

CHAMPAIGN CENTRAL HIGH SCHOOL



STUDENT & PARENT HANDBOOK

As a Maroon, I will...

Commit to my future

Engage in school life

Nourish my intellect

Take ownership of my actions

Respect and represent community

Appreciate diversity

Live responsibly

STUDENT SERVICES STAFF AND IMPORTANT PHONE NUMBERS

Principal

[Joe Williams](mailto:williajoe@u4sd.org), williajoe@u4sd.org

Associate Principal

[Iris Jun](mailto:junir@u4sd.org), junir@u4sd.org

Administrative Staff: Last name initials of students

[Derrick Cooper](mailto:cooperde@u4sd.org): A--G, cooperde@u4sd.org

[Bryan Yacko](mailto:yackobr@u4sd.org): H--O, yackobr@u4sd.org

[Sarah Long](mailto:longsa@u4sd.org): P--Z, longsa@u4sd.org

[Dara' Fenner](#): Dean of Students,

[Jane Stillman](mailto:stillmja@u4sd.org): Facilities and Program Management, stillmja@u4sd.org

School Counselors: Last name initials of students

[Jennifer Nigg](mailto:niggje@u4sd.org): A--D, niggje@u4sd.org

[Kate Sly](mailto:slyka@u4sd.org): E--Ld, slyka@u4sd.org

[Janet Rodgers](mailto:rodgerja@u4sd.org): Le--Rn, rodgerja@u4sd.org

[Brandi Pelmore](mailto:pelmorbr@u4sd.org): Ro--Z, pelmorbr@u4sd.org

[Anthony Tanner](mailto:tanneran@u4sd.org): College & Career Counselor, tanneran@u4sd.org

Support Services

[Nick Clegg](mailto:cleggni@u4sd.org) – Psychologist, cleggni@u4sd.org

[Natalie Bradley](mailto:bradlena@u4sd.org) – Social Worker, bradlena@u4sd.org

[Gail Groff](mailto:groffga@u4sd.org) – Social Worker, groffga@u4sd.org

[Elizabeth Anderson](mailto:moscoel@u4sd.org) - Social Worker, moscoel@u4sd.org

[Officer William Cowan](mailto:cowanwi@u4sd.org) - Champaign Police Department School Resource Officer, cowanwi@u4sd.org

[Emily Pickell](mailto:pickelem@u4sd.org) - Library/Media Specialist, pickelem@u4sd.org

[Joni Fredrickson](mailto:fredrijo@u4sd.org) - School Nurse, fredrijo@u4sd.org

School Phone Numbers

Main Office, Secretary Joan Strater	351-3911
Principal's Office, Secretary Georgia Vriner-Paul	351-3914
Associate Principal's Office, Secretary Michelle Shmikler	351-3915
Assistant Principals' Office (Attendance and Discipline)	
A--M Secretary Jennifer Malik	351-3916
N--Z Secretary Melissa Thompson	351-3918
Athletic Office, Secretary TBA.....	351-3933
Counseling/Social Work/Psychologist Office.....	351-3922
Registrar - JR Knight	
Secretaria bilingüe - Lorena Rodriguez	
College & Career Counseling.....	351-3758
Library/Media Center, Secretary TBA.....	351-3929
Nurse, Joni Fredrickson	531-6831

CHAMPAIGN CENTRAL HIGH SCHOOL VISION STATEMENT



Our vision is for Central High School to be characterized by a persistent culture of thinking and learning where all activities of the school are student centered. We work to be adept at meeting students where they are in order to provide them access to an appropriate level of curricular and extracurricular opportunities.

From that point, our intent is for Central High School to engage students in rigorous, relevant, and responsive instruction, personal guidance, and reflective encouragement to help them grow. As graduates, all students should be able to have the choice of entering a post-high school education program, the military, or the workforce with the prerequisite knowledge, skills and habits of mind to bypass remediation and to excel among peers.

2018-2019 IMPORTANT DATES

More detailed District calendar information may be found on the District website at www.champaignschools.org

All Wednesdays are Late Start Days with classes beginning at 8:50 a.m. unless it is a day for semester exams or SAT testing.

There is no school for students on the following dates:

- September 3, 19
- October 8, 25 - 26
- November 21 - 23
- December 24 - January 7
- January 21
- February 18
- March 14 - 22
- April 19 - 22

The following dates have adjusted student attendance:

- August 16 - Freshmen Only Day (No School for Sophomores through Seniors)
- April 9 - SAT Testing Day for Juniors (No School for Freshmen, Sophomores, or Seniors)

Program Dates

- Fall Open House - September 12
- Fall Parent-Teacher Conferences - October 25 - 26
- Fall Academic Letter Night - November 1
- Future Freshman Night - January 15
- Spring Parent-Teacher Conferences - March 14 - 15
- Honors Day - May 17

Fall Semester Exam Dates (Dismissal at 1:40 pm on both days)

Please do not schedule family vacations or trips on exam days. Semester exams may not be taken early unless Principal approval is gained for highly unusual circumstances.

December 20-21

Graduating Senior Exam Dates

May 20 - 21 (May 21 is the last day for graduating seniors)

Spring Semester Exams for non-graduating students

Please do not schedule family vacations or trips on exam days. Semester exams may not be taken early unless Principal approval is gained for highly unusual circumstances.

May 22-23 if no snow days are used (Dismissal at 1:40 on both days) NOTE - If May 22 is an exam day it will **not** be a Late Start day.

Graduation

Graduating seniors must be present for graduation practice the morning of graduation beginning at 10:00 a.m. in order to participate in the ceremony.

May 28

BELL SCHEDULES

REGULAR SCHOOL DAY

Period

1 st :	8:05-8:55
2 nd :	9:00-9:50
3 rd :	9:55-10:45
4 th :	10:50-11:40
4a:	10:50-11:12
4b:	11:18-11:40
5 th :	11:45-12:35
5a:	11:45-12:07
5b:	12:13-12:35
6 th :	12:40-1:30
7 th :	1:35-2:25
8 th :	2:30- 3:20

WEDNESDAY LATE START

Period

1 st :	8:50-9:31
2 nd :	9:36-10:17
3 rd :	10:22-11:03
4 th :	11:08-11:58
4a:	11:08-11:30
4b:	11:36-11:58
5 th :	12:03-12:53
5a:	12:03-12:25
5b:	12:31-12:53
6 th :	12:58-1:48
7 th :	1:53-2:34
8 th :	2:39-3:20

SEMESTER EXAM SCHEDULE*

Day 1

4 th :	8:05-9:20
2 nd :	9:25-10:40
3 rd :	10:45-12:00
Lunch:	12:05-12:20
8 th :	12:25-1:40

Day 2

5 th :	8:05-9:20
7 th :	9:25-10:40
1 st :	10:45-12:00
Lunch:	12:05-12:20
6 th :	12:25-1:40

*If an exam day falls on a Wednesday, that will not be a late start day.

Please do not schedule family vacations or trips on exam days. Semester exams may not be taken early unless Principal approval is gained for highly unusual circumstances.

ACADEMIC INFORMATION

The following information is meant as a reference and should be used in conjunction with the [Champaign School District's Curriculum Handbook](#) which includes detailed information regarding course descriptions, graduation requirements, early graduation, and other important topics. If you need any additional information, please see your guidance counselor.

ACADEMIC LETTER AWARDS

Central High School is a leader in academic excellence and established the Academic Letter Award Program in 1994 to recognize the academic excellence of Central students. Students in grades 10-12 are eligible and must meet the following criteria:

Students must average a full academic schedule

- 5.5 credits at the end of Grade 9
- 11.0 credits at the end of Grade 10
- 16.5 credits at the end of Grade 11

Students must have earned the following cumulative GPA (on a 4.0 scale):

- Sophomore: 3.5 based on Grade 9
- Junior: 3.25 based on Grades 9 and 10
- Senior: 3.0 based on Grades 9, 10 and 11
- Students must not have earned any "D" or "F" grades

Recipients are awarded a Central High School Academic Letter at the Honors Program held in the fall. Second and/or third year honorees will be given a pin to attach to their original letter.

COURSE CREDIT

Champaign Central High School awards credit for coursework at the end of the semester. Each semester class is worth one-half credit. During the semester, parents/guardians will receive three progress reports from teachers indicating students' grades earned as of the date of the report, with possibly a comment or two about the student's performance in class. In addition, grades are tracked weekly on an Academic Watch List. Every Tuesday, teachers report all grades which become available to parents and students through Home Access Center. Teachers, counselors, and administrators monitor students' grades and inform parents about students' progress. We expect students to make regular progress towards graduation. It is expected that students will also communicate with their parents/guardians regarding their academic progress.

CHANGING OR DROPPING A CLASS

Dropping a course

Schedule changes that involve dropping a course and choosing a different course (not merely a level change within the same course) must be made within the first five (5) days of each semester. A student's counselor may approve the change, based on class sizes and the reason for the change. Their primary interest will be the student's academic career and coursework. There should be no expectation of automatic approval. If a course is dropped after the first nine weeks of any semester, the student may receive an "F" grade for the course. This grade will be posted on the student's transcript. All changes after the first five (5) days of each semester must receive Principal or Associate Principal approval. Please see the [Curriculum Handbook](#) for more details.

Course Level Changes

Course level changes may be considered in the first half of the first semester of a course. For a full-year course, level changes may also be considered during the first five days of the second semester.

The following criteria must be met for a course level change request to be considered:

- Student must have attended class 80% of school days;
- Student must have completed a full course unit including assessment;
- Student must have completed 80% of formative assignments;
- Student must have completed all major/summative assignments;
- Student must have completed reteach/retake for major/summative assignments if grade was 72% or below; and
- Student must have participated in advisory or tutorial/lab supports available for impacted subject area.

Course level changes that do not meet all of the above criteria may be considered in case of extenuating circumstances.

A student who is considering a course level change must demonstrate that the above criteria has been met through completion of a form which the student should pick up in the counseling office. The student is responsible for completing the student portion and for having teachers and parent/guardian portions completed. Once those areas are completed, the student submits this form to their school counselor.

The school counselor will submit the form to the building principal for review.

- If the course level change is approved, the school counselor will make the schedule change immediately. If an academic level course is available, the teacher for the new course will follow grade transfer policy for course level changes. If no academic level course is available, the course will be dropped and transcript marks will follow policy.
- If the course level change is denied, the student will remain in the honors/AP level course with the expectation that they will attend, complete all assignments, and take advantage of available supports. If the student or parent/guardian would like to appeal the decision, they may speak directly to the building principal.

CHEATING/PLAGIARISM

Students are expected to do their own work. If students misrepresent another person's work as their own (plagiarism), if the security of any assessment is compromised, or students allow their work or answers to be used by others, the student has cheated. Where assignments require students to gather and use material from outside sources, teachers will instruct the students about the proper use of that material, including what needs to be done to give credit to the outside sources. This policy applies to all student work where there is an expectation of independent student work, including but not limited to, homework, assignments, tests, quizzes, presentations, essays, journals, and projects.

In the event that cheating is suspected, the teacher will:

1. Discuss the incident with the student.
2. Determine if cheating occurred.
3. Notify the parents or guardians, the student's counselor, their department chair and the principal's office.

Any situation where a student is found to be cheating will result in no credit for that particular assignment. Course teams will develop a policy to be communicated out at the start of the course determining if the student can complete the assignment or an alternative assignment for full or partial credit.

COLLEGE & CAREER CENTER

The College & Career Center is located on the second floor in room 218. The Center has computers for students to complete college and scholarship applications, college and career searches, FAFSA, financial aid completion and much more. [Mr. Anthony Tanner](#), The College & Career Counselor, is available to assist students and families in all aspects of planning through high school and beyond. Mr. Tanner can be reached by phone at 351-3758 or by email at tanneran@u4sd.org. The College & Career Center website is www.champaigncentralc3.org.

CURRICULUM HANDBOOK

The [Curriculum Handbook](#) is a resource for finding detailed information about courses, credits, and college requirements that are not found in this handbook. You can visit the Unit 4 website, www.champaignschools.org and choose the curriculum link to view or print a copy of the current [Curriculum Handbook](#). A copy may be obtained in the Counseling office, as well.

GRADE LEVEL STATUS

Students make progress toward graduation by earning credits. Grade level status is calculated by counting the number of credits a student has earned. If a student wishes to move from freshman status to sophomore, for instance, one needs to have earned 5.0 credits. Counselors look at the number of credits a student has earned at the end of each semester and make adjustments as appropriate. A student's grade level status is used at the **beginning** of each year to determine the student's locker location, placement of picture in the yearbook, eligibility for Prom, state testing status and so forth. Please see the [Curriculum Handbook](#) for more details.

GRADUATION

Graduation is typically held the Tuesday following Memorial Day each year at the Krannert Center for the Performing Arts. Graduating seniors last day is typically the Wednesday prior to Graduation. ***Due to how calendar days fall for the 2018-2019 school year, the seniors' last day will be Tuesday, May 21, 2019.*** Graduation practice is mandatory in order for a student to participate in the graduation ceremony; it is held the morning of the day of graduation. A letter is sent each May to all parents of graduating seniors with much more detailed information.

INDEPENDENT STUDY

Students interested in Independent Study need to see their counselor. Independent Study proposals are due December 1 for the 2nd semester studies of the current year and April 1 for the 1st semester of the following year. Please see the [Curriculum Handbook](#) for more details.

PHYSICAL EDUCATION MEDICAL RELEASE REQUIREMENTS

The School Code of Illinois requires that all students enroll in physical education unless a doctor releases them from physical education for medical reasons. If a student needs to be released from active participation in a physical education class, he/she must have a doctor's note explaining the nature of the illness and length of time expected to be exempt from physical education. Students are expected to participate unless a doctor's note is on file. If modifications to the physical education curriculum are needed, accommodations will be made according to physician recommendations.

PHYSICAL EXAMS AND IMMUNIZATIONS

All students who enter a Unit #4 School must be in compliance with the state physical exam and immunization requirements. **THE DEADLINE FOR FAMILIES TO COMPLY WITH ALL HEALTH EXAMINATION AND VACCINATION REQUIREMENTS IS SEPTEMBER 1ST** All incoming ninth graders must have their records in order before they are allowed to attend high school. Students transferring from out of state are allowed an extra 30 days to be in compliance according to Illinois State Law. All vaccinations, including two doses of varicella (chickenpox) must be up to date for all students. Seniors must also have two doses of meningitis vaccinations. More information regarding Unit 4 Health Policies may be found on the [District website](#).

SAFETY AND DRIVERS EDUCATION PROGRAM

Safety, a prerequisite for Behind-the-Wheel driver education, is a program offered by the Physical Education Department. Passing the Safety class is a requirement for graduation. According to state law, a student must pass a total of eight classes in the previous two semesters to be eligible to take any component of driver's education. Older students have the first priority. Please see the [Curriculum Handbook](#) for more details.

SCHEDULE CHANGE RECOMMENDATIONS

Schedule Change Recommendations are designed to identify students who are struggling in their current academic placement in an honors level course, or are excelling in a course where there is an honors level option. Student grades are analyzed to help determine if a student would benefit from a course level change. In order to make an informed decision, grades are analyzed using student progress reports; input is gathered from the teacher and guardian, as well as the student. It is our goal to have all students placed in the most appropriate classes.

SCHOLARSHIPS

Our counselors assemble information available on financial aid for students who wish to continue their education/training beyond high school. This information is available to students and parents. Counselors encourage students to make use of all opportunities for financial aid if it is needed. The counseling office conducts the examinations for the National Merit Scholarship program, the Preliminary Scholarship Aptitude Test of the College Entrance Examination Board, and some advanced placement examinations by special arrangement. Interested students must check with their counselor well in advance of the testing date. Students may apply for other scholarships given by companies, unions, churches, etc. Information about these types of [scholarships](#) come from the [College & Career Center](#) and is advertised through Naviance. A financial aid workshop is held at Central in December. For the latest scholarship information, students are encouraged to check their Naviance accounts.

SEMESTER EXAMS

Semester exams are an important part of each course and are designed for students to demonstrate proficiency and/or mastery of the subject matter. Being present for the exams is critical. **Students will not be permitted to take exams early.** If a student must miss a final exam, the parent/guardian should contact the [Principal](#) and arrange for exams to be taken later. Missing a semester exam will almost certainly lead to an incomplete grade for the course. The actual grade will be filed after the teacher has evaluated the exam.

The school follows a reduced schedule on the days of semester exams. The school day during semester exams is 8:05 a.m.-1:40 p.m. If any semester exam day falls on a Wednesday, that day will not be a late start day. Please refer to the [District website](#) for updated information (www.champaignschools.org).

PE STUDY HALL

Athletes may choose a supervised study hall in lieu of physical education class. Students will return to physical education class after their athletic participation ends. Failure to resume P.E. will result in the student's enrollment in an additional P.E. class the following semester. Please see the Athletic Department for further information. If a student receives a medical exemption from P.E. from a physician, s/he will also be placed into a study hall during that period.

TRANSCRIPTS

Transcript grading marks include:

- Letter grades (A-F)
- Not In Attendance (NIA) is issued at the end of a semester for students who are receiving a failing grade and have twenty or more absences (excused or unexcused) per semester. No course credit is issued.
- Pass (P) is issued for students who pass a course but a letter grade was not determined.
- Withdrawal (W) is issued when a student drops a class between the sixth day and the midpoint of the semester. This mark has no grade value and would not be calculated in a student's GPA. The grade mark of W allows the transcript to be representative of all semester course history.
- Withdrawal failure (WF) is issued when a student drops a class after the midpoint of a semester and administrative approval is not granted for the grade to not calculate in the GPA. This mark is calculated as a failure in a student's GPA. Showing as a WF rather than an F on a student transcript reflects that the course was not completed. If administrative approval is gained for highly unusual circumstances for the student to withdraw after the midpoint but not have the grade reflect an F, then a W will be shown on the transcript.
- No credit (NC) is issued when a student enrolls in a course past the midpoint in the semester and therefore will not earn credit in a course. This mark is used for students enrolling at a high school after the midpoint in a semester without transfer grades from another school. No grade is calculated into a student's GPA.
- Health (H) is issued in lieu of a grade for physical education when health issues prevent a student from participating in the course.
- Incomplete (I) is issued when teachers, with administrative approval, allow for extra time to complete course work. Approval is rarely granted except for very unusual circumstances.
- Conditional (CO) is temporarily issued for the first semester of full-year courses when a student fails a course but the teacher determines there is a possibility that the student actually does know the material from first semester and did not sufficiently show it. In order for a CO to be given, a teacher needs to document clear second semester expectations for the student and guardian. If the second semester uses material learned from the first semester and the student passes second semester, the teacher may issue a first semester grade of no higher than a C. If the student fails second semester, the CO grade from first semester becomes an F.

The Counseling Department will provide transcripts for all college applications and when requested by prospective employers. Official transcripts will not be provided directly to the student, but sent directly to the school or employer making the request. A \$3.00 fee is charged for each transcript request. The charge increases to \$5.00 (per request) for express transcript requests (< than 10 days).

Colleges and universities require official test scores to be sent to them directly from the national testing service. All students are responsible for having testing agencies send official scores to their institutions of choice. The counseling office is unable, by law, to furnish these scores.

Specific state law guidelines exist concerning student records. Under the Illinois School Student Records Act (ISSRA) a student's parent/guardian has control of student record rights until the student turns 18 years of age, graduates from high school, gets married, or enters the military. The Right to Inspect and Review, the Right to Challenge and Amend the Record, the Right to Prevent Disclosure and the Right to Complain to Officials are all addressed in the law. If a student or parent has questions about transcripts or student records, please contact our [registrar](#) in the counseling office (351-3922) for detailed information.

WITHDRAWAL OR SCHOOL TRANSFER

Students who wish to withdraw from Central High School should have their parent/guardian contact the [registrar](#) or their counselor. They will guide parents through the withdrawal process.

ATTENDANCE

ABSENCES AND PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

If a student is too ill to attend school for at least one half of the day, then he/she will be ineligible to participate in or attend extracurricular activities on that date. Administrators will evaluate other absences on the dates of extracurricular activities to determine participation allowance.

CHECKING OUT OF SCHOOL

When a student needs to be excused from school for part of the day, the parent/guardian must notify the [Attendance Office](#) (351-3916 or 351-3918). The student will then receive a permit to leave school. Students should show the permit slip to their teacher at the time they are scheduled to leave. (Teachers may not give a student permission to leave the school building.) They should then report to Seely Hall to “sign out.” Upon returning to the building they will “sign in” at Seely Hall and receive a pass to return to class. Checking out is a privilege and should be used infrequently.

COLLEGE VISITATION

Seniors and juniors are permitted two days for college visitation per school year. Students must prearrange the visits through their [Assistant Principal's secretary](#). A student may petition for additional days due to unusual circumstances (example: recruiting trip). All requests for additional days must be made in writing to the [Assistant Principal](#) at least five days before the absence, stating the need and the circumstances. Parents/Guardians are encouraged to schedule college visits during non-school days during the school year.

EXCUSED AND UNEXCUSED ABSENCES

It is the responsibility of every student to be present at school and in each of his/her scheduled classes each day school is in session unless an acceptable and valid excuse is given by a parent or guardian. The Board of Education believes that an educational system is organized on the basic premise that all students shall regularly attend school. Absences for the following reasons will be excused:

- Illness of pupil
- Death of relative or friend
- Accident or emergency
- Medical and dental appointments confirmed in writing by the physician or dentist that cannot be arranged outside of school hours
- Religious holidays or other religious causes

After a student accumulates 9 days of absences, a physician's note is required in order to excuse any subsequent absences. All other absences shall be considered unexcused and may be interpreted as truancy. Other instances will be handled on an individual basis by the administration. Absences due to car trouble, oversleeping and missing the bus will normally not be excused absences. If a student is absent, the parent or guardian must notify the [Attendance Office secretary](#) (351-3916 or 351-3918) between 7:30 and 10:00 a.m. on the morning of the absence, stating the reason the student will be absent.

ILLNESS WHILE AT SCHOOL

When a student becomes ill while at school, the student should:

1. Ask the teacher for a pass to go to the Attendance Office or, if the student is too ill, ask the teacher to notify the Attendance Office for help.
2. A student who is ill must report to the Attendance Office. When ill, a student should not leave the school without permission. This requirement is to ensure the student's safety.
3. Students determined to be ill by the school's nurse will be marked as having an excused absence.

Students should not remain in a restroom when ill. Students who are ill should report to the Attendance Office. If a student remains in the restroom "sick" for an extended period of time, the student will be considered absent or truant from his/her class.

MESSAGES FOR STUDENTS

Classroom instruction will not be interrupted in order for students to receive a message or personal items. If you need to leave a message/item for your child, please do so through the Seely Hall Welcome Center or the Attendance Office.

PRE-ARRANGED ABSENCES

Vacation periods are established by the Board of Education for regular intervals of the school year. Those intervals should be adequate to meet most needs. If parental plans are such that those intervals need to be extended or another interval provided, it is the responsibility of the parents, with their students, to make arrangements in advance of such absence. Parents and students should understand that such extensions of vacation might not be in the best educational interest of the student. In order to be excused, arrangements for such absences should be made well in advance as there may be a need to contact the District office for approval. Please contact the assigned [Assistant Principal](#) for further information.

TARDY FROM LUNCH

Anyone late from lunch should report immediately to the Welcome Center in Seely Hall for an unexcused tardy slip to class. Excessive tardiness may lead to further disciplinary action. Repeated tardiness from lunch will also result in a closed lunch for the student. Students should not bring food back to the building. Food is not allowed in classrooms and finishing your lunch is not an excused tardy. If you don't have time during your open lunch to leave, order, eat, and come back for class, please stay in the cafeteria for lunch.

TARDINESS TO CLASS

A student is considered tardy to class if the student is not in the classroom when the tone begins to sound. If a student is late to class the student should get an unexcused tardy slip from the closest hall supervisor in order to gain admittance to a class. The student will be placed on social probation for one week after receiving two unexcused tardy passes within a one-week period.

TARDINESS TO SCHOOL

When arriving late to school, the student must sign in at the Welcome Center in Seely Hall. This is the expected procedure even if arriving to school between classes. The student will be issued an excused or unexcused pass to class depending on the reason for the tardy. A single unexcused tardy to school on a Late Start Day will result in assignment of social probation.

The policy guidelines below will be followed:

- **Excused Tardies** are those which meet the Board of Education criteria for excused absences (i.e., illness of pupil, medical/dental appointment, death of a relative or friend, unavoidable accident or emergency, religious holiday or observance, trips on school business).
- **Oversleeping is not an acceptable reason for tardiness.**
- **Unexcused Tardies** are those situations where there is no contact from a parent or the parent contact indicates that the student had control over the situation.

TRUANCY AND CUTTING CLASS

A “truant” is defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof. Illinois State Law requires that all children under the age of 18 attend school regularly for the entire time school is in session during the regular school term. The law also states that any child subject to compulsory school attendance, who is absent from school without valid cause for 5% or more of the previous 180 regular days, is to be considered a chronic truant. Parents and/or guardians of students may be found criminally liable for the student unexcused absences. Cutting class or an unauthorized absence from any part of a class will be considered as truancy and the appropriate consequences will be issued.

Central High School Code of Conduct

The complete Student Code of Conduct can be accessed on the Unit #4 school District website, www.champaignschools.org.

ATHLETIC EVENTS AND BIG 12 SPECTATOR EXPECTATIONS

The IHSA sets standards of behavior at athletic events. Consequently, students who exhibit inappropriate behavior at athletic events may be excluded from future athletic events for up to one year. Inappropriate behavior includes acts of poor sportsmanship such as throwing objects on the playing field or court, demonstration of obscene gestures, use of vulgar “cheers” or shouts, taunting of opposing players or cheerleaders, or possession or use of drugs and alcohol. Some behaviors run contrary to conference expectations. Be a good sport and don’t put yourself or Central High School in the position where officials tell you to leave an event or prohibit our fans from further participation in the future. Here are some specifics:

- Remain only in sections designated for fans.
- Refrain from using profane, sexually insensitive or racially defamatory cheers, remarks or posters.
- All objects must be kept from the field/court of play.
- All officials, coaches, supervisors and players should receive a high level of respect at all times.

BULLYING/INTIMIDATION/HARASSMENT/SEXUAL HARASSMENT

In the Champaign Unit 4 School District’s Code of Conduct, intimidation/bullying are defined as follows: Placing someone in a threatening situation where he/she feels fear for his/her personal safety; disturbing consistently by pestering, tormenting, or hazing. Bullying is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing the student in reasonable fear of harm to his/her person or property;
- Causing a substantially detrimental effect on the student’s physical or mental health;
- Substantially interfering with the student’s academic performance; and/or
- Substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is illustrative and non-exhaustive.

Subjecting a student to a hostile school environment because of, but not limited to, the individual’s race, religion, creed, color, national origin, age, physical aspects or agility, gender, or actual or perceived sexual orientation is harassment. Harassment that persists after a staff member has warned students to stop may be addressed according to the harassment/hazing/bullying code violation #15 from the Student Code of Conduct.

Bullying, harassment, intimidation, and threats are actionable following the Student Code of Conduct if they take place during any school-sponsored educational program or activity, while in school, on school property, on school buses or other school vehicles, at designated school bus stops, or at school-sponsored or school-sanctioned events or activities. In addition, bullying, harassment, intimidation, and threats are actionable if they are through transmission of information from a computer, a computer network, or other similar electronic communication means and it affects the victim’s educational rights.

Sexual Harassment is defined in the Student Code of Conduct as sexual advances, requests for sexual favors,

sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature whose purpose or effect is to create an intimidating, hostile, or offensive educational environment. Sexual harassment is included in Board Policy #720.09/R on “Student Welfare – Sexual Harassment.” That policy can be found at the back of the Student Code of Conduct.

Repeated or severe offenses of bullying, intimidation, harassment, or sexual harassment from one student or group of students toward another student or group of students may lead to a recommendation for expulsion from school. Any of the above acts toward a staff member will lead to a recommendation for expulsion from school. Acts of any of the above are that serious. If a student is a victim of bullying, intimidation, harassment, and/or sexual harassment, please report this to the Assistant Principals’ Office immediately.

CELL PHONES AND OTHER ELECTRONIC DEVICES

Cell phones and other electronic devices may not be used in any way to disrupt the learning environment at Central High School.

- Electronic devices (phones, mp3 players, iPods, etc.) may be used in hallways during passing times and in the cafeteria during lunch as long as headphones are used to mute the volume.
- Cell phone use in a classroom is up to teacher discretion.
- Administrators are the only staff members able to confiscate electronic devices. When they are confiscated, cell phones are placed in a safe in the Attendance Office.
- During testing, cell phones are strictly prohibited.

More information may be found in the Student Code of Conduct. While the teacher in the classroom should handle an initial violation of this policy, chronic violations could lead to more serious consequences.

CHROMEBOOKS/COMPUTERS

Computers are to be used for authorized school assignments only. Students who violate this expectation are subject to disciplinary action. The School Board’s policy for Internet usage recognizes the fact that there is inappropriate material on the Internet. Students are responsible for and expected not to visit sites that are inappropriate. This policy also discusses the guidelines that must be followed when posting student information to the Internet, appropriate and inappropriate use of email and guidelines regarding “hacking” computer networks and systems. Read this policy. It is required that students and parents/guardians sign a form confirming that they have read and understand the policy. This policy and form will be distributed at registration and must be returned before students can access the Internet.

DANCE GUIDELINES

Attending dances is a privilege. Attending dances is not a right. Administration reserves the right to disallow any person from attending any dance for any reason.

- Remember that all of the normal school rules apply at the dance.
- Remember that you and your pre-registered guest (if guests are permitted) must have ID’s in order to get into the dance. You will need your current school ID. Your guest may use a driver’s license or his or her own current school ID. No one will get in without the ID and there will be no exceptions. Remember that you are not required to wear the ID during the dance, but you must have it with you.
- No one may enter the dance during the last two hours of the dance and once you leave the dance, you may not reenter later.
- If you are allowed to bring a guest, your guest must arrive with you. He or she must remain with you throughout the evening and leave the dance when you do. We do not allow guests in alone, nor do we allow

them to remain when you leave. Guests 21 or over, and students younger than ninth grade, will not be allowed. Guests must be approved prior to purchasing tickets for the dance. Guests will not be approved the day of the dance (e.g. when purchasing tickets at the door). Guests will not be allowed if they have dropped out of high school.

- As for dancing, remember that this is a public school dance and not a private party. Good taste is the rule. Parents, guests of the school, community members and students from all walks of life will be there. So, do not be too affectionate. Do not dance front to back or in an overtly sexual way. Dance as if your parents were watching. And above all, remember that school staff members will require you to leave if you go too far. This WILL be enforced.
- Pay attention to the time our dance ends and make sure you have a ride waiting for you. We expect everyone to leave the building within 15 minutes of the end of the dance.
- As dances are school functions, and, as all normal school rules apply, Central High School is committed to ensuring a drug/alcohol-free environment. For all dances, students will be subject to random searches including a breathalyzer test. Refusing to take a breathalyzer test will be treated as if the student is under the influence and the Student Code of Conduct will apply, including an out-of-school suspension and suspension from extracurricular activities.

DRESS AND GROOMING

According to School Board Policy #715.01R, a student shares with his or her parents the right to dress according to personal preference except where such dress is dangerous to the student's health and safety of others, or is distracting or indecent to the extent that it interferes with the learning and teaching process. Grooming and neatness are also the primary responsibility of students and their parents. Schools may prescribe standards of grooming and dress for participation in extracurricular activities. They may prohibit students from wearing attire that, in the opinion of school authority is contrary to acceptable health and safety standards, or may disrupt the education process or learning atmosphere. **At no times will hoods be allowed due to safety concerns. In addition, teachers may reserve the right to request that students remove hats within their classrooms.**

Examples of dress that may be interpreted as disruptive to the learning atmosphere or safety include:

- Pants worn below the waist...NO SAGGING.
- Pants or any attire that expose underwear, including tears that expose underwear.
- Garments or jewelry depicting alcohol, tobacco, or other drugs.
- Garments or jewelry with messages or symbols that include obscenity, derogatory language, sexual innuendo, gang affiliation, or occult reference.
- Garments or jewelry that could be used as a weapon, including brass knuckles, wallet chains, etc.
- Tops that expose too much cleavage or midriff; all tops must have straps on each shoulder.
- Short shorts or short skirts.
- Translucent clothing.
- Pajamas.
- Bedroom/house slippers.
- Any other attire that is deemed in any way disruptive or inappropriate.

FOOD AND BEVERAGES

Aside from water, food and drinks are not allowed in the classrooms. Please eat or drink any food purchased at school--sponsored food sales before entering any classrooms. On occasion, teachers may allow exceptions to this rule, so students should pay attention to individual classroom expectations. Do not take drinks or food into Decker Theatre at any time. Proper receptacles are available for your empty drink containers and food wrappers. Please use them. If recycling containers are available, please recycle.

GANGS AND GANG-RELATED ACTIVITIES

Presence with or involvement in gangs or gang--related activities on school grounds at any time, while school is in session or at school related events, including the display of gang symbols or paraphernalia, is strictly prohibited. Anyone who violates this policy may be subject to suspension or expulsion in accordance with the District's Student Discipline Policy. The term "gang" means any organization, club or group composed wholly or in part of students which seeks to perpetuate itself by accepting additional members from the students enrolled in the District, and which is assembled for the common purpose or design of:

- committing or conspiring to commit criminal offenses,
- engaging in conduct that is harmful to the public good, and/or
- engaging in conduct that interferes with or disrupts the District's education process or programs.

The phrase "gang-related activity" means any conduct engaged in by a student:

- on behalf of any gang,
- to perpetuate the existence of any gang, or
- to affect the common purpose and design of any gang, including, without limitation, recruiting students for membership in any gang, threatening or intimidating other students or employees to commit acts or omissions against his/her will in furtherance of the common purpose and design of any gang.

HALL PASSES

Teachers have a lot of work to do in class, so students should not expect teachers to write passes for them on a regular basis. Teachers will not write passes for any student within the first ten minutes of class. Students are expected to use the restroom, get their materials, and take care of personal business during the breaks between classes or at lunch. If a student receives permission to leave a room, he/she should carry the pass issued by the teacher. Passes should be kept visible so that hall supervisors can see them. Students should not be offended when an adult asks to see a student's pass. When asked to show a pass for being in the hall, it must be shown.

HAZING "INITIATIONS"

Hazing is prohibited. School officials shall respond to all hazing incidents that have a reasonable connection to the school program. Hazing is any activity that occurs on or off school grounds, at any time of the day or night, at any time during the calendar year that is intended to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Hazing includes, but is not limited to: relevant alcohol incidents; paddling; attempts to excessively fatigue a person; physical and/or psychological abuse; public stunts; or morally degrading or humiliating games or activities.

INDIVIDUAL LEARNING CENTER

Students will be assigned to the ILC for violating school expectations, procedures and policies. Failure to complete assigned ILC time constitutes a discipline offense and may result in further disciplinary action. Students who receive detention time from a teacher will be expected to serve the consequences with that teacher.

Room 118 is the Individual Learning Center (ILC) and is open from 7:30 a.m. – 4:00 p.m. to serve consequences given by an administrator. Students will be assigned to the ILC when he/she is asked to leave a class for any reason. This room can also be used when a student is ill. The student must see his or her Assistant Principal before going to the ILC room for any reason. Students are expected to bring materials to study, including books, paper and pen or pencil. Failure to bring materials will result in students being given an “ILC assignment.” Failure to work while in ILC could result in additional consequences, to include additional time in ILC. Students who don’t follow the rules in ILC will be asked to leave, will lose time served, and may be given additional time to complete the initial consequence given to the student. Students may serve consequences assigned in the ILC during lunch.

OPEN LUNCH HOUR REGULATIONS

For Juniors and Seniors BY CREDITS:

- Students who leave campus for lunch must return to school on time, well before the start of their next class.
- Students who eat lunch in the community are expected to show respect for the community.
- Please keep the neighborhood clean by properly disposing of bottles, cups, wrappers, bags, and other garbage. Use the trash cans that have been provided.
- Students who leave the building are encouraged to drive carefully, stay away from private property and watch their behavior.
- Please keep radios at a volume that does not disturb the community or people in other cars.
- Central is a Smoke-Free Zone! Smoking is not allowed anywhere on campus.
- Students are welcome to eat their lunch in the school’s cafeteria and then go outside through the courtyard.
- If leaving the building, students are reminded to use the restroom before leaving. The only restrooms available at lunchtime are those at the west end of the cafeteria.
- If a student leaves the building, he or she must re-enter the cafeteria through the courtyard door.

PEER MEDIATION/CONFLICTS BETWEEN STUDENTS

Students are expected to avoid physical confrontations (fights) at all times. Two or more people almost always have shared responsibility in a conflict. Students are expected to seek help if they and a fellow student are angry or upset with one another. Our Student Services Department has much to offer. Conflict mediation works great for most situations. Teachers are available to assist as well. Remember that fighting almost always leads to suspension from school. Even if two (or more) students are very angry over a period of time and it eventually leads to a standoff and fighting, there is no self-defense issue. Both/all people are responsible for the problem and will end up facing consequences. In fact, self-defense is rarely accepted as a rationale for violence.

The District recognizes the importance of including parents/guardians in the disciplinary process. When a student is suspended, prior to returning to classes the parent(s), student, and appropriate Assistant Principal will have to meet to discuss the situation. The quarrelling students may be asked to attend a peer mediation to ensure that the issue is settled.

Peer Mediation is a process in which trained students work with fellow students to negotiate solutions to conflicts. Peer mediation helps improve the school’s environment, reduce school violence and increase positive coping skills.

SMOKING

The District's Discipline Code does not allow students to carry or use tobacco products at school or at any school-related function. Central High School, by state law, is a smoke-free zone on campus. Electronic cigarettes, lighters, and vaporizers are also prohibited.

SOCIAL PROBATION

As a high school, our goals include helping students understand the ultimate importance of working to be successful academically and for them to exhibit responsible and respectful choices regarding their behavior. Administratively, Central will assign students to social probation status if they are not realizing one or both of the above goals. Students on social probation will not be allowed to attend extracurricular activities, including dances, athletic events, and public performances that are not a part of regular classroom curriculum during the week of their social probation. The social probation list will be posted every Thursday morning on bulletin boards located on the first floor by Decker Theater, Athletic Department foyer, second floor main hallway and cafeteria. Students may check with the attendance secretary to clarify tardies and unexcused absences. Students may check with their Assistant Principal to clarify DRs and/or suspensions. Students may check with their teachers regarding grades. Students will have until 2:30 every Friday to discuss their social probation status. Students will be placed on social probation the following week from Sunday-Saturday if they meet the following guidelines:

- Receive two (2) or more office discipline referrals
- Receive one (1) or more out of school suspensions
- Receive two (2) or more unexcused tardies
- Receive two (2) or more F's when in enrolled in more than five classes
- Receive one (1) or more F's when enrolled in five or fewer classes
- Receive one (1) unexcused tardy to first period on Wednesday Late Start Day
- May not have an unexcused absence from any class
- Any monies owed for obligations (payment arrangements may be made in the main office; minimum payment amount will be equal to the amount of the event)
- Social probation may be assigned for a student even if they have not met any of the above requirements
- A student-athlete will be dismissed from the team if they are on social probation more than twice during the season.

Data is collected from Wednesday of one week to Wednesday of the following week. For example, data will be analyzed from Wednesday, August 23, 2017 through Wednesday, September 30, 2017. The total number of tardies, discipline referrals, suspensions, failing grades, unexcused absences and obligations owed will determine a student's social probation status. Students may discuss their social probation status with their Assistant Principal if they feel that there is an extraordinary circumstance that has led to their status. For more information regarding clearing from social probation, follow [this link](#).

*****It is important for each student to be responsible for his/her actions and check the social probation list every Thursday. If you have a question about social probation or want to talk, see your Assistant Principal. All co-curricular activities are privileges, not rights.***

The social probation procedures do not limit an administrator's authority. An administrator may hold a student from participation/attendance for ANY reason, including reasons beyond those listed above.

GENERAL INFORMATION

ACCIDENTS

All injuries at school should be immediately reported to the office and designated Assistant Principal.

ALICE

ALICE stands for Alert, Lockdown, Inform, Counter, Evacuate. ALICE is an aggressive response to an intruder or shooter situation in a school building. This system is based upon data from law enforcement and improves the chances of survival for students and staff. ALICE allows each student to make up his/her own mind based on individual circumstances as to the safest decision between taking shelter, countering the intruder, or evacuating. Adults will assist students in making the decision, as well. For more information about ALICE, please call the school and speak to an administrator at 351-3911.

ANNOUNCEMENTS

Students who are responsible for writing announcements for the daily bulletin must make these arrangements:

- Secure a form from the main office
- Write or type the announcement clearly and keep it brief
- Get a sponsoring teacher's approval
- Have it signed by the Associate Principal
- Submit all announcements by 3:00 p.m. on the day before the announcement is to be made
- For announcements of an emergency nature, obtain permission from the Associate Principal

ARRIVAL AND DISMISSAL

Students may enter the building through the main entrance doors at Seely Hall, off of Park Street, as early as 7:30 a.m. (8:20 a.m. on Wednesdays). Prior to 8:05 a.m. (8:50 a.m. on Wednesdays), access to the rest of the building is limited, without a pass from a staff member. If a student does not obtain a pass from the teacher the day before, he or she may obtain a pass from the designated staff person supervising Seely Hall between 7:30 a.m. and 7:45 a.m. (No passes are issued to teachers on Wednesdays). No passes will be issued after 7:45 a.m. (8:45 a.m. on Wednesday). A limited number of passes will be written by the supervising staff person, so students are encouraged to get a pass from their teacher. **Class begins at 8:05 a.m. (8:50 a.m. on Wednesdays)** for students with a first period class.

Students without a first period class are expected to wait outside. No locations (including Combes Gym balconies) are to be used as a place to wait for second period class to begin.

Students are expected to leave the building at the end of their school day. Unless involved in a supervised co-curricular or extracurricular activity, students are expected to leave the building by 3:30 p.m. If a student's last class is before the 3:20 p.m. dismissal, he/she is expected to leave the building immediately after his/her last class. A student who does not have a class does not have the freedom to roam the building.

AUTOMOBILES

There is no student parking lot at Central High School. Students may not park their vehicles in the service drive, on Park Street, or in the lot north of Park Street. Any vehicle in these reserved areas without a Central parking permit may be ticketed and/or towed away at the owner's expense. Students are not allowed to park in the service drive at any time including after school and/or evening activities.

BICYCLES

There are two parking areas for bicycles on the north side of the building. Students are responsible for securing their bicycles.

BUSES

When students are being transported to and from school in city buses (MTD), Unit 4 buses or any other authorized mode of transportation, they should act as if they are on school property. The rules of good citizenship and conduct will prevail. In case of gross disobedience or misconduct by a student who rides the yellow school bus, MTD or any other authorized mode of transportation, the student's privileges to ride the bus may be revoked. Gross disobedience or misconduct that provides just cause for suspension or denial of riding privileges shall include:

- Defacement of the school bus
- Disobeying directives from the bus driver
- Such other behavior that might threaten the safe operation of the bus and/or its occupants

Remember that all school rules apply while on any bus. The Assistant Principals will apply the District's Student Code of Conduct for misbehavior on a bus. Each year rules and regulations, as well as evacuation procedures, are reviewed with respect to yellow and MTD buses.

Districtwide Bus Expectations:

- Respect each person's individual space including
- No throwing objects
- Do not intentionally touch another person
- Maintain a safe, seated position by keeping feet and arms out of the aisle and windows. Do not run or engage in horseplay.
- Eating and drinking are not allowed while on a bus. This reduces the risk of choking and helps to eliminate garbage.
- Keep voices at a low level. Speaking with indoor voices allows the driver to concentrate on the road.
- Do not distract the driver. Wait until the bus is stopped to get the driver's or monitor's attention unless you sense there is an emergency situation.
- Keep track of personal belongings. The District is not responsible for items lost on the bus.

CAFETERIA GUIDELINES

Students may either buy their lunch in the cafeteria or bring a sack lunch to eat in the cafeteria.

- Fourth and fifth hours have closed lunch for half of the period and advisory during the other half of the period. During fourth and fifth period, students wishing to go anywhere else besides the cafeteria or courtyard should obtain a pass ahead of time from a staff member.
- Juniors and seniors have open lunch (sixth hour). They have the option of using the cafeteria services or leaving the campus for lunch. Students must be officially juniors or seniors to have open lunch – e.g. **THIRD YEAR STUDENTS WHO DO NOT HAVE JUNIOR STATUS BY CREDITS EARNED WILL HAVE CLOSED LUNCH UNTIL THEY EARN JUNIOR STATUS.**
- Cutting in line is not allowed.
- Students are responsible for and expected to clean up the table space where they eat.
- Students who violate the Student Code of Conduct or engage in unacceptable behaviors can lose the privilege of using the cafeteria and may be assigned an alternative place to eat lunch.
- If food is ordered for delivery, it must be delivered to the courtyard. No food deliveries for students will be

accepted in Seely Hall. Some restaurants will not deliver to Central's courtyard as driver's will not be allowed to search for a student. The student must be at the courtyard gate waiting for the delivery. If a student wants to order food, it must be done during non-class time and using personal cell phones.

- Students will not be allowed to pick up food deliveries.

CHANGES OF ADDRESS OR PHONE NUMBER

It is the responsibility of the parent/guardian to report any change of address or telephone number to the Attendance Office.

FIELD TRIPS

Faculty and volunteers supervise all field trips. Parent/guardian's written permission is needed for a student to attend any field trip. Students will not be allowed to attend without their parent's permission. All school rules apply during field trips.

FINANCIAL OBLIGATIONS

Central's bookkeeper will notify a student and his/her parent/guardian of any financial obligations to the school. If there are any questions about the obligations, please contact the bookkeeper at 351-3911. She will be able to give you specific information about what is owed. Payment plans are available, contact the bookkeeper to make arrangements. All financial obligations to the school must be paid if a student expects to participate in Central's graduation ceremony.

Students are required to pay for lost or damaged books. If a textbook is lost or damaged beyond repair, the student will be charged a fine equal to the initial cost of the book (which could be in excess of \$100 per book). If the book is damaged, but it can be rebound/repared, the fine will be \$14.00. If a student loses or destroys a workbook, the fine will equal the actual cost of the workbook. Please retain all receipts for fines paid. If lost books or materials are found after the fine has been paid, the fine may be refunded with proof that the fine was paid.

FIRE AND DISASTER DRILLS

During a drill, students are expected to follow any instructions given by the adults in charge. Students are expected to stay with their teacher during a drill. The purpose of this expectation is safety and that staff must know the location of all students during an emergency or emergency type situations.

FUNDRAISING

The [Assistant Principal for Athletics and Extracurricular Activities](#) in the Athletic Office must give prior approval for all club and athletic fundraising. Club sponsors, coaches, and/or booster representatives must obtain, complete and submit a fundraiser request form, and receive approval prior to initiating any fundraising activities.

T-SHIRTS

The [Assistant Principal for Athletics and Extracurricular Activities](#) in the Athletic Office must give prior approval for all t-shirt designs that will be sold through a club, activity, class, athletic team, or any other formal or informal organization connected to Central High School, including class t-shirts. T-shirts printed without prior approval will not be allowed at school or school-sponsored activities. Club sponsors, coaches, student members and/or booster representatives must submit the t-shirt design artwork to the [Assistant Principal for Athletics and Extracurricular Activities](#) for approval. All t-shirt orders and payments must go directly through the club sponsor, coach, and/or booster representative.

ID BADGE

ID badges are required to gain entry to some school events, to receive student discounts for entry to school activities, for School/MTD bus pass use, and to check out materials from the library.

Replacement IDs are available through the following procedures:

- Students will be provided an original photo ID and one replacement free of charge.
- Students can request an ID replacement form from the Assistant Principal's Office. Students will not be excused from class to obtain the replacement form; please do so during lunch or before or after school.
- Students will be charged \$2.00 for the third and subsequent IDs. No IDs will be sold on credit.

LOCKERS

A student's locker is the property of the school and must be used for the purpose intended: a storage area for books, school supplies, PE clothing/equipment, and outdoor garments. Students should only use the locker assigned to them.

If school officials have a reasonable suspicion that a student has placed inappropriate, illegal or dangerous materials or substances in the locker, the locker will be searched, with or without the student's knowledge or consent. In brief, students should not keep anything in their locker that they would not want found. If students are sharing a locker and something inappropriate is found, all students sharing the locker will receive the same disciplinary consequence.

Unit 4 insurance policies do not cover personal belongings, so students are advised to please leave valuables at home and make sure that their locker is securely locked when they leave.

LOST AND FOUND

Lost items should be taken to Room 118. When a student is attempting to locate an item believed to be lost or stolen (i.e., clothing and backpacks), please check in Room 118 at lunch or before and after school. All expensive items (i.e., money, cell phones, etc.) that are found and turned in will be kept in the Attendance Office. Please check these two locations for lost items.

MEDICATIONS

Prescription medications may not be taken at school unless the parent/guardian has completed a [Medical Administration Form](#) form. This form must be completed by the physician prescribing the medicine and must be signed by the parent/guardian giving the school permission to dispense the medication to their child.

Non-prescription medication such as aspirin, acetaminophen, antihistamine etc., will not be given to students for illnesses at school. Students with the permission of a parent may carry non-prescriptions medication for headaches, and other minor aches and pains. For more information, contact the [school nurse](#).

POSTERS AND DISPLAYS

All posters to be displayed in the building must be approved by [Assistant Principal for Athletics and Extracurricular Activities](#) in the Athletic Office. Posters may only be hung on approved bulletin boards strategically located throughout the building.

SCHOOL RESOURCE OFFICER

A sworn police officer is assigned to each secondary school in the District. These officers provide a variety of educational resources to the school community, provide law enforcement information and advice to students and parents, and provide a positive law enforcement presence in the school community. SROs are not intended to enforce school disciplinary policies. The school environment is a community unto itself; however, it remains an integral part of the larger community of society in general. Although the members of the school community are younger, the code of conduct in both communities remains the same. SROs understand they are working in an educational environment and will work to instill a positive learning climate. When law enforcement action is taken, it will be done in the same unbiased and impartial manner as in the community at large. We encourage students and parents to report thefts to the SRO. [Central's SRO](#) can be reached by phone at 351-3911, extension 2147, or by email listed in the important phone numbers at the beginning of this handbook.

SEARCHES

To maintain order and security in the schools, school authorities may inspect and search desks, lockers, parking lots, or other property owned or controlled by the school and personal effects left in these areas without notice to or the consent of the student and without a search warrant. Students have no reasonable expectation of privacy in their desks, lockers, parking lots, or other property owned or controlled by the school or their personal effects left in those areas. In addition, school authorities may request the assistance of law enforcement officials and their specially trained dogs for the purpose of conducting searches of these areas for illegal drugs, weapons, or other illegal or dangerous substances or materials.

The school has jurisdiction over student actions in school, on school property, during school---sponsored activities or events, and during any activity or event that bears a reasonable relationship to school. When reasonable suspicion exists that a student over whom the school has jurisdiction has violated the law or the District's rules, then personal property, including handbags, wallets, books and backpacks, briefcases, stockings, shoes, outer clothing, electronic devices, other personal effects, and vehicles may be searched. No fewer than two (2) school officials should conduct all searches. The school official may request the involved student's presence during a search.

School personnel have reasonable suspicion to search personal property when (1) the search is justified at its inception; (2) the search is limited to the scope of the reason for the search; and (3) the search is not excessively intrusive in light of the student's age, sex and/or nature of the infraction.

School officials shall make a reasonable attempt to contact the parent or legal guardians of any student under the age of 18 prior to searching personal property on the student, such as bags carried by the student, stockings, shoes, outer clothing, and clothing pockets. School officials are not required to contact the parent or guardian prior to searching personal property not in the possession of the student, such as bags or purses left in a locker. A reasonable attempt is made when either of the following occurs:

1. When the school official calls each phone number provided to the school by the parent/guardian at least one time.
2. If the parent/guardian is not available, but whoever answers the phone communicates that he/she will contact the parent/guardian, the reasonable attempt is complete.

School officials may conduct the search immediately following the reasonable attempt at parent/guardian contact and are not required to wait for a parent/guardian to be present before conducting the search. School officials will notify parents/guardians following the confiscation of student possessions.

When deemed appropriate, items seized during a search conducted in accordance with these procedures shall be turned over to law enforcement authorities. If any weapons or illegal substances are seized, they must be turned over to law enforcement officials.

SKATEBOARDS AND HOVERBOARDS

Students who ride skateboards/hoverboards to and from school must store them in their lockers during the school day. Skateboards/hoverboards are not permitted in classrooms. Skateboard/hoverboard usage is not permitted in hallways or on sidewalks directly adjacent to Central.

SOLICITING

Do not conduct business or solicit business for any non-school related organization.

THEFT

Virtually all of the thefts at schools are thefts of opportunity. That means that thieves steal items that they find unsupervised. Open or half open lockers, backpacks left on the floor or the gym bleachers, and portable media players, cell phones or cash visible to others are open invitations for thieves. Students are encouraged to protect their belongings. **Do not bring expensive items to school and never bring large sums of money.** School staff members do their best to protect valuables, but will not assume any liability for loss, damage, or theft. The school is not obligated to search for the stolen items; it is in the best interest of the student to refrain from bringing these types of belongings to school. Thefts should be reported to the Attendance Office using a Theft Report Form. This should be done as soon as a theft is discovered. Students should ask a staff member for a pass if it is discovered during a class period. Theft report forms will be copied for the SRO, as well.

VIDEO SURVEILLANCE MONITORING

The Board of Education establishes and authorizes the use of overt video surveillance cameras and monitors on District property to promote safety and security, deter inappropriate or illegal activity, and to provide evidence of crime or violation of school code. Only administrators or those authorized by administrators will have access to ongoing operation and/or use of the video images. Any review of the video images shall be conducted consistent with the Family Educational Rights and Privacy Act (FERPA) and the Illinois School Student Records Act. Video files commonly qualify as student records and school authorities must authorize their release. Images may be archived if, in the opinions of the administration, the archive documents an event considered to be of such significance that a historical record is desirable.

VISITORS

State law requires all persons visiting a school to be registered. Parents or guardians are always welcome to visit Central High School. Please stop at the Welcome Center to sign in and secure a visitor's pass. Student visitors will be very strictly limited and there is no guarantee that a student will be allowed to visit.

ACTIVITIES AND ATHLETICS

ABSENCES AND PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

If a student is too ill to attend school for at least one--half of the day, then he/she will be ineligible to participate in or attend extra--curricular activities on that date. The Assistant Principals will evaluate other absences, as well, to determine if they should affect extracurricular participation. For instance, a student who is truant from school may also be withheld from participating, even if the truancy is not a half--day in length.

ACTIVITY TICKETS

The activity ticket may be purchased at registration. It admits the purchaser to all home football games, all home basketball games (boys and girls), all home wrestling meets, and all volleyball games. Please remember activity tickets may not be used at any non--home event (i.e. Centennial High School) or during IHSA tournaments.

AMATEURISM

The Illinois High School Association governs all sports conducted at Central High School. The IHSA has strict rules pertaining to gifts received by athletes.

CLUBS AND ORGANIZATIONS

Central encourages a wide variety of clubs and organizations. Some of these are listed at the back of this handbook. There are opportunities to initiate new ideas and form new groups in addition to those listed. Students are encouraged to participate. Do not let transportation or financial problems be deterrents from participating. Discuss any transportation or financial problems associated with participating in the club or organization with the sponsor. Make sure to inform the sponsor in a private setting. The sponsor should first attempt to secure financial aid from the booster organization if one exists. If there is no associated booster organization or if that organization has insufficient funds to assist students in need, the sponsor should contact the Principal.

IHSA - ILLINOIS HIGH SCHOOL ASSOCIATION

The complete set of IHSA By--Laws and Policies is available at www.IHSA.org.

HAZING AND EXTRACURRICULAR ACTIVITIES

School officials shall discipline a student athlete who is found to have engaged in hazing. Discipline for a student found to have been involved in hazing may range from a five (5) day suspension from all games, practices and meets to expulsion from school for a period not to exceed two calendar years.

INTERSCHOLASTIC ATHLETICS

Interscholastic athletics at Central High School are an integral part of the total school program. Central's athletic teams have a statewide reputation for their skill, their sportsmanship, and their will to win. It is the desire of the school administration, the athletic department, and the coaches to maintain this excellent reputation. We, therefore, urge all students to join us in our program. The program is organized and conducted according to the rules and regulations set forth by the Illinois High School Association, supplemented by our own rules as established by the administration.

Students are encouraged to actively participate in extracurricular activities. Transportation or financial problems will not be a deterrent. Discuss any transportation or financial problems (associated with participation in the sport) with the coach or athletic director. Inform the coach or athletic director in a private setting. If there is no

associated booster organization or if that organization has insufficient funds to assist students in need, the coach/sponsor should contact the building Associate Principal to secure access to the student assistance fund to pay for those expenses needed for the student to participate.

The standards are high, but the rewards are great. The opportunity to take part in sports is given to every student enrolled in our high school, providing he/she is able to carry and pass the required number of academic subjects. The privilege to earn and wear a varsity letter awarded by our athletic department is one of the outstanding athletic opportunities offered by our high school.

Champaign Central High School is a member of the Big 12 Conference. Other schools in the conference are Champaign Centennial, Danville, Urbana, Bloomington, Peoria, Peoria Richwoods, Peoria Notre Dame, Peoria Manual, Normal and Normal West. Our athletic activities are seasonal. In the fall, we offer boys' and girls' cross country, football, boys' and girls' golf, girls' swimming & diving, girls' tennis, boys' soccer, and volleyball. In the winter, we offer boys' and girls' basketball, wrestling, boys' swimming & diving, competitive dance, and competitive cheerleading. In the spring, we offer baseball, boys' tennis, boys' track, girls' track, girls' soccer, and softball. A student may participate in only one sport in a given season unless both coaches grant prior approval. All students who participate in interscholastic athletics must have:

- A physical examination each year
- A permission slip signed by the parent/guardian
- Proof of medical insurance
- Consent to random steroid testing
- Concussion document
- Social media agreements

All athletes must register online at www.maroonathletics.com.

HOMEcoming

Homecoming is held every fall and is sponsored by the Student Council. It is one of the highlights of the football season. The homecoming spirit week includes a pep rally, a powder puff football game, bonfire, and the homecoming football game on Friday where the homecoming king and queen are crowned. Homecoming week concludes with a semi-formal homecoming dance on Saturday. See the Dance Guidelines noted earlier in this book.

JUNIOR-SENIOR PROM

The prom is a highlight of the social life at Champaign Central High School. The junior class sponsors the prom. The parents of the juniors plan and supervise the post-prom activities. This dance is the most formal dance of the year. See the Dance Guidelines noted earlier in this book. Prom will be on Saturday, April 20, 2019. Students may not be on Social Probation in order to buy tickets and attend prom. Data used to determine social probation lists are gathered on Wednesday, April 3, 2019 and Wednesday, April 10, 2019.

LIBRARY INSTRUCTIONAL CENTER

The Maroon Library at Central High School belongs to the entire Central community. The library staff consists of a Librarian and one full time library secretary. Members of the staff are on duty daily from 7:45 a.m. – 3:45 p.m. The staff member's job is to help students and their teachers find resources and facilitate research. Central High School subscribes to numerous online databases, have an online Public Access Catalog (PAC), an automated circulation system and a computer lab for research. Students should not hesitate to ask for assistance from either the library Specialist or library staff members at any time. The library's website may be accessed at www.maroonlibrary.org.

ACCESS TO THE LIBRARY

The library is open before 1st hour at 7:45 a.m. and until 3:45 p.m. Students will need a pass to visit the library unless: (1) the student does not have a class on the given hour and arrives before the tardy bell rings or (2) the student is with his/her instructor. Since being in the library after school is considered an extension of the school day, all school rules for electronic equipment and cell phones still apply.

CLASS USE

Students are welcome in the library as part of a class with a teacher. Students are also welcomed individually from a class on a library pass from their teacher. Students should have their pass completely filled out. Students should put the pass in the pass box at the circulation desk when they arrive and then sign in at the front desk.

If a student leaves before the end of the period, he/she should retrieve his/her pass from the pass box, have it signed by the librarian or library secretary and return to class. There is no need to sign out when leaving the library.

LIBRARY CARD

Student IDs act as a library card, with their name and unique barcode for checking out materials from the library or when ordering materials from any library in the Illinois Heartland Library System. The card is effective for the four years a student attends Central High School. A student will not be allowed to check out materials from the library without displaying their student ID. Any attempt to remove library materials from the library without following the proper checkout procedure will be considered theft and will be handled accordingly.

LOAN PERIODS

All books, except Reference and Reserve items, may be checked out for a two-week loan period with renewal privileges providing that no one has placed a hold on that book in the interim. Back issues of magazines are also available for two weeks. It is a student's responsibility to note the due date on all materials and return them on time. Courtesy reminders will be sent periodically. Library fines of 5 cents per book or magazine, per school attendance day, will be charged for all overdue materials. All library obligations such as fines and fees for lost, overdue, or damaged books will be reported to the office and included in the financial obligation list.

LUNCH PERIODS

Students may come without a pass before the tardy bell rings and sign in at the circulation desk. If a student wishes to visit the library during the lunch periods, he or she must obtain a pass from a teacher or administrator. It should be noted that food is not allowed in the library; please eat your lunch in the cafeteria.

CHAMPAIGN COMMUNITY UNIT SCHOOL DISTRICT NO. 4

FERPA AND STUDENT PRIVACY ANNUAL NOTICE to Parent(s)/Guardian(s) and Eligible Student(s)

The Family Educational Rights and Privacy Act (FERPA) - Statute: 20 U.S.C. § 1232g. Regulations: 34 CFR Part 99 is a federal law that gives parent(s)/guardian(s) and eligible student(s) certain rights to their education records. Eligible students are 18 years of age or students that enter a postsecondary educational institution at any age.

BOARD OF EDUCATION POLICY NO. 735.01/R STUDENT RECORDS - Access

- **Parent(s)/guardian(s) or eligible student(s) have the right to inspect and review the student's education records maintained by the School District. (34 CFR § 99.10.)**

Parent(s)/guardian(s) or eligible student(s) should submit a written request that identifies the record(s) he/she wishes to inspect to the Student Records Department. The School District will make arrangements for access within 45 days of the request and notify the requestor of the time and place where the records may be inspected. The School District is not required to provide copies of records unless, for reasons such as great distance, it is impossible for parent(s)/guardian(s) or eligible student(s) to review the records. The School District may charge a fee for copies. However, no individual shall be precluded from copying information because of financial hardship.

- **The right to request the amendment of the student's education records that the parent(s)/guardian(s) or eligible student(s) believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. (34 CFR §§ 99.20, 99.21, and 99.22.)**

Parent(s)/guardian(s) or eligible student(s) can request that the School District correct records which they believe to be inaccurate or misleading. The parent(s)/guardian(s) or eligible student(s) should write a letter that identifies the part of the record that needs to be changed, as well as specific reason(s) why it should be changed then submit the letter to the School District. If the School District decides not to amend the record, the parent(s)/ guardian(s) or eligible student(s) has the right to a formal hearing. (Refer to **Challenge to Student Records** for the hearing procedure.)

BOARD OF EDUCATION POLICY NO. 735 STUDENT RECORDS

Challenge to Student Records

Parent(s)/guardian(s) or eligible student(s) shall have the right to a hearing to challenge any entry, except academic grades, in the student's school records. If, however, the challenge is made at the time the student's school records are being forwarded to another school to which the student is transferring, the parent(s)/guardian(s) or eligible student(s) have no right to challenge references in those records of expulsions or out-of- school suspensions. Challenges to any other entry in the student's school records shall be made on the basis of accuracy, relevance, or propriety.

The School District shall notify the parent(s)/guardian(s) or eligible student(s) of their right to a hearing. The initial step in the challenge procedure shall be an informal conference with the Principal and/or author of the document in question and the parent(s)/guardian(s) or eligible student(s) within fifteen (15) school days of the request. If the challenge is not resolved by the informal conference, then the School District-level step in the School District's complaint procedures shall be utilized. Either the parent(s)/guardian(s) or eligible student(s) or the School District has the right to appeal the hearing officer's decision to the Regional Superintendent within twenty (20) days after the decision is transmitted. If the parent(s)/guardian(s) or eligible student(s) appeals the decision, the parent(s)/guardian(s) or eligible student(s) shall inform the school, and within ten (10) days of the notice, the School District shall forward a transcript of the hearing, a copy of the hearing officer's decision, and any other pertinent materials to the Regional Superintendent.

In addition to these challenge procedures, the parent(s)/guardian(s) or eligible student(s) also have the right to insert in their child's record a statement of reasonable length setting forth their position on any disputed information contained in the records.

Special Education Records

In the case of a disabled student who graduates or permanently withdraws from the School District, temporary records which may be of continued assistance to the student may, after five (5) years, be transferred to the parents/guardians or to the student, if the student has seceded to the rights of the parents/guardians. The content of the transferred records may relate to the diagnosis and remediation of the student's disabling condition. An explanation of the usefulness of the records may be given to the parents/guardians or student by the School District's appropriate student personnel services worker.

The parents/guardians of a special education student who transfers to a new school shall give the new school a copy of the student's IEP, and the student will be placed in a special education program in accordance with the IEP pending the decision of the new IEP team.

Test protocols are not considered student records unless they personally identify a student. Only personally identified test protocol will be considered a temporary record and subject to disclosure.

- **The right to provide written consent before the School District discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. (34 CFR §§ 99.30 AND 99.31.)**

Generally, the School District must have written permission from the parent(s)/guardian(s) or eligible student(s) in order to release any information from a student's educational record. However, FERPA allows schools to disclose those records, without consent, to the following parties under the following conditions:

1. School officials with legitimate educational interest;
2. Other schools to which a student is transferring;
3. Specified officials for audit or evaluation purposes;
4. Appropriate parties on connection with financial aid to a student;
5. Organizations conducting certain studies for or on behalf of the school;
6. Accrediting organizations;
7. To comply with a judicial order or lawfully issued subpoena;
8. Appropriate officials in cases of health and safety emergencies; and
9. State and local authorities, within a juvenile justice system, pursuant to specific state law.

- **The right to refuse to permit the disclosure of directory information except to the extent that FERPA authorizes disclosure without consent.**

The School District may disclose, without consent, directory information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, the School District must tell parent(s)/guardian(s) or eligible student(s) about directory information and allow parent(s)/guardian(s) or eligible student(s) a reasonable amount of time to request that the School District not disclose directory information about them.

*Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g 23 Ill. Adm. Code, 23 ILAC 375 et seq.
105 ILCS 10/1 et seq.*

Champaign Unit 4 Schools Student Records Department

ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA) NOTIFICATION

All employees, students, parents, guardians, and general public are hereby notified of the availability of the Inspection Report and Management Plan concerning asbestos containing materials. These documents are available for review in the school administrative offices.

All employees, students, parents, guardians, and general public will be notified of any response actions and other matters concerning activity with Asbestos Containing Materials. Asbestos Containing Materials are inspected and evaluated periodically and additional measures are taken when needed to protect the health of the building occupants.

For more information on the federal AHERA, please go to <http://www.epa.gov/asbestos/pubs/asbestosinschools.html>

Notificación del AHERA

La Ley para la Respuesta de Emergencia a los Peligros de Asbestos AHERA – por sus siglas en inglés, Asbestos Hazard Emergencia Response Acto

Todos los empleados, estudiantes, padres, guardianes y el público en general por este medio quedan notificados acerca de la disponibilidad del Reporte de inspección y el Plan de Administración acerca de los materiales que contienen asbestos. Estos documentos están disponibles para su revisión en las oficinas administrativas de la escuela.

Todos los empleados, estudiantes, padres, tutores y público en general serán notificados de cualquier acción de respuesta y otras cuestiones relacionadas con la actividad con los materiales que contienen asbestos. Materiales que contienen asbestos son inspeccionados y evaluados periódicamente y se adoptan medidas adicionales cuando sea necesario para proteger la salud de los ocupantes del edificio.

Para obtener más información sobre la ley federal AHERA, por favor vaya a <http://www.epa.gov/asbestos/pubs/asbestosinschools.html>