

# **CHAMPAIGN CENTRAL HIGH SCHOOL**



## **STUDENT & PARENT HANDBOOK 2022-2023**

## **MAROON MINDSET**

At Central High School, we strive to provide adequate opportunities for students to achieve success. We want to celebrate students' achievements, while also offering opportunities for growth. As Maroons, we value our academics, attendance, and social responsibilities as crucial to student development.

Students and parents will be contacted once every three weeks with information regarding their placement on Maroon Mindset.

This matrix identifies three potential areas within which a student may be at any given time. The following describes the three criteria:

- **Mastering:** Students who are excelling in academics, attendance, and social responsibilities are "Mastering."
- **Achieving:** Students are meeting school expectations in these areas.
- **Developing:** Students in this category are not currently meeting school expectations in these areas. Placement in the "Developing" category of Maroon Mindset does NOT place a student on social probation. Rather, this system is simply to inform students of their progress throughout the year.

# As a Maroon, I will...

**C**ommit to my future

**E**ngage in school life

**N**ourish my intellect

**T**ake ownership of my actions

**R**espect and represent community

**A**ppreciate diversity

**L**ive responsibly

**Principal**

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

**Associate Principal**

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

**Administrative Staff: Last name initials of students**

[Ryan Krows](mailto:krowsry@u4sd.org): A--C, krowsry@u4sd.org

[Bryan Yacko](mailto:yackobr@u4sd.org): D--I, yackobr@u4sd.org

[Montia Gardner](mailto:gardnemo@u4sd.org): J--Nf, gardnemo@u4sd.org@u4sd.org

[Derek Ely](mailto:elyde@u4sd.org): Ng--Z, elyde@u4sd.org

[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--C, niggje@u4sd.org

[Kate Sly](mailto:slyka@u4sd.org): D--I, slyka@u4sd.org

[Audrey Kim](mailto:kimau@u4sd.org): J--Nf, kimau@u4sd.org

[Jessica Sopa](mailto:sopaje@u4sd.org): Ng--Sm, sopaje@u4sd.org

[Brandi Pelmore](mailto:pelmorbr@u4sd.org): Sn--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

[Kristy Wilson](mailto:wilsonkr@u4sd.org) – Social Worker, wilsonkr@u4sd.org

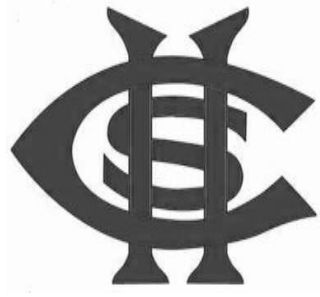
[Gail Groff](mailto:groffga@u4sd.org) – Social Worker, groffga@u4sd.org

[Katrina Flynn](mailto:flynnka@u4sd.org)- Social Worker, flynnka@u4sd.org

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

**School Phone Numbers**

Main Office, Secretary <a href="#">Chevonne Koenig</a> .....	351-3911
Principal’s Office, Secretary <a href="#">Chrissi Johnson</a> .....	351-3914
Associate Principal’s Office, Secretary <a href="#">Christine Green</a> .....	351-3915
Assistant Principals’ Office (Attendance and Discipline)	
A--M Secretary, <a href="#">Jennifer Malik</a> .....	351-3916
N--Z Secretary, <a href="#">Amy Hansen</a> .....	351-3918
Athletic Office, Secretary <a href="#">Alisa Fears</a> .....	351-3933
Counseling/Social Work/Psychologist Office	351-3922
Registrar - <a href="#">JR Knight</a>	
Secretaria bilingüe - <a href="#">Lorena Rodriguez</a>	
College & Career Counseling.....	351-3758
Library/Media Center, Secretary, <a href="#">Christine Nixon</a> .....	351-3929
School Nurse, <a href="#">Jenlyn Johnson</a> .....	531-6831



*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.*

## 2022-2023 IMPORTANT DATES

More detailed District calendar information may be found on the District website at [www.champaignschools.org](http://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 5
- October 5, 20-21
- November 11, 23-25
- December 22 - January 4
- January 16
- February 20
- March 9-10, 13-17
- April 7, 21

The following dates have adjusted student attendance:

- August 18 - Freshmen and Sophomore Only Day (No School for Juniors and Seniors)
- April 12 - School Day Administration of SAT for Juniors. Freshmen and Sophomores PSAT dates are TBD.

Program Dates

- Fall Parent-Teacher Conferences - October 20th - 21st
- Fall Academic Letter Night - Oct 19, 2021
- Future Freshman Night - Jan 18, 2021
- Spring Parent-Teacher Conferences - March 9th & 10th
- Honors Day - May 12, 2023

Course Selection Process Dates

- December - Teachers make course recommendations; course selection begins
- February 15 - Priority deadline for Dual Credit applications to be submitted to College & Career Center
- February 15 - Final day for course selection changes (with the exception of course level changes)
- June 1 - Final day to request course level changes prior to completion of the first course unit
- June 1 - Waitlist deadline for Dual Credit applications to be submitted to College & Career Center
- - Dual Credit applications received during the waitlist period (February 16 - June 1) are not guaranteed a seat in the class
- - Waitlist applicants are responsible for scheduling all required testing at Parkland College

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

December 20-21

***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.***

Graduating Senior Exam Dates

May 22-23 (May 23 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. To be safe, please do not schedule vacations to start prior to June 3, which includes the five snow days. Note: if more than five days are used, schools still have to make up days, so June 3 is not set in stone, either.***

May 24-25 if no snow days are used (Dismissal at 1:40 on both days)

Graduation

***Graduating seniors must be present for graduation practice the morning of graduation in order to participate in the ceremony on May 30th.***

## BELL SCHEDULES

### REGULAR SCHOOL DAY

#### Period

1<sup>st</sup>: 8:05-8:54  
2<sup>nd</sup>: 8:59-9:48  
3<sup>rd</sup>: 9:53-10:42  
HR: 10:42-10:47  
4<sup>th</sup>: 10:52-11:42  
4a: 10:52-11:15  
4b: 11:20-11:42  
5<sup>th</sup>: 11:47-12:37  
5a: 11:47-12:09  
5b: 12:14-12:37  
6<sup>th</sup>: 12:42-1:32  
7<sup>th</sup>: 1:37-2:26  
8<sup>th</sup>: 2:31- 3:20

### MONDAY EARLY OUT DAYS

#### Period

1<sup>st</sup>: 8:05-8:40  
2<sup>nd</sup>: 8:45-9:20  
3<sup>rd</sup>: 9:25-10:00  
7<sup>th</sup>: 10:05-10:40  
8<sup>th</sup>: 10:45-11:20  
4<sup>th</sup>: 11:25-12:00  
5<sup>th</sup>: 12:05-12:40  
6<sup>th</sup>: 12:45-1:20

### EARLY OUT DATES

9/12/22, 9/19/22, 10/3/22  
10/17/22, 11/7/22, 11/21/22  
12/5/22, 12/19/22, 1/9/23  
1/23/23, 2/6/23, 2/13/23  
3/6/23, 3/20/23, 4/3/23  
4/17/23, 5/1/23, 5/15/23

### SEMESTER EXAM SCHEDULE\*

#### Day 1

4<sup>th</sup>: 8:05-9:15  
2<sup>nd</sup>: 9:20-10:30  
3<sup>rd</sup>: 10:35-11:45  
Lunch: 11:50-12:05  
8<sup>th</sup>: 12:10-1:20

#### Day 2

5<sup>th</sup>: 8:05-9:15  
7<sup>th</sup>: 9:20-10:30  
1<sup>st</sup>: 10:35-11:45  
Lunch: 11:50-12:05  
6<sup>th</sup>: 12:10-1:20

***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.***

***For the second semester, to be safe, please do not schedule vacations to start prior to June 3, which includes the five snow days. Note: if more than five days are used, schools still have to make up days, so June 3 is not set in stone, either.***

# 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 AND PROGRESS REPORTS**

Champaign Central High School awards credit for coursework at the end of the semester. Each semester's class is worth one-half credit. (If a student transfers into Central after the midpoint of the semester and there are no transfer grades for courses in progress from a previous school, the student will be given a schedule but will not receive credit for classes at Central.) 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. 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 must be made within the first five (5) days of each semester. These changes will only be made in case of a scheduling error; the previous, successful completion of a scheduled course; or a senior in need of a requirement for on-time graduation. No grade record of the original class will be shown on the transcript.

If a student requests course withdrawal without adding another course in its place, the following criteria must be met: Student must maintain full-time enrollment – minimum of six classes (including PE), and for core courses, students must have previously fulfilled graduation requirements by course considered for withdrawal. Course withdrawal requests that do not meet these requirements will only be considered in cases of extenuating

circumstances. If a student drops a course within the first five days of the semester, no grade record from the course will be shown on the transcript. If a student drops a class between the fifth day and the midpoint of the semester, a withdrawal (W) grade will show on the transcript. If a student drops a course after the midpoint of a semester, a withdrawal failure (WF) grade shows on the transcript unless the principal determines a W is appropriate in highly unusual circumstances. For more information about W and WF grade marks, see the [Curriculum Handbook](#) and/or the Transcripts section of this handbook.

### *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
- Students must have participated in advisory or tutorial/lab support available for the 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 assistant principals' 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 next to the counseling office, in room 1114G. The Center is staffed to help students complete college and scholarship applications, college and career searches, FAFSA, financial aid completion and much more. Mr. Tony 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](mailto:tanneran@u4sd.org). The College & Career Center website is [www.champaigncentralc3.org](http://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](http://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.

### **FINANCIAL AID AND SCHOLARSHIPS**

Financial aid and scholarships can be an essential tool in pursuing education/training after high school. Central's [College & Career Counselor](#) provides support to students and families as they apply for financial aid and as they search and apply for scholarships.

The Free Application for Federal Student Aid (FAFSA) opens on October 1st, of each year for students seeking financial aid for the following school year. Through the FAFSA, post-secondary institutions award financial aid, including need-based grants and scholarships, work study, and/or student loans. Students are encouraged to apply as early as possible in order to secure financial aid for which they may be eligible. Central hosts two financial aid nights in September of each year - one in English and one in Spanish.

Other sources for scholarships include post-secondary institutions, such as colleges and universities, businesses, churches, community organizations, and community members. The [College & Career Counselor](#) shares all information they receive about scholarships through Naviance Student and on the College & Career Center website. Students and families are encouraged to check these resources regularly for updates.

## **GRADE LEVEL STATUS**

Students are assigned a class designation based on the number of credits completed by the beginning of each school year. One credit is equal to two semesters of coursework. Class designations are not based solely on the number of years in attendance, and we do not reclassify at the end of the first semester. These designations provide important information to students, parents, and school personnel regarding student progress toward graduation.

Criteria for Class Designation:

Sophomores: 5.0 credits

Juniors: 10.0 credits

Seniors: 15.0 credits and completion of SAT

## **GRADE MARKS**

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 be calculated 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.
- A conditional (CO) grade may be given to a student at the end of the first semester in year-long courses (i.e. Algebra 334) where successful completion of second semester course work demonstrates an understanding of first semester material. Teachers may use this option if they believe the student will pass the second semester. A conditional grade is preferable to an "F" because of its potential motivational value. In most cases, passing the second semester indicates that the first semester's learning has occurred. Every effort will be made to keep the student receiving a conditional grade with the same teacher. The teacher will complete a CO form. The decision to give a grade of "CO" must include a documented discussion with the student and parent to provide clear, written expectations for the second semester. If the student passes the second semester, the conditional grade may be no higher than a "C". If a student who received a conditional grade fails the second semester, the conditional grade becomes an "F". The District's Grading Policy is found in Board of Education Policy Academic Achievement–Grading 725.01.

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.

## **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. 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 must be **submitted** no later than November 1st (for spring study) or March 1st (for fall study 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, they 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.

## **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, they will also be placed into a study hall during that period.

## **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 1<sup>ST</sup>** 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.

## **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. If a student misses a semester exam, their final grade will be calculated with the exam as a grade of zero. If the student makes up the semester exam as allowed per policy, the teacher will submit a grade change to the registrar to update the student transcript. For the second semester, to be safe, please do not schedule vacations to start prior to June 3, which includes the five snow days. Note: if more than five days are used, schools still have to make up days, so June 3 is not set in stone, either.

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](http://www.champaignschools.org)).

## **TRANSCRIPTS AND STUDENT RECORDS**

Transcript requests are fulfilled by the registrar in the counseling office. Students and parents may view a student's unofficial transcript online through Home Access Center. However, parents/guardians or a student 18 years of age or older must sign a written release prior to releasing any student information to an outside agency or institution.

Seniors who need their transcript to be sent to a post-secondary institution must have a completed Naviance Student Transcript Release Form on file with the registrar and make a transcript request through their Naviance Student account.

All other requests for transcripts or records require the completion of the Unit 4 Records Request Form. This form is located in the counseling office.

## Fees

- \$3.00/transcript
- \$6.00/Common Application/transcript with secondary school report
- Transcript fees are waived for current students who receive Free/Reduced lunch
- Express fees of \$5.00 are applied when requests are made with fewer than 10 school days before a deadline and require, at minimum, one full school day for processing.
- \$.10/page for documents in student file

Students are responsible for having testing agencies send official scores to their institutions of choice. Champaign Unit 4 does not release PSAT, ACT, SAT, or AP scores to post-secondary institutions or institutions of higher learning. Students can request official ACT scores at [www.actstudent.org](http://www.actstudent.org) and/or official SAT & AP testing scores at [www.collegeboard.org](http://www.collegeboard.org).

## **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 they 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 the Main Entrance to “sign out.” Upon returning to the building they will “sign in” at the Main Entrance 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 their 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 a 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 absence, 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 their 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 Main Entrance 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.

## **TARDINESS TO SCHOOL**

Classes begin every morning at 8:05a.m. Students should be in class and ready to begin instruction at this time. Students arriving after 8:05a.m. must enter through the Main Entrance, receive a tardy pass from the designated Hall Monitor and report to their first period class. The student will follow check-in procedures with the designated Hall Monitor at the Main Entrance. The student will be issued an excused or unexcused pass depending on the reason for the tardy.

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 appointments, 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.

## **TARDINESS TO CLASS**

Students are expected to be in class, ready to learn, at the sound of the bell. The minute bell sounds one minute before the tardy bell to help students manage their passing time. A student is considered tardy to class if the student is not in the classroom when the final bell begins to sound. If a student is late to class within the first five minutes of the start of the period, the student will go to their class and sign in. If the student is tardy beyond the first five minutes of the start of the period, the student is to report directly to the Independent Learning Center (ILC), for the remainder of the class period. If a student is tardy beyond five minutes multiple times in the same day, or is caught loitering in the hallway to avoid going to ILC, they will be referred to administration.

## **TRUANCY AND CUTTING CLASS**

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. The term "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.



# 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](http://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 they feel fear for their 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 their 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 held in a secure location 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 IDs 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. They 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. 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 their 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. Examples of dress that may be interpreted as disruptive to the learning atmosphere or safety include:

- Pants or any attire that exposes 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, mace, etc.
- Tops that expose breasts.
- Bottoms that expose the buttocks or genitalia.
- Translucent clothing.
- 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. 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 them will in furtherance of the common purpose and design of any gang.

## **HALL PASSES**

Class time is valuable as it relates to optimizing instruction; therefore, teachers may choose and reserve the right not to write passes for students during a class period. Students are allowed five minutes between classes, plus an additional five minutes to take care of their personal needs. Consequently, students are expected to use the restroom, get their materials, and take care of personal business during the breaks between classes or at lunch.

**Teachers reserve the right to not allow students to leave the classroom on an excused pass (e.g. water, restroom, locker, etc.) during a class period unless they are called to the office, have a respite pass, etc..**

**If a student receives permission to leave a room, they should carry the pass issued by the teacher. Passes should be kept visible so that hall supervisors and staff 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 (room 1122) for violating school expectations, procedures and policies. Failure to complete assigned ILC time constitutes a discipline offense and may result in further disciplinary action.

The Individual Learning Center (ILC) is open from 7:45 a.m. – 3:45 p.m. to serve consequences given by an administrator. Students may be assigned to ILC by an administrator for tardy behavior, classroom disruption, or as a consequence for disruptive school behaviors. The student must see their 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 or a suspension. 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 also serve consequences assigned in the ILC during their 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.
- 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, they must re-enter through the Main Entrance when the period ends.

## **CONFLICTS BETWEEN STUDENTS/PEER MEDIATION**

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 are angry or upset with a fellow student. 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, self-defense is not viewed as a reasonable excuse for engaging in violence. Both/all people are responsible for the problem and will end up facing consequences.

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 quarreling 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**

Students on social probation may not attend extracurricular activities for the duration of a three-week period. The criteria for social probation is as follows:

**Suspension:** Automatic refusal to allow attendance at any event for a three-week period.

Placement in "Developing" for Maroon Mindset does not place a student on social probation.

Administrators may, at any time, revoke privileges from students to attend extracurricular activities whether or not they have committed a disciplinary infraction that would result in placement on social probation.

**IHSA athletes:** IHSA athletes may still be excluded from participation in athletic activities based upon IHSA guidelines for their individual sport(s).

# GENERAL INFORMATION

## **ACCIDENTS**

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

## **A.L.I.C.E.**

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 their 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 Student/Staff Entrance (Door 1300A)** as early as 7:30 a.m. Prior to 8:05 a.m., 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, they may obtain a pass from the designated staff person supervising the Main Entrance between 7:30 a.m. and 7:45 a.m. No passes will be issued after 7:45 a.m. 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.** 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, they are expected to leave the building immediately after their 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 lot off of Lynn Street. Any vehicle in these reserved areas without a Central parking permit may be ticketed and/or towed away at the owner's expense.

## **BICYCLES**

There is one area for bicycles outside of the Main Entrance. There are more locations planned as construction proceeds. 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.
- 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**

All students will have access to a school lunch, free of charge.

- Fourth and fifth hours have closed lunch for half of the period and advisory during the other half of the period. During the fourth and fifth period, students wishing to go anywhere else besides the cafeteria 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 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.
- **Students will not be allowed to order food for delivery or accept food from outside the building.**

### **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 Main Office staff will notify a student and their parent/guardian of any financial obligations to the school. If there are any questions about the obligations, please contact the Main Office staff at 351-3911. They will be able to give you specific information about what is owed. Payment plans are available, contact the Main Office staff 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/repaired, 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.

## **VISION & HEARING SCREENINGS**

Vision screenings will be done as mandated in the Illinois School Code for **all special education students K-12** and new students entering the district for the first time. \*Vision screenings are not a substitute for a complete eye examination by an optometrist. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school. Vision screening is not an option. If a vision exam form is not on file at the school, your child (in the mandated grade/group) will be screened.

\*\*\*The State of Illinois requires that all students entering Kindergarten OR entering an Illinois school for the first time shall have an eye examination before Oct. 15 of the year of the required exam, or within 30 days of enrollment for new students from out-of-state. The exam must have been performed any time within a 12 month period prior to this due date. If an appointment has been scheduled for later than that date, the parent must call the office informing them of the appointment date and time. Schools can hold student report cards for failure to comply.

Hearing Screenings will be performed on all **special education students K-12** and new students to the district. The teacher and/or parent may also request a screening for students who are not in the hearing mandated grades if there have been prior concerns.

## **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**

Students will be assigned a locker only upon request. Requests may be made using the electronic [Locker Request Form](#).

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 the North Hallway (in the labeled "Lost and Found" bin) .When a student is attempting to locate an item believed to be lost or stolen (i.e., clothing and backpacks), please check in the North Hallway 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 medications 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 the [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.

## **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 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 but not limited to handbags, wallets, books and backpacks, briefcases, 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 guardian of any student under the age of 18 prior to searching personal property on the student, such as bags carried by the student, 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 parent/guardian phone number provided at least one time.
2. If the parent/guardian is not available, but whoever answers the phone communicates that they 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. (Please note that a [locker request](#) should be made prior to this point.) 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 thieves steal items 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.

### **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 opinion 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 check in at the Main Entrance. Parents or guardians are always welcome to visit Central High School. Please stop at the Main Entrance 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. Anyone entering the building, including visitors, must follow all COVID protocols as laid out by Unit 4 School District, including wearing a mask regardless of vaccination status, and completing a wellness check before entering the building.

# 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 they 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. There are opportunities to initiate new ideas and form new groups in addition to those already in existence. 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](http://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 they are 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](http://www.maroonathletics.com).

## **HOMEcomings**

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 school activities during the week, a pep rally, 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, May 6, 2023. 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 28, 2020 and Wednesday, May 5, 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, has 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](http://www.maroonlibrary.org).

### **ACCESS TO THE LIBRARY**

The library is open before 1<sup>st</sup> 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 their 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, they should retrieve their 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 lunch periods, they 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) they wish to inspect to the Student Records Department. The School District will make arrangements for access within 45 days of the request and notify the requester 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 in 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 the 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 the 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>

Click link below for all building floor plans

SY23 [Central Floor Maps](#)