, national origin, age, sex, religion, or disability. Lack of intent (e.g. “It was only a joke.”) shall not be a defense for justifying the comment or action to avoid punishment. CUSD # 3 will seek to prevent such incidents and will investigate and take corrective actions for violations of this policy.

Further, retaliation against those who seek remedies under this policy is prohibited and will be punished under the Student Discipline section of the Student Handbook.

DETENTION SYSTEM

The detention system is a process designed to deal with minor infractions of school and classroom regulations. It is not designed for students who frequently and repeatedly fail to abide by school rules. Chronic violators will be conferenced and reviewed by the Principal to determine whether counseling, referral for evaluation, or more serious disciplinary action is warranted.

SATURDAY 1 HOUR DETENTION

1. All students are expected to serve their detention on the date listed on their referral. The only excused reasons for not being in detention are illness and medical appointments.
2. **If a student does not report for an assigned detention, he/she will be issued a four-hour Saturday detention.**
3. Students are to bring class work to work on, and are not allowed to sleep or talk to others during the detention hour.

SATURDAY 4 HOUR DETENTION

The school board and administration feel that generally in-school suspensions no longer act as an adequate deterrent for certain acts of misbehavior or tardiness. To address this concern, Saturday detentions will now be conducted from 8:00 a.m. to 12:00 p.m. Based on the severity of the misconduct, students may be assigned a Saturday detention.

Saturday detentions will be issued at the discretion of the building principal. Any act, which is deemed to be disruptive to the educational process, could result in a Saturday detention. Automatic Saturday detentions will be issued for the following infractions:

1. **Any acts of misconduct deemed inappropriate by the principal.**

Saturday Detention Rules:

1. Students must report no later than 8:00 a.m. If late, students may receive an additional Saturday detention.
2. Only schoolwork or library books are acceptable activities during Saturday detention.
3. No food allowed. No sleeping is allowed at any time.
4. A supervised break will take place sometime mid-morning at the teacher's discretion. (10-15 minutes)

Any violations of the detention rules shall be reported to the principal on the following Monday morning. That principal may assign additional detention time, including Out of School Suspension. **A student who fails to serve a 1 hour Saturday detention will be issued a 4 hour Saturday detention and failure to serve a 4 hour Saturday the student is automatically suspended for three school days.**

**Detentions will be monitored by a certified staff member on a rotational basis.

SUSPENSION/EXPULSION

IN-SCHOOL SUSPENSION

1. Students receiving in-school suspensions will report at 8:10 A.M. to the room assigned on the day and date assigned with work materials and assignments from teachers. Any work completed during the day for credit will be turned in at 3:00 P.M. and given to the teachers for 100% credit of the grade earned. Failure to observe this time line will result in no credit being issued.
2. Failure to follow posted rules and regulations will result in additional days being assigned or the assignment of an out-of-school suspension.
3. Students will be given one restroom break at mid-morning and mid-afternoon. Sack lunches may be brought, given to the supervisor, and will be eaten in the ISS room or a student may purchase a school lunch and bring it to the suspension room. Meals will be eaten under supervision during the appropriate lunch hour.
4. Students assigned to in-school suspension may participate in after school or evening school activities including athletic practices or games.

OUT-OF-SCHOOL SUSPENSION

Suspension from school and all school functions for a period not to exceed 10 days, for acts of gross disobedience or misconduct and shall include, but not limited to the following:

1. Disobedience of directives from staff members or school officials and/or rules and regulations governing student conduct.
2. Possession, use, distribution, purchase, sale or found to be under the influence of illicit drugs, and/or alcoholic beverages, and/or tobacco.
3. Injury or threat of verbal or physical injury to any school system employee, official, or student.
4. Destruction and/or defacement of any school property. Restitution is required and is the student and/or parent responsibility.
5. Other such conduct that poses a danger to persons or property or disrupts the educational process.
6. **If a student is suspended, he/she will have one day to make up any missing work upon his/her return to school. After one day a zero will be issued for any missing work. Class participation points may be deducted for each day of a suspension.**

EXPULSION

The school board is authorized to expel a student guilty of gross disobedience or misconduct for the remainder of the school term or for a shorter period as determined by the School Board.

Consideration for expulsion shall include, but not be limited to, extreme or repeated instances of the following:

1. Disobedience of directives from staff members or school officials and/or rules and regulations governing student conduct.
2. Possession, use, distribution, purchase, sale or found to be under the influence of illicit drugs, and/or alcoholic beverages, and/or tobacco.
3. Injury or threat of verbal or physical injury to any school system employee, official, or student.
4. Destruction and/or defacement of any school property. Restitution is required and is the student and/or parent responsibility.
5. Possession, use, or distribution of a dangerous weapon or look-alike replica.
6. Other such conduct that poses a danger to persons or property or disrupts the educational process.

ATTENDANCE PROCEDURE

SCHOOL DAY

The student school day runs from 8:10 A.M. – 2:52 P.M. Students are not to arrive at school before 7:45 and are to leave school premises at 2:52 unless they are involved in extra-curricular activities. Students are expected to arrive and depart by our District bus transportation system unless parents inform the school otherwise.

If your child is going to a home other than the usual destination, the parent/guardian must notify the office by phone or by sending a note.

ABSENCES

Regular attendance is critical to a quality education. Parents are expected to instill the necessity of regular attendance in their child and to make them fully aware of the definite relationship between school success and attendance.

Following the **3rd student absence per quarter or 12th absence per year** a **doctor's confirmation and parental communication** are required for a student to be considered "excused". For a student illness to be deemed an **excused** absence, the student must provide a signed note from a medical professional who has ***SEEN*** and ***EVALUATED*** the student confirming the absence and giving an expected return date. A note from a doctor referring to a phone call only will NOT be accepted. Parents will be notified of accumulated absences. Excessive absenteeism will be referred for truancy/court action.

Illinois State Law states that students who miss school for 5 percent or more of the previous 180 attendance days can have their driving privileges suspended or their application for a driver's license or permit denied.

If your child is absent from school, they are not permitted to participate in or attend any after school activities on that day.

Absences will be classified by school personnel according to the following criteria, as per School Code:

1. **Excused** – Students will receive an excused absence for the following reasons:
 - a. Illness of the student
 - b. Doctor's/dentist's appointment(with doctor/dentist appointment card)
 - c. Court appearance
 - d. Funeral
 - e. Family emergency
 - f. Observance of religious holiday
 - g. Quarantine
 - h. Pre-approved Anticipated Absence
2. **Anticipated Absences**- Absence from school for reasons other than those listed above must be prearranged and approved by the principal.
3. The student's parents must make complete the pre-approved form explaining the pre-arranged absence at least one week in advance for absences over two consecutive days. If approved, the office will give the student a signed Pre-Arranged Absence Form. It is the student's responsibility to present the form to each teacher and have the teachers indicate assignments and sign the form. All assignments, except lab work, tests, and quizzes, must be completed by the first day of return to school.
4. **Deer Hunting** – Students who bring a note from a parent and a valid IL permit, at least one week in advance, will be excused for opening day of first shotgun season.
5. **Unexcused** – Students will receive unexcused absence for being absent without parent/guardian consent, exceeding 5 days of anticipated absences or failing to provide doctors confirmation following the 3rd absence per quarter.
6. **Excessive Tardies**- For the purpose of attendance, four tardies to the start of the school day will result in one unexcused absence.
7. **Drop Letter** – Students who are age 17 or older and at 8 unexcused absences can be dropped from the role at Central due to non-attendance. Students may petition to re-enroll.

VERIFICATION OF STUDENT ABSENCE

Central High School students who are absent from school must be called to verify absence if the parent has not already communicated the absence to the High School office. Every effort will be made to contact parents of absent students by 10:00 a.m. at the phone numbers provided on the enrollment form. If no parent phone communication occurs, the **student must present a signed parent absence note** to the school secretary the next morning of attendance. Failure on the part of a student to present a satisfactory absence note on their return to school will result in the absence being classified "unexcused".

Students have 3 school days to present the office with a doctor's note in order for the absence to be counted as excused. After 3 days it will be permanently classified as unexcused. Any notes submitted after 3 school days will still be taken but the absence remains unexcused.

Students who are not in regular attendance or who are truant will be reported to the Adams County Truant Officer. Cases of chronic or habitual absenteeism will be dealt with by actions in accordance with the Illinois School Code.

MAKE-UP WORK FOR EXCUSED ABSENCES

9th through 12th grade students are to pick up an Absence Assignment Sheet from the school secretary **the morning of their return to school, prior to the start of school.**

When students are sick or absent, one additional school day for each day of absence will be given to complete the make-up work. Whenever a student returns from an absence, he/she will have the same number of days absent to complete and turn in the missed assignments once the list of missing assignments has been gathered.

For example, if a student is absent on Monday and Tuesday, he/she will have Wednesday to collect the missed assignments. The student will then have until the end of the day on Friday to turn in any missing assignments.

It is the student's responsibility to secure and complete all make-up work. Sometimes arrangements must be made for make-up tests or quizzes; students must arrange this with their teachers.

If parents or students prefer to call the High School to obtain assignments on a day of absence, **such request must be made early in the morning preferably between 8:00 and 9:00** - to facilitate the gathering of the work. Requests made later in the morning cannot always be honored. Students and parents may also find assignments by going to the district's website—www.cusd3.com and clicking on the Parent Connect Login link.

Even if make-up work has been sent home during a period of absence from school, it is the **student's responsibility** to check with all teachers as to additional make-up work immediately upon return to school.

TARDIES

Students who come late to school cause unnecessary interruptions to the learning environment.

1. If a student is not in the building by 8:10 a.m., he/she must check in at the office before he/she reports to class.
2. Students will be given a tardy notice that will admit them to their first hour class.
3. Excessive unexcused tardiness or failure to check in when the student is tardy will result in disciplinary action.
4. After three unexcused tardies per quarter, such as oversleeping, missing the bus, parents running late, or failure to check in when the student is tardy, will result in a one-hour Saturday detention. A fourth tardy in a quarter will result in another one-hour Saturday detention. A fifth tardy in a quarter will result in a four-hour Saturday detention. Every tardy thereafter for that quarter will result in a four-hour Saturday detention.
5. Excessive Tardies- For the purpose of attendance, four tardies to the start of the school day will result in one unexcused absence.

TARDIES DURING THE SCHOOL DAY: Students have 5 minutes to pass from one class to the next. Any student who is not in their classroom when the bell rings will be considered Tardy. The penalty for being tardy to class is as follows:

1. After the second time a student is tardy for unexcused reasons, a written warning will be issued.
2. After the third time a student is tardy for unexcused reasons, a 1 hour Saturday detention will be issued.
3. A fifth tardy in the same quarter will result in a 4 hour Saturday detention.

Students who are not in regular attendance or who are truant (**absent 5 %, or 9 days, of the last 180 school days**) will be reported to the Adams County Truant Officer. Cases of chronic or habitual absenteeism will be dealt with by actions in accordance with the Illinois School Code. In addition to the above policies and procedures, C.U.S.D. #3 will follow the attendance and truancy policy set by the Adams County Truancy Ordinance # 2007-02-001-004 with Illinois State Law 55 ILCS 5/5-10782.

DEMERIT SYSTEM

Demerits are a recording system for student behavior. Demerits will result in a loss of privileges, a conference with the student's parents and the Principal, and/or a suspension. Demerits are accumulated in the following way:

- One demerit is accumulated for each detention and/or tardies.
- One demerit is accumulated for each P.E. no dress.
- P.E. No Dress Policy:
 - 1st no dress - warning
 - 2nd no dress -Thursday detention/1 demerit
 - 3rd no dress – A second Thursday detention/1 demerit
 - 4th no dress – Saturday detention and 1 letter grade reduction/1 demerit
 - 5th no dress - failure for term/placed in ISS/4 demerits

We inform the students and parents of this policy at the beginning of the year. Student and parents sign the policy and return it to the teacher.

- Four demerits are accumulated for each in-school suspension (per incident).
- Eight demerits are accumulated for each out-of-school suspension (per incident).

Demerit points will be earned as follows:

- One Demerit Point:
 - Detention 1 hour
 - 2nd and 3rd Tardies
 - 2nd thru 4th No-Dresses in PE
 - All minor disciplinary referrals
- Two Demerit Points:
 - Two hour Saturday morning detention
 - Select disciplinary referrals
- Four Demerit Points:
 - Four hour Saturday morning detention
 - In-School Suspension
- Eight Demerit Points:
 - Out of school suspension (per incident)

One demerit will be removed for each calendar month (i.e. October 26 to November 26) in which a student does not receive any discipline referrals. For a second consecutive month in which a student does not receive any discipline referrals, two additional demerits will be removed. For a third consecutive calendar month in which a student does not receive any discipline referrals, four additional demerits will be removed. Additional months without discipline referrals will result in the continued pattern of demerit removal. Receipt of a discipline referral at any point will put the student back at the beginning of the process. **Student demerit counts will be set at zero at the beginning of each school year in order to give the student a “fresh start”.**

CONSEQUENCES FOR ACCUMULATION OF DEMERITS INCLUDE THE FOLLOWING:

- 5 Demerits:** Warning
- 10 Demerits:** Loss of privilege to school assemblies, attend field trips, school sponsored dances including the Jr.-Sr. Prom.
- 15 Demerits:** The minimum penalty to be assessed for a referral regardless of seriousness will be a one day in-school suspension, the loss of privilege to attend and/or participate in any school related activity, including athletic events, and the requirement to resign from any school related office or position held.
- 20 Demerits:** The minimum penalty for a referral will be a 3-day in-school suspension, and the loss of privilege to attend and/or participate in any school related activity, including athletic events.

- 25 Demerits:** The minimum penalty for a referral will be a 3-day out-of-school suspension and the loss of privilege to attend and/or participate in any school related activity, including athletic events.
- 30 Demerits:** The minimum penalty for a referral will be a 5-day out-of-school suspension, the loss of privilege to attend and/or participate in any school related activity, including athletic events, and loss of graduation ceremony privileges for Seniors.
- 35 Demerits:** The minimum penalty for a referral will be a 10-day out-of-school suspension and expulsion may be recommended.

LATE ARRIVAL / EARLY DISMISSAL

Central High Campus operates on a closed campus basis. Upon arrival, students must remain through their last class. Absentee reports will be taken each hour in each class.

All students leaving or entering the building for any reason must sign in or out and receive approval at the Attendance office. All students must present a note or a phone call from their parents/guardians before being allowed to leave. In case of illness, the school will contact a parent or relative before the student will be allowed to leave the building.

STUDENT SAFETY

In that it is the intention of School District #3 to require a safe and secure environment, any act, comment, remark or statement by a student either verbal, nonverbal or written which could in any way be interpreted as a threat to the safety of any person shall subject that student to disciplinary action up to and including expulsion. This includes all such acts, comments, statements or remarks. Lack of intent (e.g. “It was a joke.”) shall not be a defense to disciplinary action.

SEXUAL HARASSMENT

No person, including a District employee or agent, or student, shall harass or intimidate another student based upon a student’s sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or protected group status. The District will not tolerate harassing or intimidating conduct, whether verbal, physical, or visual, that affects tangible benefits of education, that unreasonably interferes with a student’s educational performance, or creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

SPECIAL STUDENT SERVICES

Central High School provides students a well-rounded curriculum. Additionally, School District #3 provides a free public appropriate education to all students with disabilities residing within the District, required under the Individuals with Disabilities Act (IDEA), provisions of the Illinois School Code, the Rehabilitation Act of 1973, and the American Disabilities Act.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services as provided in the Illinois State Board of Education’s Rules and Regulations to Govern the Administration of Special Education.

For those students who are not eligible for service under IDEA but, because of a mental or physical disability as defined by Section 504 of the Rehabilitation Act of 1973, and need accommodations or related services, the District has a system of procedures for identification, evaluation, and educational placement for such students. Parents should contact their child’s building principal to discuss programs and services available.

ASSESSMENTS

RTI – Response to Intervention

Tier I – Universal Instruction – all students receive this instruction

Tier II – Small group supplemental instruction relating to the needs of the group

Tier III – 1 on 1 instruction on the individual needs of the student

SAT and SAT prep assessments will be performed in the spring to all 9 –11 grade students.

From these assessments, students needs will be determined should they require extra time and assistance on a focused skill. Interventions in Tier II and Tier III will focus on these needs and through intensive instruction; students will be monitored and assessed more frequently on their growth and needs. If students are not progressing with the intervention over time, then a referral for Special Education Services may be recommended for the student. Parents will be communicated with continuously during the RTI Process.

EXTRA CURRICULAR ACTIVITIES

It is the goal of Central Schools to make extra-curricular events a safe and positive environment for everyone that attends. In order to maintain safe environment students in grades K-8 shall remain seated with their parents or in the dedicated student section. During inside events those students shall remain in the student section.

K-8 students who attend an event are expected to watch the event. Bringing balls to the athletic facilities is prohibited.

EXTRA CURRICULAR ACTIVITIES REQUIREMENTS

1. A student can be president or the equivalent of only one class or organization.
2. Students will not be excused from class to participate or practice in co-curricular activities at any time except by permission from the Principal's Office.
3. If, in the opinion of the faculty and/or administration, a student is not fulfilling his academic requirements, he/she may be required to drop some or all extracurricular activities.
4. Activity Eligibility – Central requires all students passing with a minimum of 6 full-credit courses will be eligible to participate in extra-curricular activities and contests. Those not meeting grade requirements are not eligible to participate in extra-curricular contests, **field trips (including senior trip)**, and other activities such as weightlifting, open gyms and off season contact that might detract from their academic program.
5. Activity advisors, under certain conditions and with permission from the Principal, may exclude class or activity members who exhibit substandard behavior or who have received severe disciplinary action during the school year that causes a concern for the safety of themselves or others.

CLUBS AND ORGANIZATIONS

All clubs and organizations operating within the jurisdiction of Unit District #3 must work according to a constitution of which a copy must be kept on file in the Principal's Office.

A preliminary program of activities should be submitted at the first meeting of the year. Activities should be scheduled to afford the greatest amount of participation by members with a minimum of conflict.

Conflicting schedules should be resolved between clubs as early as possible. Students are not encouraged to participate in those clubs having conflicting schedules.

Student members of clubs and organizations are reminded that they are to be at school only while under the direct supervision of their sponsor. (See also "Students and Visitors")

SCHOOL PARTIES AND SOCIAL FUNCTIONS

1. Dances will be sponsored by various organizations through the Student Council. The number of dances will be limited to the following:
 - Fall – Homecoming Dance
 - Dec. – Winter Dance
 - Feb. – Spring Dance
 - May – Junior-Senior PromClosing time for school activities will be 11:00 P.M.

2. Parties will be supervised by sponsors of the class or organizations and any other school personnel the sponsors may desire to assist. Parties must be chaperoned by a minimum of two sponsors.
3. A King and Queen elected to reign over the social affair shall be subject to the approval of the faculty advisor of the sponsoring organization and the Principal. No one may be King or Queen of more than one school activity each year, excluding the Junior-Senior Prom.
4. When pupils enter the dance, they are expected to remain only as long as they desire; however, if they leave the dance for any reason, they will not be permitted to re-enter the dance that evening.
5. Central High Dances and other such social functions are intended for grades 9, 10, 11, 12, and guests previously arranged with the Principal. ***Only Seniors and Juniors may attend Prom.*** **Junior high students are not permitted to attend high school dances. Out of school guests must be 20 years of age or younger and must have Principal approval. The Jr-Sr. Prom is exclusively for juniors and seniors and their approved dates.**
6. Any student bringing a date from another school or who is not in school must have obtained and completed a Dance Request Form. No guest will be permitted without this form and approval.

STUDENT COUNCIL

The purpose of this organization shall be:

1. To function as a promoter of school spirit and school activities;
2. To find solutions to students and school problems;
3. To consider proposals made by students;
4. To cooperate with faculty in maintaining high standards of the school;
5. To delegate necessary duties to the student body through student council members;
6. To create and maintain a consciousness of relationship between school and community.

ACTIVITY FUNDS

A central depository for all school organizations will be maintained in the school office. All money collected from fundraisers, dues, etc. should be sorted and counted prior to turning it into the office for deposit. The money will be verified and a receipt given to the sponsor after the money has been deposited into the appropriate account. To disburse funds from an Activity Account the sponsor or treasurer of the organization may pick up a payment order in the office and complete along with the appropriate signatures. All funds must be deposited and maintained according to the Illinois State Code as described in the Exposure draft under the direction of School Code Article 10 Section 20:19.

FUND RAISING

All fund raising activities by clubs or organizations are considered Central High School activities, and any funds raised as a result of that activity shall be deposited to the appropriate activity account in the main office. Funds are raised as a group activity and are used for group purpose with purchases remaining the property of the school for the use of that club or organization.

Fund raising activities of non-school related organization are not to be conducted on school grounds during school hours without the authorization of the Principal.

BUS TRANSPORTATION RULES

Safe transportation of pupils to and from school is of vital concern to Board of Education members, administration, teachers, students, parents and last, but not least, bus drivers. It is also a recognized fact that everyone is involved in providing for safe transportation, not just the bus drivers.

The Board of Education plans for safety by buying buses that are constructed with the latest safety features, hiring competent drivers and setting bus rules.

The current rules are:

1. Follow all bus driver directions.
2. Basic school rules will be followed. (Examples: tobacco in any form, dangerous items or weapons, disruptive belongings, disruptive behavior, etc. is totally unacceptable.)
3. Stay seated.
4. Keep head, hands, feet and all belongings inside the bus.
5. Use proper language.
6. No food or drinks allowed on the bus.

The main objective of our transportation system is to provide all eligible students a safe and comfortable ride to and from school. In an effort to obtain this objective, good discipline must be maintained on the school bus at all times.

“Horseplay” of any kind will not be permitted. The school bus driver must maintain good discipline and report any activity or conduct on the part of a student which would jeopardize himself or other students to the building principal.

First time offenders may be given verbal warning, corrective measures, and the incident will be documented and reported to the principal.

On the second offense, the student will be corrected by both the principal and driver and the student’s parents will receive notification of possible suspension of student’s riding privileges.

Third time offenders may be suspended for a period of up to 10 school days with notification of such action given to parents.

If the aforementioned action fails to convey meaning to a particular student, then full suspension as provided by Article 10 par. 22.6 section (b), Suspension or Expulsion of Pupils of the Illinois School Code may be imposed.

Any behavior displayed on a school bus that is of such a nature that the immediate and continued safety of the passengers, driver, or bus is in jeopardy will be addressed without regard to any or all of the above warning or corrective steps.

Working together we can provide safe transportation with pride and a positive attitude. Let’s do the job!

Any immediate complaints of drivers, pupils, or parents not specifically mentioned in these regulations should be reported to the Transportation Supervisor.

If and when it becomes necessary to close school because of weather conditions, the Superintendent will make a School Messenger phone call to inform families of closure.

On some days it is possible that school might be in session but that not all bus drivers will be able to complete their entire routes. Drivers will be expected to make common sense judgments and not to attempt to travel on roads where they know they could not make it without danger. They should keep in communication with parents where and when possible.

USE OF CELL PHONES

All cell phones and similar electronic devices must be kept powered-off and in your locker during the regular school day (8:10 – 2:52pm) with the exception of the students’ lunch period. Cell phones may be used during lunch, however cell phone camera usage is not permitted. Any student who is caught using or possessing their cell phone outside of their lunch period will have the phone confiscated and the appropriate punishment will be administered as stated below. In addition, A Three Strike Policy will be instated to ensure proper phone usage. When a student uses or possesses their phone outside of their lunch period, a Strike will be recorded. The student body, as a whole, will be allowed 3 Strikes before cell phone usage during lunch is suspended for a period of 7 school days. The Strike Count will be posted in the lunch rooms and in the announcements. Students are to use the school’s phone should they need to make a personal call. Cell phones may be used in emergency situations only.

Students who violate this policy will be dealt with in this manner:

1st offense – Written warning and phone confiscated

2nd offense – 1hour Saturday detention and phone confiscated; parent must pick up phone at the high school office

3rd offense – 4 hour Saturday detention and phone confiscated; parent must pick up phone at the high school office

4th offense – Student banned from having phone at school. >Infraction results in ISS (In School Suspension)

DRIVING RULES AND REGULATIONS

Safety of people and property is of utmost importance as we formulate guidelines for our parking area. It is important that each driver be aware of the rules that govern the vehicle parking areas. Students enrolled in school are subject to these rules whenever they are on school property.

Student driven vehicles, regardless of the occasion, are limited to parking in the areas east of the tennis courts (on the tennis courts when not required for student activities), and north and south of the tennis fences except in restricted stalls designated for school staff and employees.

You are asked to read these guidelines before you get your parking permit.

1. Each driver must obtain a parking permit tag from the high school office and report license changes immediately.
2. Display your permit by hanging it from the rear view mirror.
3. Keep cars locked.
4. Do not loiter in the cars.
5. Yellow continuous lines designate a no parking area.
6. Park in the designated areas.
7. Observe and promote traffic flow movement.
8. Promote safety through proper driving. Student vehicles are not to leave parking areas during the times busses are leaving.
9. Penalties and violations will fall in two categories:
 - a. Parking offense- First offense-Warning. Second offense-10 day suspension of driving privileges.
 - b. Reckless driving offense- First offense- 10 day suspension of driving privileges. Second offense- Loss of driving privileges.
10. Backing into stalls, touching the fence, net or poles; parking outside of the lines; parking in restricted areas, fire lanes, entrance or exit areas; cars without permits; and other such similar actions constitutes reckless driving.
11. Squealing of tires, speeding, hauling of passengers outside of vehicles, and other such similar actions constitutes reckless driving.
12. All other areas and school owned property are limited to restricted and designated parking by authorized personnel.
13. Ignorance of a rule is no excuse. Assuming a rule will not make an action valid.
14. Repeated violations will be cause for your parking permit to be revoked.

VISION AND HEARING SCREENINGS

Vision and hearing screenings are conducted each school year by the Adams County Health Department. Grades tested are Pre-K, K, 1st, 2nd, 3rd, 5th, 8th and Special Education students from all grades. Referrals from teachers and parents in grades not normally tested are tested as well.

Children who wear glasses or children who are under the care of an eye doctor are the only students not tested.

CHS ATHLETIC HANDBOOK

STATEMENT OF PURPOSE

The purpose of High School Athletics is both educational and developmental. The Athletic Program at this level encourages participation of only those who are dedicated to the pursuit of excellence in skills, knowledge, competition, team cooperation and desire to win.

On all levels, participation should be carried on with the best interest of the participants as the first consideration. This should be done without unreasonable interference with other obligations in the school community.

It is recognized that a well-organized and well-conducted athletic program is a potent factor in the morale of a student body and an important phase of good community-school relations. Too great of emphases on winning contests or too consistent a record of losing is both harmful to the development of good attitudes among students and the public.

Participation in interscholastic athletics is provided to students in grades 9-12. The Athletic Program comes under the authority of the principal to the same degree, as do all other phases of the curriculum. **Participation in athletics is a privilege, not a right.**

There is a need for students to learn respect for authority in the classroom, on the court and playing field, as well as in society. There is a need for students to learn that there are rules and regulations that one must follow to be a member of society. Athletes are expected to follow the rules and regulations set down by this student athletic handbook as well as the rules and regulations set down by their coaches or set down by other authorities or governing bodies. These authorities or governing bodies would include but not be limited to the athletic director, principals, superintendent, board of education, IHSA, or National Federation of High School Sports.

Any student accused of a violation and their parents or guardians will be informed of the charges by the principal, athletic director, and head coach. They will be given an opportunity at that time to respond to those charges.

MISSION STATEMENT

Unit District #3 believes that participation in school athletics is a privilege, not a right. Unit District #3 offers numerous opportunities for our young men and women to explore and develop their personal skills as part of a team. We believe that participation in a team brings with it certain responsibilities that are above and beyond those which are expected of individuals who are not participants. This belief is based upon the fact that participation in athletics is a privilege and not a right.

INTERSCHOLASTIC PARTICIPATION

Camp Point Central High School participates in the following interscholastic sports that are recognized by the IHSA:

Girls' Sports

Golf
Volleyball
FB Cheerleading
Basketball(Co-op)
BB Cheerleading
Wrestling Cheerleading
Softball
Track (Co-op)

Boys' Sports

Golf
Football
Wrestling(Co-op)
Basketball
Baseball
Track (Co-op)

ELIGIBILITY RULES

All athletes will comply with the rules and regulations of student athletic eligibility as outlined in the IHSA handbook. In addition, all athletes will comply with any and all eligibility policies adopted by Unit District #3. Some of these policies are:

High School (IHSA)

- 1) All 9th grade students entering their 2nd semester and students in the 10th, 11th, and 12th grades must have passed 6 classes the previous semester. (Unit District #3 policy)
- 2) All athletes must be passing 6 subjects to remain eligible from week to week during the season. (Unit District #3 policy)
- 3) All athletes must have a current physical on file before they may begin practice. The physical must have been administered in less than 12 months to be considered current. (IHSA)
- 4) **All athletes must have an insurance waiver (proof of insurance at home) on file before they may begin practice. Any athlete not covered through private insurance will be covered under the school umbrella during practice and games. (IHSA)**
- 5) All athletes must have a signed Medical Release Authorization Form on file prior to starting a season.
- 6) All incoming Freshmen should register for high school at the end of their 8th grade year if they plan to participate in summer high school activities. Online registration is available to help complete this process.

Weekly eligibility for HS goes from Monday to Sunday. Grades are determined cumulatively. Grades will be rolled by the SDS system on Monday morning of each week. The coaches and players are informed on Monday if they are ineligible for that week. Athletes not currently “in season” will not be allowed to utilize the weight room or gym if they are ineligible.

PLAYING TIME

Athletes need to understand that since participation in athletics is a privilege and not a right, playing time may be limited and may be based on the coach’s evaluation of each individual. Areas in which an individual may be evaluated include, but are not limited to, their attitude, teamwork, commitment, leadership, knowledge, and skill.

EQUIPMENT AND UNIFORMS

Each team member is expected to properly maintain all uniforms and equipment issued to him/her. At the end of the season, all uniforms and equipment that were issued are to be returned cleaned and in good condition promptly on the date as directed by the coach. Participants returning abused equipment and/or uniforms will be billed for the replacement or repair of that equipment to the satisfaction of the supervising coach. Normal wear and tear of uniforms and equipment shall not be considered as abuse. Tearing of uniforms during a contest or the cutting off of a uniform by medical personnel due to an injury shall not be considered abuse. Persons not returning or replacing or paying a pro-rated dollar figure for their issued equipment or uniforms may not be allowed future participation in any sport or given awards until the problem is corrected.

FACILITY USE

No student may use a school facility without proper supervision. Any students abusing or intentionally breaking any equipment in a facility or any part of a facility will be responsible for payment to replace or repair the damaged area to the satisfaction or Unit District #3.

ABSENCE ON DAY OF GAME

Participants must be in attendance by 8:45 a.m. to participate in a contest that is on a school day. Exceptions may be made with approval of the Athletic Director and Principal.

TRANSPORTATION

Athletes are responsible for transportation to and from practices. On occasion and with prior approval Unit District #3 may provide transportation to and from practice. Transportation to and from away athletic contests will be provided by Unit District #3. The transportation for away contests will start and end at Camp Point Central High

School. Athletes are responsible for transportation to and from Central High School for home and away contests. There may be times when busses will stop in the towns that are on the way to a contest or on the way home from a contest. These circumstances will be worked out by the coaches of that particular sport, the principals, transportation supervisor and bus personnel. This bus schedule will then be given to the athletes and their parents. All athletes and auxiliary personnel are to ride to and from away contests in the transportation provided by Unit District #3. The only exceptions will be with coach or sponsor approval, and an in-person parental request or a written statement from the parent for participant to ride with another adult along with verbal communication by the parent to the coach. The statement must specify whom the participant will ride with. Failure to follow this procedure will result in a penalty enforced by the coach after consultation with the principal and athletic director.

DISCIPLINE AND TRAINING

Participants who commit a major violation of the rules will be suspended accordingly. **A suspension from athletics for Unit District #3 shall be defined as follows:** If an athlete is suspended, they will attend and participate at all practices and will attend all the contests but cannot participate in the contest during the suspension. These rules shall be in effect when a student goes out for his/her first sport from 5th grade through high school.

These rules shall be in effect at all times during the year whether a student is participating in a sport or not, at the time of the violation, or regardless of whether school is in session or not. If a student is participating in a sport at the time of the violation, then the penalty will be enforced immediately. If a student is not participating in a sport at the time of the violation, then the penalty will be enforced immediately in the next sport that they participate in. If the sport season that the athlete is participating in at the time ends before the penalty can be met, then the penalty shall carry over into the next sport that the athlete participates in. If the sport season ends during the penalty, then the athlete shall be considered as not having completed the season and cannot earn any post-season awards. To be given credit for serving a suspension, an athlete must complete any sports season, in which they serve any portion of the suspension, in good standing.

FIRST OFFENSE

The first offense of a major violation will result in suspension from 33% of a full season. The contests shall be counted one at a time whether they are regular season or tournaments. Should a suspension occur at the end of a season, the remaining percentage of suspension will be enforced in the next sport he or she participates in? The student athlete will finish the season of the following sport in good standing in order to complete the suspension.

Example: A student commits a major violation in football and he only has one game left of the season. One game out of 9 is only 11%, so the next sport he participates in, he will miss 22% of that season.

SECOND OFFENSE

The second offense of a major violation will result in a suspension from sports for one calendar year from the date of the offense.

THIRD OFFENSE

The third offense of a major violation will result in a suspension from participation in all sports for the remainder of their athletic career at CUSD # 3. They may be reinstated with board approval after they have gone through an appeal process. They may submit a letter to the Board of Education asking for a committee to review their situation and determine whether or not they may be reinstated. The committee would consist of two board members, two members of the coaching staff, the high school principal, the athletic director and the superintendent. No member of the committee should be related to the student that is asking to be reinstated.

MAJOR VIOLATIONS INCLUDE BUT ARE NOT LIMITED TO:

1. Consumption, possession or distribution of alcoholic beverages
2. Use, possession or distribution of illegal drugs
3. Use, possession or distribution of look alike drugs
4. Use of mind altering drugs or substance that are not deemed illegal – such as inhaling.
5. Any criminal offense which carries a penalty of incarceration or a fine in excess of \$500
6. Use of tobacco in any form
7. Use of illegal, non-prescription drugs such as steroids or other performance enhancement substances that have severe health risks.

ADDITIONAL TRAINING RULES

The coaches of the athletic teams will have other important training rules, including but not limited to: practice, school conduct, and diet, rest, care of equipment, grooming, stealing, profanity, abusive language, cheating, disrespect, insubordination, unsportsmanlike behavior, or failure to use common sense in an area where a definite rule has not been set. Coaches will determine discipline on these matters.

**** Athletes will not be allowed to participate in two different sports during the same season.**

If an athlete, with the permission of the Head Coach, comes out for a sport late they will be given a 3 day grace period without penalty. If the athlete comes out more than 3 days late there will be added penalties.

It is up to the head coach on whether to allow an athlete to come out late for their sport. That decision cannot be changed throughout the course of the year (Example: If player A comes up a week late and wants to start your sport and you tell them no then from that point on no one can come out late. Once you allow a player to come out late all athletes wanting to start late must be allowed to do so.)

If an athlete, with the permission of the Head Coach, comes out for a sport late they will be given a 3 day grace period without penalty. Once the 3 days have past that athlete will not be eligible for competition until they attend the number of practices they have missed after the first scheduled contest. (If player A comes out 4 days late, as allowed by the Head Coach, they must have 4 practices in after the contest before they are eligible to enter a contest.)

If an athlete is allowed to come out after the first contest they must have 10 practice days before they can compete. They have to be regular scheduled practices at the level they will be competing. These practices do not include anything that will be done on contest days.

Under extreme circumstances this policy can be adjusted by the Athletic Director and Principal if in agreement.

No athlete will be allowed to join a sport after 25% of the regular season has been completed, excluding tournaments.

Example: if the sport plays a 16 game regular season, excluding tournament play, they must be out no later than the first practice after the 4th contest.

Once an athlete quits a sport they will not be allowed to return that season.

TRANSFERS

Unit District #3 reserves the right to not allow a student to participate in athletics offered at Unit District #3 if that student transfers during the year because of disciplinary reasons at their previous school.

CENTRAL FIRST PHILOSOPHY

Athletes and coaches are expected to honor each sport that is in progress at Central and not encourage athletes to play club sports when Central has a sport in season. Athletes should participate in Central's athletic competitions when it is season and not participate in other activities that will take them away from our IHSA competition. This "Central First" philosophy is vital to the success of all of our sports and it is an expectation of all coaches to adhere to this philosophy.

Section 1: Purpose

Central Community Unit School District's Board of Education believes the use of alcohol or drugs by students presents a particular hazard to the health, safety, and welfare of the student and to those who compete and/or interact with the student. The Board encourages students to participate in extra-curricular activities and school dances as needed, but believes these privileges are not a right. To be eligible to participate in any school sponsored extra-curricular activity program, driving to school, or dances at Central High School, students must agree to submit to random testing, if selected, for the use of illegal drugs and banned substances in accordance with this Policy.

The purpose of this Policy is to protect the health, welfare, and safety of the student body. It is to better assure the student's health and physical fitness to participate in extra-curricular activities. Additionally, this Policy helps undermine the effects of peer pressure incurred by students by providing a legitimate reason for students to refuse to use illegal drugs, alcohol, and tobacco. Furthermore, this Policy is also intended to encourage students who use drugs and alcohol to participate in treatment programs.

This Policy is designed to create a safe, drug, alcohol, and tobacco free environment, and to recommend professional help when needed. This Policy is not intended to be punitive in that the School District may not punish a student other than by disqualification from participation in extra-curricular activities, driving to school, and/or school dances. Accordingly, the results of any drug test administered under this Policy shall be used only for the determination of eligibility to participate in extra-curricular activities, driving to school, or school dances and for no other disciplinary purpose.

Section 2: Banned Substances

Banned Substance: Any substance designated in the Schedule of Controlled Substances in the Illinois Controlled Substances Act (720 ILCS 570/201 et seq.), as the Schedule currently exists or as hereafter amended; any drug classified by the Federal Drug Administration (FDA) as being available only by prescription from a physician or classified as being controlled and having no therapeutic use; any substance defined by School District policy as being banned from use or possession by students, which shall include, but are not limited to, amphetamines, anabolic steroids, barbiturates, benzodiazepines, Cannabis, cannabinoids, cocaine metabolites, creatinine, LSD, methamphetamines, methadone, methadone metabolites, marijuana (THC), marijuana metabolites (including carboxy THC), MDMA (ecstasy), cocaine and benzoylecgonine (cocaine metabolite), opiates (including heroin, morphine, and codeine), PCP, phencyclidine, propoxyphene, alcohol, and any other illegal substances, except when taken pursuant to a legal prescription issued to the student by a licensed medical professional or licensed physician; and any tobacco products containing nicotine, including cigarettes, electronic cigarettes, cigars, pipe tobacco, and chewing tobacco, and any other substances specifically banned by School or School District policy.

Extra-curricular Activities Subject to Random Testing: Athletics, Band, Chorus, Drama, Scholastic Bowl, FCCLA, FBLA, FFA, WYSE, Spanish Club, Art Club, Student Government, school dances, student drivers, and any other extra-curricular activities not listed.

Section 3: Procedures

3A. Drug Screening Method

For the purposes of implementing this Policy, Central will use various medically and scientifically valid sampling and testing methods, which may include hair-sample testing, breath-alcohol testing, saliva, or urinalysis. Upon being selected for hair-sampling procedure, the student must provide a small sample of head hair which will be collected from the students by trained personnel. Upon being selected for breath-alcohol testing, a student must provide an adequate amount of breath so that the measuring device can measure any alcohol concentration in the breath. Upon being selected for a urinalysis test, the student shall provide a sample of "fresh" urine according to the quality control standards and policy of the laboratory conducting the urinalysis. Upon being selected for a saliva test, the student shall provide a sample of "fresh" saliva sample according to the quality control standards and policy of the laboratory conducting the test.

A contracted third party administrator will randomly test participating students, once they become a part of any covered activity. **No school official will be involved in the selection of students for random testing, collection of samples, or analysis of samples.** A Medical Review Officer (MRO) for the drug testing company will oversee the entire process and notify the high school principal should any student test positive.

Once a student enters the testing pool, they will be eligible for random testing until the end of the school year. All students and their parent(s)/guardian(s) must sign a consent form at school registration for their child to participate in any covered activity. For random testing, each student will be assigned a number that will be maintained in the school office. Students who wish to drop out of the testing pool must have their parent/guardian contact the high school principal. The parent/guardian must sign a release form stating that they no longer wish to participate in the testing pool. Once a student is dropped from the testing pool, they are immediately ineligible from any covered activity and are no longer allowed back into the pool for the remainder of the academic year in which the student withdrew. The student must, at their expense, produce a negative test result by a school approved testing agency before they will be admitted back into the pool at the beginning of the next school year.

3B. Screening for Drug Use

1. At the beginning of the school year during registration, before a student is eligible to participate in or try-out for an Extra-curricular Activity, driving to school, or school dance, the student and the student's parents or guardians must sign an "Informed Consent" form under this Policy (along with all other necessary forms otherwise required by the School or School District).
2. Each student will be assigned a number which will be submitted to the drug testing company. The principal will contact the testing company to arrange for the number of students to be tested each month.
3. To ensure accountability, the principal and the superintendent will have copies of all students and their ID numbers on file in their offices. The principal and the superintendent will both be notified by the testing agency of which ID numbers have been selected for random testing. The principal and the superintendent will both be notified of the results of any tests administered.
4. **The screening will be random.** As a result, it may be possible to be tested more than once per year.
5. The trained personnel conducting the collection and testing procedures under this Policy shall take steps to ensure the privacy of the student when the student is submitting a sample under this Policy, while further ensuring that the validity of the sample is not compromised in any manner. Further, the trained personnel shall take steps to ensure the chain of custody of any test samples received from a student to ensure student anonymity and privacy during the collection and testing process.

6. If the randomly selected student refuses to take a test or submit a sufficient sample, or if the randomly selected student is present at school, then leaves school before taking the test or submitting a sufficient sample, and the absence is unexcused, the student shall be considered to have received a “positive” result and the consequences for a positive result will be imposed.
7. No student will be given advance notice or early warning of testing dates.
8. If a student is unable to provide the necessary sample for the testing procedure in use at the time of the student’s selection, the student will be required to submit a sample under another School designated testing procedure (see 3A Drug Screening Method). If a student does not submit to the alternate test, the student shall be considered to have received a “positive” result and the consequences for a positive result will be imposed.
9. A student will be ineligible to participate in Extra-curricular Activities, driving to school, or school dances for one calendar year if he or she tampers or cheats during the sample collection process, as either the student submitting a sample under this Policy or assisting a student submitting a sample under this Policy. This will be reported to the parent or guardian of the student or students involved.

3C. Notification of Test Results

Notification of the test results will be handled as follows:

1. **Notification from the testing company:** Test results will be given to the principal of any tested students. The principal will contact any student and their parents that receive negative results.
2. **Notification to the students:** The Medical Review Officer (MRO) of the testing company will contact the students regarding any positive test results.
3. **Notification to the parents:** The Medical Review Officer (MRO) will contact the parents or guardians of any student who tests positive and explain the results.
The principal will ask parents of students who test positive to meet and discuss the results of the tests in detail. At this meeting, the principal will also discuss the consequences of a positive test and the counseling requirements for the student/family.
4. **Notification to Activity Coaches and Sponsors:** The principal will contact the coaches and activity sponsors to discuss the suspension of any student that receives a positive test result. The principal will also remind each coach of the confidentiality involved with the suspension.
5. **Appeal Process:** If a student or parent/guardian believes the test results are erroneous, the parent/guardian has a right to appeal the results one time. A hair follicle test will be given, at the parent’s expense, to verify the results of the original test. This request must be made to the principal within twenty-four (24) hours of the notification of the positive test. During the appeal process, the student will be allowed to participate in all activities. If the results confirm the original test, the suspension will be put in place at that time. If the results of the original test are invalid based upon the hair follicle test, then parents will be reimbursed for the cost of the test.
6. **Prescription Medication:** If a student is taking prescription medication, which is not on record at the school, and results of a random drug test are positive, the student has until the next school day at 3:00 PM to supply a physician’s prescription or the pharmacy bottle with the label attached to the principal for verification. If a student asserts the use of a legally prescribed medication or drug directly related to a positive result, the student may continue to participate in Extra-curricular Activities, driving to school, or school dances until the deadline. If a valid reason and supporting documentation for the positive test are not supplied by the deadline, the appropriate consequences will be immediately imposed.

Section 4: Consequences

The consequences for all positive test results and for students who refuse to be tested shall be imposed in accordance with the provisions of the CUSD # 3 Student Handbook. All offenses are cumulative and do not reset each year. For example, a student may test positive during their freshman year and that would be his/her 1st offense. If the student tests positive again in his junior year, then that would be his/her 2nd offense under the Athletic Penalties for a Positive test.

Athletic Penalties for Positive test

- 1st offense: 33% of season & complete counseling treatment plan *
- 2nd offense: one calendar year suspension & complete counseling treatment plan *
- 3rd offense: banned for remainder of high school eligibility

*Athlete/Participant will practice with the team but not compete.

*Athlete/Participant will attend games/activity in street clothes and sit on the bench to support the team.

*Should a suspension be enacted toward the end of the school year, the 33% suspension will carry over into the next sports season at the beginning of the following year.

Organizations, Clubs, Dances, Student Drivers Penalties for Positive test

- 1st offense: 45 consecutive days suspension from all competitions, performances, dances, after school field trips/senior trip, conventions, and driving to school privileges plus complete counseling treatment plan.
- 2nd offense: one calendar year suspension from all competitions, performances, dances, after school field trips/senior trip, conventions, and driving to school privileges plus complete counseling treatment plan.
- 3rd offense: banned from remained of high school eligibility

*Students will attend athletic events and school performances as spectators to support their school, but will not participate.

*All students involved in athletics and other extra-curricular activities will lose driving to school privileges while under suspension.

*If a student is an athlete and also involved in other clubs and organizations, he/she will be suspended from all activities while under suspension.

*Students will not suffer academically while under suspension or lose their academic standing and class rank. Students will be given alternative assignments for any after school performances missed while under suspension.

*The 45 day suspension will carry over from one school year to the next if there are less than 45 days left in the current school year.

Section 5: Self-Reporting Penalty

It is the objective of the Central School District extra-curricular program to make the student aware of the important role good health and fitness habits play in life. Therefore, the Student Handbook is primarily an instrument to educate and not to punish. It is hoped that each student and his/her family will decide to follow the rules and regulations. If any student or parent voluntarily self-reports to a school staff member before being reported in the violation of the Student Handbook, the person will be offered assistance without penalties. A student may self-report only one time during their high school career. Should a student test positive in a random drug test, he/she may not self-report from that point forward.

Voluntary Self Reporting is defined as the student/family admitting that the student has a problem and seeks help prior to being discovered by law enforcement, witnessed by school personnel, or selected for random testing. Students may not self-report once they have been notified he/she has been selected for a random drug test.

1. Any student/parent who voluntarily self-reports prior to being ticketed or arrested by law enforcement, witnessed by a staff member, or selected for a random drug test will be allowed to continue competing or participating in all school activities. Coaches/sponsors do have the discretion to enforce team consequences, if any, for violating team rules involving misconduct. A student must complete a mandated counseling treatment plan as outlined by the school district's selected counseling provider.
 - The coaches of the athletic teams will have other important training rules, including but not limited to: practice, school conduct, and diet, rest, care of equipment, grooming, stealing, profanity, abusive language, cheating, disrespect, insubordination, unsportsmanlike behavior, or failure to use common sense in an area where a definite rule has not been set. Coaches will determine discipline on these matters.
2. Any student who self-reports will be subject to follow-up screening. The student must produce a negative test result within 60 days after self-reporting from our testing vendor.
 - Should a student self-report and later test positive, after the 60 day window has expired, that student will be subject to a one calendar year suspension from all extra-curricular activities.

Section 6: Counseling Services

Should a student test positive, or self-report, he/she is required to complete a drug/alcohol screening/assessment and follow recommendations by a certified substance abuse counselor/facility. The school district can help facilitate a referral to an appropriate agency upon request by the parent/guardian. Once the student has completed the referral and any recommended treatment plan, the counseling agency will contact the high school principal to verify that the student has successfully completed the referral and/or any recommended treatment plan. The student will then be reinstated for participation after any suspension of activities has been completed. Parents/Guardians are responsible for the cost associated with any screenings and treatment plans with the counseling agency.

Additional Testing: If families would like to seek further testing of their child's drug use, the family will be provided the contact information of our testing company to arrange for additional testing. This additional testing will be at the family's expense. The results of this testing will not be used to punish the student in extra-curricular activities. The district's random drug testing takes precedent over any parent requested testing.

School Counselors: Although the Central High School counselor is not an expert in drug and alcohol abuse, he/she is always willing to discuss your student's test results with you at no charge. She can also provide details on treatment opportunities for your student. All contact with the school counselor will remain confidential.

Section 7: Financial Responsibility

1. Under this policy, Central will pay for all initial random drug testing and school-required follow up testing.
2. A request for an additional test after a "positive" test has been received is the financial responsibility of the student or the student's parent(s) or guardian(s).
3. Counseling, screening, and subsequent treatment by non-school agencies is the financial responsibility of the student's parent(s) or guardian(s).

Section 8: Confidentiality and Record Keeping

1. Information on a verified "positive" test result will be shared on a need-to-know basis with the student's coach or sponsor. Under this drug testing policy, no staff, coach, or sponsor shall divulge any information to anyone other than to the student or the student's parents or guardians about a particular student or disposition of the student involved, except in response to a legal subpoena or as otherwise required by law. Positive results will not be disclosed to law enforcement authorities.
2. Information of a "positive" test will be kept confidential from all other parties.
3. Result sheets will be kept in a secured location to which only the Building Principal has access.
4. To ensure accountability, the principal and the superintendent will have copies of all students and their ID numbers on file in their offices. The principal and the superintendent will both be notified by the testing agency of which ID numbers have been selected for random testing. The principal and the superintendent will both be notified of the results of any tests administered.

Section 9: Other District Policies

This Policy and related testing program do not affect or limit in any way the policies, practices, or rights of the School District to search or test any student who at the time exhibits causes for reasonable suspicion of drug, alcohol, or tobacco possession or use.