

***Student Handbook***

Central Community High School  
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REVISED: June - 2016

***This agenda book belongs to:***

Name \_\_\_\_\_

Locker # \_\_\_\_\_

## *Table of Contents*

<b>Section 1: General Statements</b>	Page
Preface	
Welcome .....	1
CCHS Code of Ethics .....	2
Mission Statement/Educational Philosophy.....	3
<b>Section 2: Extracurricular Activity Guidelines</b>	
School Spirit .....	5
Extracurricular Participation.....	5
Sportsmanship.....	6
School Song / School Colors .....	6
<b>Section 3: College</b>	
College Requirements.....	6
College Preparation .....	7
"Why Go To College?" .....	7
College Visitation Days .....	8
<b>Section 4: Entering / Leaving CCHS</b>	
Admission to CCHS .....	8
Proficiency Testing.....	8
Withdrawal from High School.....	8
Withdrawal from Courses .....	9
Requirements for Graduation.....	9
Early Graduation Program .....	10
Graduation Ceremony Participation .....	10
<b>Section 5: Guidance</b>	
Guidance and Counseling .....	11
Student Responsibility in Guidance Program .....	11
Daily Announcements .....	11
Qmlativ Family Access Portal .....	12
<b>Section 6: Classes and Grades</b>	
Class Standing / Classification .....	12
Academic Honesty .....	13
Home School Policy .....	13
Homebound Instruction Policy .....	13
McKinney-Vento Homeless Education Act.....	13
Time Release Guidelines .....	13
Graduation Credit Limitations .....	14
Report Cards .....	14
Failure / Deficiency Notices .....	14
Semester Exams .....	14
Grade Scale.....	15
Weighted Course List .....	15
How Weighted GPA's are Calculated .....	16
Student (Academic) Load .....	16
Dual Credit .....	16
Honor Roll / Class Rank .....	17
Graduation Honors.....	17

Make-Up Work.....	17
Field Trips.....	18
Student Records .....	18
Student Permanent Records .....	18
Student Temporary Records .....	18
<b>Section 7: General Rules and Regulations</b>	
Suspension / Expulsion Rules.....	19
In-School Suspension Guidelines .....	19
Detentions .....	20
Smoking /Possession/Use of Tobacco .....	20
Fighting .....	21
Weapons .....	21
Vandalism .....	21
Surveillance Cameras .....	21
Bus Transportation Behavior .....	22
Study Hall Policy & Procedures .....	22
Media Center Privileges.....	23
Relations with Law Enforcement Authorities.....	23
Contact between Students .....	23
Sexual Harassment.....	24
Bullying, Intimidation, or Harassment.....	24
Vending Machines .....	25
Wellness Policy .....	25
Fundraising .....	25
School Lockers & Locker Area .....	26
Abused/Neglected Child Reporting .....	26
Teen Dating Violence .....	27
Motor Vehicle Regulations .....	27
Cordless Communication Policy .....	28
Advertising in the School .....	28
Hazardous Materials / Pesticide Notification.....	28
<b>Section 8: Attendance Regulations</b>	
Attendance .....	28
Absences .....	29
Absence Reporting.....	29
Excused Absences .....	29
Unexcused Absences .....	30
Tardy Policy .....	30
Early Dismissal Policy.....	31
Truancy.....	31
Yearbook Senior Photo Guidelines.....	31
Student Dress .....	33
Visitors.....	33
Physical Examinations .....	33
Student Fees.....	34
Student Insurance.....	34
Incident Weather Information .....	35

<b>Section 9: Due Process</b>	
Grievance Guidelines.....	35
Section 504 policy .....	35
Title IX .....	36
Sex Discrimination .....	36
Title IX, Section 86.8 / Grievance Procedures.....	37
Suspension .....	37
Expulsion .....	38
<b>Section 10: Special Programs</b>	
Vocational Education.....	39
Driver Education.....	40
Physical Education.....	40
Cougar Student Incentive Program .....	40
Partnerships for College & Career Success (PCCS) .....	40
Response to Intervention (R.T.I.) .....	41
Student Assistance Program (S.A.P.) .....	41
<b>Section 11: Student Substance Abuse</b>	
Substance Abuse Prevention.....	41
Substance Abuse Intervention .....	42
Alcohol/Drug(s) Definitions .....	42
School Disciplinary Action for Alcohol/Drug Offenses .....	44
Athletic Policy Regarding Alcohol/Drug Offenses .....	45
Athletic Training Rules & Procedures .....	45
On-Site Searches.....	46
Custody of Evidence .....	47
Make-Up Work.....	47
Distribution of Policy Statement.....	47
<b>Section 12: Personnel and Classroom Information</b>	
List of Faculty and Staff .....	48
Classroom / Discipline Location.....	50
Alphabetical Index of Terms .....	52

## *Preface*

The information contained within this handbook should be useful to you as a student attending Central Community High School. Misunderstandings related to school regulations can be avoided if you will take a few minutes to acquaint yourself with this handbook.

The staff at Central High School is eager to help you achieve your educational and personal goals. The faculty will assist you in any manner possible to insure that your high school years are enjoyable and productive. Your high school days should be memorable to you.

We encourage you to take full advantage of the educational programs being offered. Contrary to the logic you may attempt to employ, it is later than you think. Don't wait until tomorrow, next week, next month, or next year to begin to apply yourself. Give yourself a break: Do it now!

We look forward to helping you along your "educational journey." You must be honest with yourself in order to be successful. Let us assist you, but please remember: It is up to you to want to learn. Our address is Central Community High School, 7740 Old U.S. 50, Breese, IL. 62230-9702. Our phone number is (618) 526-4578.

Parents can access their child's teacher through e-mail. E-mail addresses can be found on Central's webpage (school profile link):

[www.centralcougars.org](http://www.centralcougars.org)

Kevin Meyer, SUPERINTENDENT

B. Kent Jones, PRINCIPAL

## *Welcome*

The policies and procedures contained in this handbook are the results of a concentrated effort on the part of the faculty and administration. This information has been carefully prepared and presented so that it will be of great value in helping you adjust to our school and to become an integral part of it.

The ultimate purpose of education is to help each student to become an effective citizen in a democracy. To develop and accept the responsibilities and obligations of good citizenship will help you participate in our varied activities and thus find those things within our school which will prepare you to live a better life and finally take your place in this complex society. Remember that your success will be directly proportional to your efforts. Our main purpose of education is to turn out intellectual, healthy, responsible, law-abiding citizens.

Our school welcomes you to its rank, and we hope that you will always be conscious of your new traditions and requirements. This school will be whatever you make it! Your record, good or bad, will be here your entire lifetime and you may have many occasions to call for it. Your record may help or hinder you for the rest of your life.

One of the primary purposes of any public school is for the growth and development of each student while he or she is gaining knowledge. The school hopes to maintain high standards of instruction from the teachers and a high quality of workmanship from its students, who are limited only by their individual abilities.

## ***Central Community High School Code of Ethics:***

*Applies to all students at Central and at off-campus activities.*

### **I. *Good Character***

CCHS Students...

- A. Use appropriate language.
- B. Honor the personal space of others.
- C. Are punctual and meet obligations without hesitation.

### **II. *Self-Discipline***

CCHS Students...

- A. Are punctual and meet obligations on time.
- B. Do not display affection in public.
- C. Refrain from physical, mental, and sexual harassment.
- D. Are prepared for class with appropriate materials.

### **III. *Appearance***

CCHS Students...

- A. Practice good hygiene and dress appropriately.
- B. Keep lockers organized and doors closed.
- C. Put all trash in waste containers.

### **IV. *Respect***

CCHS Students...

- A. Respect school property (school facilities, buildings, and grounds) as well as all public property.
- B. Do not interrupt others as they speak.
- C. Respect all rules on and off campus.
- D. Show respect for adults and peers.
- E. Pay attention to performers and speakers at assemblies.

### **V. *Honesty and Trustworthy***

CCHS Students...

- A. Take pride in doing his or her own homework.
- B. Earn the grade on quizzes and tests without cheating.
- C. Do not forge hall passes with false teachers' signatures.
- D. Are honest and truthful when interacting with peers and adults.

### **VI. *Safety Conscious***

CCHS Students...

- A. Obey the rules of driving on campus.
- B. Refrain from physical aggression.
- C. Will report any unsafe conditions to faculty and staff.

### **VII. *Responsibility***

CCHS Students ...

- A. Accept responsibility and consequences for their actions.
- B. Will report incidents of bullying and/or harassment to faculty and staff.
- C. Strive to meet all deadlines set forth by school personnel.

### VIII. *Sportsmanship*

CCHS Students....

- A. Always support their team with true SCHOOL SPIRIT and show respect for their school's reputation.
- B. Maintain favorable relationship with opposing teams and schools.
- C. Practice good sportsmanship when representing Central.

### *Mission Statement*

It is the mission of Central Community High School to challenge all students academically and vocationally. Our objective is to instill a positive work ethic in a safe atmosphere of mutual respect with the intent to reach and enhance individual talents. Our further purpose is to encourage a willingness among the entire Central family to adapt to an ever-changing technological society.

### *Statement of Philosophy and Objectives*

#### *Educational Philosophy*

Any philosophy should be based on a clear understanding of the interests, characteristics, abilities, and needs of the individual and of the society in which one lives. It is the shared responsibility of the home, school, church, and youth organizations to provide educational experiences and opportunities for the student to develop into a responsible and contributing member of society.

The teacher, the administrator, and the Board of Education should strive continuously to maintain a harmonious working relationship among themselves and to establish confidence in, and respect for, the viewpoints of others. Together, they should provide a sequence of experiences which will assist the student in discovering their interests and abilities and thereby be furnished with a firm basis for making wise professional and/or vocational choices.

The teacher should assist the student in acquiring good work habits and in learning to appreciate and take pride in good workmanship. The teacher should make the student feel accepted for their personal worth and expect the student to make individual contributions to the class. This will give the student a feeling of adequacy and security while at the same time help the student develop their skills.

The administrators and the Board of Education should serve as liaison personnel to keep parents and taxpayers informed as to the progress, needs, and effectiveness of the school system.

The home and school have a special obligation to help the student develop a feeling of responsibility as a member of our democratic society as well as to cultivate attitudes which will serve as a basis for loyal, good citizenship and worthy home membership. One must learn to be a part of the group while developing initiative, sharing responsibility, learning to respect the rights and privileges of others, and recognizing the importance of obeying the laws of the land.



Education is both a right and a privilege. Any student who avails themselves of these should receive maximum assistance from all concerned. Courses cannot be taught in isolation--each course contributes to learning in all other areas. Thus concepts learned in history classes should help the student of economics understand how democracy fosters the free enterprise system. Insistence upon correct usage of our native tongue should be a goal of all concerned. Standards of quality should be maintained and high school diplomas should indicate a degree of competency.

No objective is more important than personal development. We seek to discover and develop human resources--whether of the gifted, the average, or the handicapped individual. We realize that the extracurricular activities as well as outside interests and hobbies enrich lives.

Finally, we should help the student to grow to his willingness to accept the responsibility of making his rightful contribution to such groups as the family, the community, and the world. The school must teach world brotherhood and the urgency of creating and maintaining a lasting peace.

### ***Educational Objective***

We feel that the students are the most important people to enter our school. The students are not outsiders to our organization; they are a vital part of it.

Each student brings us his/her wants and needs. It is our job to satisfy those wants and needs in a way that is most beneficial to the student. In addition, we believe that we can achieve our educational objectives using the following criterion:

- Recognizing and respecting individual differences
- Emphasizing the importance of Respect, Responsibility, Reading, Writing, and Arithmetic
- Challenge the student to achieve to the best of his or her ability
- Encouraging respect for authority, fellow students, and the physical facilities
- Instilling knowledge of and pride in our country on all governmental levels--local, state, and federal
- Stressing the importance of learning basic skills
- Developing the ability to communicate clearly, concisely, accurately, and articulately
- Encouraging cooperation by working together in curricular and extracurricular activities
- Participating, with the students, in wholesome extracurricular activities and community projects
- Setting realistic goals for our students
- Explaining and discussing school rules and regulations so students will understand the reason for these requirements
- Eliminating the credibility gap which frequently arises between young people and adults
- Striving to establish rapport between school and community

- Stressing values important to the individual and to our American society
- Encouraging freedom of expression, open exchange of opinions and ideas, tolerance, and independent critical thinking
- Adapting the curriculum to the changes in our society in order to better meet the needs of individual students
- Supporting the premise that education is not only an inherent right, but also a privilege and responsibility in a democracy

We realize that some of these aims and objectives are more easily attained than others. However, we believe that we must try to accomplish as many of these goals as possible within the limitations imposed by our own capabilities and current budgetary allowances.

### ***School Spirit***

School spirit is the animating principle, the soul exhibited by all members of Central's community. In its totality, it is how we feel about our school. Join the student Pit Crew Cheering Team!! See Principal's office for details.

School spirit is your love for your school and your support of it. It is your interest in everything about your school: activities, sports, the yearbook, Honor rolls, trips, classes, etc.

School spirit is courage--courage to uphold your idea of excellence in your school. School spirit is energy--healthy, at times noisy--but controlled and directed for your own good and the progress of the school.

School spirit is critical--we want the best for our school, and anything less than the best is not good enough.

School spirit is a smile, laughter, shouts, cheers, and sometimes, even tears. It is a glow of pride and warmth inside of us; one of our best wishes for CCHS is that each may have this fine thing--SCHOOL SPIRIT!

### ***Extracurricular Participation***

Students are encouraged to participate in extracurricular activities at CCHS. They provide avenues for growth and maturity while at the same time, having fun and working with other students. Central's WE CAN program offers an after school setting as a way to engage students in various activities and learning sessions to help enhance their high school career. It is open to all students and is to be built around student interests. Events will be posted in the announcements.

Each of these activities listed below are under the direction of a coach or sponsor hired by CCHS. The rules and regulations for these activities are in separate handbooks and are to be explained by the coach or sponsor to those participating students:

PCCS, FCA, FFA, FBLA, HOSA, News Hounds, Student Council, Spanish Club, Cougars in the Community (Service Club), Yearbook Staff, Band, Chorus, Flag Corps, Scholar Bowl, Cheerleading, Dance Team, Spring Musical, Football, Volleyball, Cross Country, Golf, (B) Soccer (Fall), Basketball, Baseball, Softball, Track, (G) Soccer (Spring)

***Sportsmanship***

All students should set an example of good sportsmanship at all times. For example, the highest respect must be extended to game officials, visiting players, and fans. Remember that our visiting teams and spectators have been invited as our guests. When visiting other schools, students should act as they would expect guests to act in their own homes. Student's actions reflect credit or disrespect on the student and his/her school.

***SCHOOL SONG***

HAIL TO THE COUGARS VALIANT  
HAIL TO THE CONQUERING HEROES  
HAIL, HAIL TO CENTRAL HIGH SCHOOL  
CHAMPIONS AND BEST!  
HAIL TO THE COUGARS VALIANT  
HAIL TO THE CONQUERING HEROES  
HAIL, HAIL TO CENTRAL HIGH SCHOOL  
LEADERS OF THE REST!

***School Colors***

Central's school colors shall be Purple and White (Black trim may be used to highlight dominant colors). A set of logos and images that represent Central have been approved by the Board of Education. Only the officially sanctioned colors, logos, and images may be reproduced for use as a representation of Central by any school group, club, organization, or athletic program. Usage of these colors and images shall be approved by the Administration.

***Section 3: College***

***College Requirements***

The Board of Higher Education hereby announces that it has established statewide minimum recommendations for public colleges and universities in Illinois. The following high school subjects will be required of freshmen entering community college transfer programs and public universities.

***Minimum Recommendations***

<u>Units</u>	<u>Subjects</u>
4	English (emphasizing written and oral communications and literature)
3	Social Studies (emphasizing history and government)
3	Mathematics (introductory through advanced algebra, geometry, trigonometry, or calculus)
3	Science (laboratory sciences)
2	Foreign Language, Music, Voc Ed, Fine Arts, or Art.

Individual public universities and community colleges may have other subject requirements involving test scores and grade point averages. Applicants must contact each college or university individually for details about all of its requirements. Admission requirements for private colleges and universities vary. Each must be contacted separately for information about its requirements.

### ***College Preparation***

See your counselor to find out what high school courses will better prepare you for your career. College entrance exam testing is not recommended until February of a student's junior year. To sign up for testing, go to (A.C.T.) [www.actstudent.org/start](http://www.actstudent.org/start) or for (S.A.T.) <https://collegereadiness.collegeboard.org/>

### ***Why go to college?***

Although many students show that a college education is a sound investment in terms of financial return, this is only a partial reason for desiring a college education. Your thoughts should go deeper than the dollar value of a diploma. There are many reasons why young people want to go to college. The following is a list of some of the RIGHT reasons for going to college:

- Go to college because it is appropriate for you.
- Go to college to develop your mind, to think about some of the deeper values in life.
- Go to college to experience the joy of learning that will be with you for the rest of your life.
- Go to college to become an interesting person: develop the skills of reading, discussing, and thinking.
- Go to college to complete your education. A complete person is usually one who is successful in a career, who leads a happy, satisfying private life, and who is an active, responsible American citizen.
- Go to college to prepare yourself for a successful future. While preparing for a career is a good reason, you will be short-changed if this is all you get from college life. You may be trained, but you won't really be educated.
- College is a place for young adults to learn to make wise decisions about such things as money, study schedules, social life involvement, athletics, dating and human values.
- College will teach you to understand and to live with all kinds of people, and to develop a feeling for all mankind as well as for all human relationships.
- College is an "eye-opener" as well as a head and door opener. The books you read, the new ideas and people you meet will lead you to a fuller understanding of yourself and the world around you.

### ***College Visitation Days***

Central allows 2 college visitation days beginning with 2<sup>nd</sup> semester juniors through senior year. Each day must be prearranged through the counselor, Ms. Lohman. Students must receive a form from the counselor prior to visiting any college. The form must be signed by a representative of the college and returned to Ms. Lohman the day following the visit. Additional criterion may be required with a college visitation day request. Each day is counted as a field trip, but, failure to provide the requested information the following school day will result in counting a day of unexcused absence. There will be no visitation day(s) allowed during the last week of each semester.

## ***Section 4: Entering and Leaving CCHS***

### ***Admission to Central Community High School***

Students 21 years of age or under, who reside in the high school district, and have graduated from grade school may be admitted.

Students who have attended another high school can be admitted upon receipt of a transcript of credits, provided they live in the CCHS school district.

Students who have been expelled or suspended from another high school and reside in the CCHS district, will not be permitted to enroll until the length of their expulsion or suspension has expired.

### ***Proficiency Testing***

Other than the determination of credits for home-schooled students, proficiency examinations are only utilized for advanced placement in courses and not for the determination of grades or credits. Students are permitted to take examinations (prepared and graded by the respective instructors of courses at Central Community High School) for a course to determine whether they can be placed into a higher sequence level course of that subject area. Successfully passing a proficiency examination (70%) will not earn a grade or a credit.

### ***Withdrawal from High School***

Students who withdraw from CCHS for any reason, other than graduation, must report to the principal's office for necessary forms to insure there are no school obligations, and to give addresses where records and grades may be forwarded.

Students under 18 years of age must have parent's signature on these forms. For students withdrawing from school, counselors will give alternate programs for completing high school upon request. A student cannot drop out of school legally until the age of 17. Students and their parents must have a conference with the principal or counselor in order to do so.

### ***Withdrawal from Courses***

We strongly urge students and their parents to participate in the decision, which leads to selection of classes. Once these decisions are made and the class begins, class changes will be few and the penalties great.

The specific items below relate to class changes:

1. A grace period of not less than one week at the beginning of the school year will allow students to change classes with no penalty.
2. Classes that begin the first day of the second semester will have the same grace period as explained above.
3. Class changes made after the grace period will result in an F for the duration of that semester, regardless of the date of the drop.
4. Freshman in core classes will have 9 weeks to change classes.
5. Exceptions to this drop penalty will be considered only for extraordinary reasons by the school administration.
6. Parents will be notified of the class drop procedure and the grade penalty when a student is considering a change in his/her class schedule.

This policy regarding withdrawals is being put into effect not to punish those who withdraw from a course but to reward those who stay with a course until it is finished. If we do not use such a policy, the student who drops a course whenever he begins to have difficulty will have a higher grade point average than a student who "sticks it out" and makes a C or D. This would not be fair to the latter students.

### ***Requirements for Graduation***

Each student must, in addition to other course requirements, successfully complete the following courses in order to graduate from high school.

The total number of credits required to graduate and receive a diploma from CCHS is twenty (20) credits plus one (1) physical education credit. Included in the twenty credits are the following units:

English (4 credits)	Mathematics (3 credits)
Mgmt of Res. Or Econ (½ credit)	Social Sciences (1 credit)
Health (½ credit)	Science (2 credits)
American History (1 credit)	Fine Arts (1 credit)
American Government (½ credit)	
Keyboarding & Computer Applications (½ credit)	

All students must pass a test on the Illinois and US (federal) Constitutions.

- The Illinois Office of Education mandates that every student must have instruction in Management of Resources and Health. All students must pass both of these courses.
- The State of Illinois has mandated that all students participate in physical education on a daily basis. [see Section 10]
- Students must successfully pass a one year Fine Arts course including the following:
  - A. Art Appreciation (9 weeks)
  - B. Introduction to Literature (9 weeks)
  - C. Music Appreciation (9 weeks)
  - D. Principals of Movement (9 weeks)
- Students must earn a one year credit in ONE of the following areas:
  - A. Music
  - B. Art
  - C. Foreign Language
  - D. Vocational Education
- Students are reminded that the requirements to enter College are greater than the requirements to graduate from CCHS.

#### ***Early Graduation Program***

Early graduation is not usually suggested for students at CCHS. It is our feeling that students can benefit socially, vocationally, and educationally by spending a full four years at CENTRAL.

For those desiring to graduate in the middle of the senior year, all fees must be paid in full prior to submitting a letter requesting permission to the principal no later than December 1 of the fall semester. Students must show successful completion of meeting all requirements for graduation which will be reviewed by the counselor.

Only full time job opportunities, college plans, or strong personal reasons will be accepted as reason for early graduation. Students must show proof of employment or college acceptance.

Letters from students requesting early graduation will be submitted to the Board of Education at their December meeting. Decisions on these requests will be handled on an individual basis.

#### ***Graduation Ceremony Participation***

Seniors who have earned the sufficient number of credits and who have successfully completed all required courses as stipulated by the State of Illinois or the Central High School Board of Education may participate in the graduation ceremony. Seniors who have not met the requirements stated above may not participate in the graduation ceremony. **Central's Board of Education and administration have empowerment to deny graduation ceremony participation for disciplinary reasons or failing to have a zero balance on their textbook & activity fees.**

## ***Section 5: Guidance***

Freshmen & Sophomores – Wendy Jones

Juniors & Seniors – Trisha Lohman

### ***Guidance and Counseling***

The counselors will try to see each student at least once during the year, if for no other reason than to get acquainted. Do not wait until you are called; if you have a problem, see the counselor IMMEDIATELY.

The counselor is the first line of defense when a student has a problem. In the counseling process, the counselor works with the student on a "one-to-one" basis. Work is done in such areas as helping the student adjust to school or to the adult world. The counselor talks with students who are having problems in the classroom as well as with teachers, parents, family, and/or friends. The counselor will work with the student in helping him/her choose a vocation or college. Guidance is the information-giving phase, and may be done individually or in groups. Central's counselors include Ms. Lohman & Mrs. Schneider. Please check the bulletin board outside each counselor's office for a list of services provided.

### ***The Student's Responsibility***

Although the counselor is available to assist the student, the student has certain responsibilities. It is the responsibility of the student to schedule an appointment with the counselor to discuss problems and concerns.

It is the student's responsibility to investigate information about colleges, Scholarships, vocations, financial aid, etc. However, the counselor will provide assistance and direction in this process. Counselor information can also be found on Central's web site.

Students are urged to talk to the counselor whenever they have questions regarding school or related problems. It is also recommended that the student discuss personal problems or other areas of concern with the counselor.

Valuable information is often given during the announcements and can be found on the bulletin boards (both in the counselor's office and the Commons). The student should listen to the announcements and check the bulletin boards frequently and regularly.

### ***Daily Announcements***

Teachers will read the daily announcements during Channel One each morning. Students should listen carefully as the announcements contain important information regarding student activities. If you are in a class where announcements are not being read, inform your principal. Daily announcements can also be found on our web site at <http://www.centralcougars.org>.



***Qmlativ Family Access Portal***

The Qmlativ Family/Student Access Portal in the Education Management System at Central allows quick and easy access to grades and other information. (Students can also access their own information through the system.) You will find the link for this system on the front page of the school website for easy access. The icon is accompanied by directions and an easy to follow set of descriptive “screens shots”.

All parents and students will be issued a username and password allowing secured access to the portal. Parents are able to review a great deal of information such as schedules, grades, report cards, attendance features, disciplinary information, and food service accounts. The system also provides automated email notifications concerning these topics.

Parents will find the portal to be a convenient and a useful method of working in cooperation with Central for the purpose of student success. If there are questions about the procedures for accessing the Qmlativ Family/Student Access Portal, please submit those questions to [cchs@centralcougars.org](mailto:cchs@centralcougars.org) and school personnel will attempt to provide assistance.

***Section 6: Classes and Grades***

***Class Standing & Classification of Students***

Students enrolled at Central Community High School are classified as freshmen, sophomores, juniors or seniors as follows:

- Freshmen.....less than five credits
- Sophomores..... five or more credits but less than ten and one-half credits and at least the second year of attendance.
- Juniors..... ten and one-half or more credits but less than fifteen credits and at least the third year of attendance.
- Seniors..... fifteen or more credits and at least the fourth year of attendance.

Classification is determined at the beginning of the school year and remains as such for the entire school year. Students must be enrolled in CCHS to be eligible to participate in any extra-curricular activities including athletics, senior breakfast, prom (except as a guest), or commencement exercises.

Exception will be made only when a student has completed all requirements to be graduated in three and one-half years. The early graduation student will be eligible for senior breakfast, prom, and commencement exercise in the semester following completion of all academic requirements, provided the requirements were met while enrolled as a student at Central Community High School.

### ***Academic Honesty***

Helping each other with homework is encouraged and accepted but not copying someone else's work. Cheating is defined as the use or possession of unauthorized materials or assistance on tests or assignments. Students providing the unauthorized materials and the students accepting it are liable for disciplinary action. Copying homework **IS** considered cheating.

The first offense for cheating on an assignment, quiz, and/or test is a zero and a detention. The second offense will result in a grade of zero and an in-school suspension. Academic dishonesty of any kind, including plagiarism is unacceptable under all circumstances. Remember, the only person you're cheating is yourself.

### ***Home School Policy***

To have credit applied to a C.C.H.S. transcript, one must in advance have the class outline of the work to be done along with a projected time line approved by a committee at Central. In addition, the student must pass each semester's final exam with a 70% proficiency. The committee will consist of the principal, counselor, and one teacher from the subject area. For a student to graduate from Central, he/she must be enrolled as a full-time student which is equal to six class periods or 300 minutes per day. A home school student may take less than a full load of classes only if he/she is not going to graduate from Central High School.

### ***Home Bound Instruction Policy***

Requests for homebound instruction must include a doctor's note stating specific medical reasons why the student cannot physically attend school for an extended period of time. Homebound students will receive five hours of instruction per week. Arrangements for homebound instruction must be made through the principal's office.

### ***McKinney-Vento Homeless Education Act***

Central Community High School has services available for homeless students. Determination of a student's status is made by the Homeless Liaison officer, Miss Lohman. More information can be found regarding services on Central's web site.

### ***Time Release Guidelines***

Time release is available to seniors only. Seniors participating in Central's Time Release program must agree to abide by the following guidelines:

- Attend school on a regular basis
- Have a parent or guardian sign a permission/contract
- Obtain a statement from your employer stating your continued employment throughout the quarter
- Understand that if I become unemployed, I will have two weeks to secure employment. If I cannot secure employment, I will be placed in study hall and will be ineligible to participate in time release until the next semester
- Agree to arrive five minutes early for my second period class if I have first period release

- Check the daily schedule to coordinate my on-time arrival for abbreviated and/or special attendance days
- Agree to leave campus and school grounds upon the start of seventh hour time release
- Agree to maintain passing grades in 4 or more academic courses and all core or required classes. Failure to do so will result in removal from time release
- Agree to maintain passing grades in other subject areas. If I must contact the guidance office to secure a tutor, I will do so to accomplish this
- Understand that I may not have time release and a study hall
- Agree that if I participate in a sport, time release will become a study hall for the entire season

#### ***Graduation Credit Limitations***

As a student in high school, one may earn no more than four (4) credits from an approved high school summer school program. The respective school where these credits have been issued will certify the number of credits successfully earned.

After a student's class graduates, he/she may earn no more than two (2) credits (within 12 months) from an approved extension class program.

All credits earned away from Central High School's regular school year program must be approved by the Principal in advance.

#### ***Report Cards***

The school year will be divided into four grading periods of nine weeks each: two grading periods each semester. Parents will receive report cards through Qmlativ at the end of each nine-week/semester grading period. Central has a Parent/Teacher conference date in October and March where parents can talk to their child's teacher. See your school calendar for exact dates and times. Upon request, grades will be sent through the mail.

#### ***Deficiency Notices***

Deficiency notices through Qmlativ (via e-mail) will be sent to parents if a student is currently receiving a D or F at mid-term (4.5 weeks) of each quarter. Upon request, deficiency notices will be sent through the mail.

#### ***Semester Exam Policy***

Central Community High School requires that all students take semester exams. The exam schedule runs three days and will be posted in advance of exams. Attendance is required for all periods including study hall. Exams are 90 minutes in length.

Seniors in their second semester can qualify for exam exemptions if they have one excused absence and/or an "A" average for the semester. An unexcused absence will cancel qualification eligibility for exam exemption.

**Grade Scale**

The following scale will be used to determine students' grades:

PERCENTAGE	LETTER GRADE	POINT SCALE
99 - 100	A+	4.00
95 - 98	A	4.00
93 - 94	A-	3.67
91 - 92	B+	3.33
88 - 90	B	3.00
86 - 87	B-	2.67
84 - 85	C+	2.33
81 - 83	C	2.00
78 - 80	C-	1.67
76 - 77	D+	1.33
73 - 75	D	1.00
70 - 72	D-	0.67
69 & BELOW	F	0.00

**Weighted Course List:**

**Language Arts**

British Literature I (1/2)  
British Literature II (1/2)  
Themes in Literature (1/2)  
Advanced Composition (1/2)  
Honors English III

**Science**

Physics  
Chem II  
Anatomy & Physiology

**Mathematics**

Calculus  
Trigonometry (1/2)  
Statistics (1/2)  
Algebra II

**Social Studies**

AP American History  
Economics (1/2)

### ***How Weighted Grades are Calculated***

If you're taking an honors class or classes, a pre-determined constant is used to multiply times the number of honors courses you take. This added weight is then added to your GPA at the semester only. This becomes your cumulative GPA. After each semester, as you continue your high school career, the cumulative number of honors classes is multiplied times a different pre-determined constant.

As an example, if you took 3 honors classes each semester your sophomore and junior year, the calculations would look like this:

End of sophomore year:  $3 \times 0.043478 = .130434$

End of junior year:  $6 \times 0.0344830 = .206898$

If your GPA was 4.0 before the weight was added, your cumulative GPA would be 4.26 at the end of your sophomore year and 4.41 at the end of your junior year.

You have a new calculation each semester for your cumulative GPA. As a rule, Central rounds to the nearest hundredth. Central reserves the right to extend the rounding as far as the one-hundred thousandths place to determine class rankings.

### ***Student Academic Load***

According to Central Community High School District #71 policy, the "minimum" student load for a full-time student is five (5) academic subjects. The reason for this policy is that the more courses taken, the broader your educational background will be. All CCHS students have the opportunity to take college required courses plus fine arts, business education courses, and/or other vocational courses.

All CCHS students must carry a normal load (five academic subjects) and must be in attendance six hours during the school day. There is potential for a Zero Hour Period option which would begin at 7:00 a.m. in addition to our regular schedule.

### ***Dual Credit & Courses Offered***

Students at Central High School have the capability of earning dual credit from both Central and Kaskaskia College at no cost to the student in selected courses listed below:

Accounting I, Agribusiness Management, Drafting I & II, Health Aides I & II, Calculus & Trigonometry, A.P. American History, Advanced Composition (test score requirement), Computer Concepts I & II (Consecutive semesters), Anatomy & Physiology, American Government, Keyboarding and Intro to Computer Applications, , Communications, Child Development, Child Care I, Information Processing IB & IIB, Advanced Keyboarding, Music Appreciation, Music Fundamentals, & Physics. As a requirement, students must take the semester exam for dual credit courses.

***Honor Roll***

**HIGH HONORS QUALIFICATIONS:**

Student must have a 3.67 or above average in the academic courses, and must receive grades for at least four courses.

**HONORS QUALIFICATIONS:**

Student must have a 3.0 average in the academic courses, and must receive grades for at least four courses.

**NATIONAL HONOR SOCIETY:**

To qualify, a junior or senior must earn a 3.8 Cumulative GPA or above.

***Class Rank***

The student's rank in his/her class is determined after the completion of each semester of work. It is reported on their transcript at the end of the 2<sup>nd</sup>, 4<sup>th</sup>, 6<sup>th</sup>, and 8<sup>th</sup> semesters. Your sequence of honors courses taken may affect your ultimate class rank.

Beginning with the sixth semester, student rank is used in the evaluation of the pupil's transcript of grades by college admission offices and employers. To qualify for rank status, a student must have been in attendance in a recognized high school. He/She must have attended their seventh semester at Central Community High School.

***Graduation Honors***

Central Community High School has a Cum Laude system of academic recognition at the graduation ceremony. The system will recognize students with outstanding academic achievement by the following criteria of excellence:

- Summa Cum Laude ("with the highest praise").....4.0 G.P.A
- Magna Cum Laude ("with great praise") .....3.8 G.P.A
- Cum Laude ("with praise").....3.6 G.P.A.

The determination of Cum Laude recognition will be based upon the cumulative Grade Point Average of students after seven semesters of academic completion. Graduates who qualify will be recognized with special designations and presentations during the ceremony.

***Make Up Work***

Being absent from school is something students should try to keep to a minimum. It's very difficult to make up all missed work, therefore, having a negative effect on one's grades.

To try to keep the effect to a minimum, students should make up the missed school work as soon after returning to school as possible. It's important to remember that it's the student's responsibility to do this. He/She should receive from each teacher a list of homework that has been missed and agree on a date to have the work turned in to the teacher. Forms are available to have this submitted in writing.

It should also be noted, that school work missed due to an unexcused absence, suspension, or expulsion may NOT be made up.

### ***Field Trips***

Students will be responsible for all homework, quizzes, and tests the day following their field trip. Teachers may request pre-arranged work to be completed. Student spectators will not be allowed to attend IHSA State competitions during school time if they are currently failing any class and/or have more than 4.5 absences in the current quarter. For school field trips, teachers must verify groups one week in advance of the trip.

### ***Student Records***

In compliance with the provisions of the Illinois School Student Record Act of 1975, we take this opportunity to inform students and parents of their rights concerning educational records.

### ***Student Permanent Records***

This permanent record information shall include such things as student's and parents' names and addresses, date and place of birth, gender, and an academic transcript (including grades, class rank, graduation date, grade level achieved, scores on college entrance exams, health record, attendance record, accident reports, and a record of release of permanent record information).

It may also consist of honors and awards received and information concerning participation in school-sponsored activities, athletics, or offices held in such school-sponsored organizations.

### ***Student Temporary Records***

This record may include family background information, intelligence test scores, and report of psychological evaluations, elementary and secondary achievement level test results, teacher anecdotal records and disciplinary information. Special education files will be included concerning multi-disciplinary staffing on which placement or non-placement was based and all records or tape recordings related to special education placement hearings and appeals. Also, there may be any verified reports of information from non-educational persons, agencies, or organizations along with other verified information of clear relevance to the education of the student and a record of release of temporary record information.

## ***Section 7: General Rules and Regulations***

### ***Suspension & Expulsion Rules***

STUDENTS! You may be suspended from school OR you may be detained (in-school suspension) from your regular school program if you do not behave properly. While in school, on school grounds, in school transportation vehicles, or attending or participating in school-sponsored activities, students are required to respect the authority, rights and privileges of others, and to behave in an orderly and proper manner.

Students will be subject to appropriate disciplinary measures for improper conduct. Students determined guilty of gross disobedience or misconduct are subject to in-school suspension, suspension from school or expulsion. For purposes of this student handbook, the terms "Expulsion", "Suspension" (out of school), and "In-School Suspension" shall be defined as follows:

### ***Expulsion***

The exclusion of the student from school for a period in excess of ten days recommended by administration and approved as a final decision by Central's Board of Education.

### ***Suspension***

**Out of school:** The temporary exclusion of the student from school for a period of from one to ten school days. In those cases where a student has been referred to the Board of Education for possible expulsion, the Board may, pending final action, continue a student's suspension out of school for a period in excess of ten (10) days.

**In-school:** The temporary exclusion of the student from his regular classes during which the student is assigned to independent study of work in an appropriate area of the school under appropriate supervision.

### ***In-School Suspension Procedures & Guidelines:***

1. Students who are given an in-school suspension are to report to room 18E before the 8:03 a.m. tardy bell. Students who arrive late will serve all time missed.
2. Students are expected to bring homework with them. If students do not bring homework, the suspension supervisor will assign work.
3. There is absolutely no talking while in suspension. If you have a question, raise your hand and you will be promptly addressed.
4. There is absolutely no sleeping while in suspension. You cannot put your head on a desk or lean on a partition. You will receive one warning. After the warning, any student who continues to sleep will be given additional suspension days.
5. Students will be escorted to the restroom by supervisor at intervals throughout the day.



6. Students who are suspended and have time-release will leave school grounds or stay in suspension 7<sup>th</sup> period.
7. Students will receive no credit for assignments, quizzes, or tests which are due on suspension dates. Semester exam test(s) will be allowed while in suspension and grades recorded.
8. Lunch will be eaten in-between regular lunch periods. There is no talking allowed during lunch.
9. Any violation of these rules will result in additional suspensions. Use the time wisely for future assignments. Remember, this may be your last stop before expulsion.

### ***Missed Assignments***

During the time a student is suspended or expelled, he/she can't make up missed assignments, tests, or class projects for credit.

### ***Detentions***

Detention period is the time when the student is assigned to stay after school for any infractions of acceptable student behavior. Students should fully understand that any teacher in the building has the authority to correct misconduct at any time. Students will be assigned detention dates through the detention supervisor. If a student accumulates 5 detentions yet to be served, he/she will be suspended 2 days to eliminate 3 detentions.

This is for those students with undesirable patterns of attendance, tardiness, or conduct as well as other disciplinary problems. **Students assigned a detention are to report to the detention supervisor in Room 14W on a Tuesday or Thursday depending on when the detention was received.** A student may have one day of grace to allow him/her to inform his/her parents that he/she must remain after school and to arrange for transportation. **Detentions run from 2:55 – 4:55 after school. The detention room door is locked at 2:55. Do not be late.**

Any student who does not abide by the regulations of the detention period will be assigned to in-school suspension. Lack of reading these rules will not be an excuse.

### ***Smoking/Possession/Use of Tobacco***

The Board of Education of Central Community High School District # 71 hereby prohibits the possession & use of any tobacco or non-tobacco/Hookah stick/E-Cigarette products on school district property when such property is being used for any school purposes.

For purposes of this policy, the following definition shall apply: "school purpose" includes, but is not limited to, all interscholastic or extracurricular athletic, academic, or other events sponsored by the school Board, or in which pupils of the district participate. Students will receive 2 in-school suspension days if found to be in violation of this policy. Multiple smoking violations may result in extended suspension days. Lighters are not allowed on campus. Possession will result in a one-day in-school suspension.

### ***Fighting***

Disagreements between students hopefully can be settled in a peaceful manner. If the disagreement leads to a fight, the students involved will serve in-school suspension days for a period of time to be determined by the principal or may be suspended out of school pending an expulsion hearing.

### ***Weapons***

Any student who has a weapon in his/her possession will be suspended from school pending the scheduling of an expulsion hearing. The expulsion hearing may result in the student's expulsion from school for the remainder of the school year. Gun violations carry a ***maximum of two full years of expulsion. Remember to never transport a gun onto school grounds in your vehicle.***

A weapon will be defined as any instrument used to or intended to be used to inflict bodily harm. Knives, guns, or explosives are examples of objects which will be considered weapons. This list is not meant to be all inclusive. This policy has been approved by the Board of Education.

### ***Vandalism***

Vandalism is defined as ANY INTENTIONAL DAMAGING OR DISFIGURING OF SCHOOL PROPERTY. Acts of vandalism may lead to severe disciplinary action by school or civil authorities. This policy applies to other student's property as well.

### ***Surveillance Cameras***

Central Community High School has several surveillance cameras throughout the school and its' exterior. The images from the surveillance cameras are for administrative use and part of local law enforcement units of investigation only. All exterior doors will automatically lock after the 8:00 A.M. bell and a buzz in system will be used for anyone entering the building throughout the school day.

### ***Bus Transportation***

Bus routes are determined by the Board of Education and bus contractors. Every effort is being made to provide the best and most convenient transportation to all in an economical manner.

### ***Bus Transportation Behavior***

Students are expected to conduct themselves in an orderly manner while waiting to board the bus, while riding the bus, and while exiting the bus. Some violations that may lead to the suspension of bus privileges, in-school or out-of-school suspensions are as follows:

1. Smoking tobacco or non-tobacco/hookah sticks/e-cigarettes
2. Fighting
3. Running
4. Leaving your seat while the bus is in motion
5. Extend part of yourself outside of the bus
6. Throwing objects
7. Distracting the driver in any fashion
8. Jeopardizing the safety or welfare of yourself or others

### ***Study Hall Policy & Procedures***

1. You are to be in your assigned seat when the bell rings.
2. You are to remain quiet and in your seat until after roll is taken.
3. You must have written authorization (pass in agenda book) from another faculty member to leave study hall. Wait until roll is taken to show supervisor the pass.
4. Supervisors will determine who has library privileges. After the first week of school, a library rotation schedule will be compiled. If you need to use the library for a classroom assignment on a day you're not scheduled, you must have a pass from the teacher of that class.
5. Your conduct in study hall should be reflective of a positive attitude toward school and your studies. You should strive to develop effective study habits and show courtesy towards others who want and need this time to work on assignments. The guidelines for good conduct & positive behavior are described below:
  - A. Do not talk or do anything else that might distract or disturb others who are trying to study. If you have a problem or question, see your supervisor.
  - B. You will be allowed one restroom and one locker pass each quarter (except for 5<sup>th</sup> period study hall). You may not use the phone during study hall. You may go to the office or guidance counselor during this period.
  - C. Always bring material to keep busy for the entire period. You may read magazines and newspapers, but you must bring them along to study hall.
  - D. You will not be allowed to sleep or put your head down on the table.
  - E. You are responsible for your work area; do not write on tables; put feet on chairs; throw trash on the floor. Push your chair under the table as you leave.

### ***Media Center Privileges***

There is limited space in the library and only a specified number of students will be able to use the library each day. There will be wireless laptops available to check out when all desktop computer space is full. Everyone in study hall will be placed on a rotation schedule. However, you may lose your library privileges if (a) you fail to observe/follow the rules set forth above; (b) you are chronically/habitually tardy; (c) you fail to bring study materials each day; and/or (d) you disturb others and do not utilize your study time effectively.

Midway through each grading period, there will be a list of students receiving deficiencies. Students with deficiencies will not be able to use the library unless he/she brings a written statement from the teacher verifying that the grade for that class has been raised to an acceptable level. At the end of each grading period, any student with a D or F on his/her report card falls into the deficiency category as stated above.

There will be a .10 cent assessment per day of each item for overdue books up to \$3.00. Students will not be allowed to check out another book until the fine is paid in full. Students must pay the replacement cost for lost or damaged books.

### ***Relations with Law Enforcement Authorities***

It is the policy of the school to cooperate with law enforcement agencies in the interest of the larger welfare of all citizens. At the same time, schools have the responsibility to parents for the welfare of the students while they are in the care of the school. To fulfill this obligation, school officials will observe the following:

- A. A student in school will not be interrogated by any authority without the knowledge of school officials.
- B. Any interrogation will be done in private with an official school representative present or with a law officer present with the prior consent of the parent/guardian.
- C. A student will not be released into the custody of persons other than parent or legal guardian, unless placed under arrest by legal authority.
- D. If a student is removed from the school by a legal authority, parents/guardians will be notified of this action by school officials as soon as possible.

### ***Contact between Students***

The rule of conduct having to do with displays of affection between students is clearly defined as follows:

One student should not touch the other; kissing, holding hands, and an arm or arms around the other are not allowed.

While this may be appropriate conduct elsewhere, it is NOT acceptable in school.

### ***Sexual Harassment***

Sexual harassment will not be tolerated at Central Community High School. Sexual harassment will be defined as any type of unwelcome conduct directed toward a student, staff member, or other individuals in the school because of his/her gender. This conduct may include verbal comments about parts of a person's anatomy, spreading sexual rumors about a person, and/or pressure for sexual activity or other unwelcome advances.

Sexual harassment should be reported to the counselor, or any teacher, administrator, or school personnel. There will be no retribution for making this claim. Complaints will remain confidential and will be investigated within 5 school days.

### ***Bullying, Intimidation, or Harassment***

Bullying is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically (see cyber-bullying below), 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 or students in reasonable fear of harm to the student's or students' person or property;
- Causing a substantially detrimental effect on the student's or students' physical or mental health;
- Substantially interfering with the student's or students' academic performance; or
- Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school (i.e. hazing).

Note: Cyber-bullying includes the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyber-bullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying. Bullying, intimidation, and harassment all have the effect of diminishing a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school district goals. Bullying, intimidation or harassment done on the basis of actual (or perceived) features, or any other distinguishing characteristic, is prohibited in each of the following situations:

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

School district personnel shall maintain programs that provide for the prevention of bullying, intimidation, and/or harassment and responses that advance the school district's goal of providing all students with a safe learning environment free of bullying, intimidation, and/or harassment. These programs and all responses shall be consistent with the School Board Policy Manual. Students who commit acts that violate school district policy are subject to disciplinary action by school Administration and possible criminal prosecution by law enforcement.

#### ***Vending Machines***

The school soda and vending machines are off limits to the students during the hours of 12:00 a.m. through 3:20 p.m. Drinks and food purchased from the machines should be kept in the commons area only. Food and drink are not allowed in the locker area or classrooms at any time. Glass bottled drinks are not allowed at school. Any violation of the above will result in detention(s) or in-school suspension.

#### ***Wellness Policy***

Central Community High School District #71 has adopted a policy that supports increased emphasis on nutrition and physical activity at all grade levels to enhance the well-being of the students. The purpose of this policy is to promote the importance of nutrition education, encourage participation of every student in physical activity, involve the community in promoting health and wellness, reduce childhood obesity and meet the requirements of the Child Nutrition and WIC Reauthorization Act of 2004 and the Illinois School Code, including, without limitation, goals for nutrition education, physical activity and other school-based activities designed to promote student wellness; nutrition guidelines for all foods available during the school day.

The provisions of the district's Wellness Policy can be found in the Board of Education's Policy Manual. If any student or parent would like to discuss the Wellness Policy, please contact the Administration.

### ***Fundraising***

Groups, clubs and organizations at Central Community High School are permitted to hold fundraisers to garner funds for school-related activities. This practice should be kept to a minimum and only the following organizations shall at any time engage in school related fund-raising activities of any kind; school-sponsored student classes, groups, clubs, and organizations, school-sponsored extracurricular and co-curricular programs, parent organizations and booster clubs that are recognized by the Board of Education and Administration.

The Superintendent's approval of any fundraising activity is required and procedures shall follow guidelines that; do not disrupt instruction, utilize student efforts during the school day, be a condition of participation in the organization, include supervision of activity and funds by school employee, utilize funds for predetermined purpose (school related activity, charitable cause, educational experience, or general welfare), shall not conflict with other fundraising events, and any expenditure must be done after funds are obtained. It is important to coordinate fundraising efforts with the Administration and keep burden that fundraisers can pose from the perspective of the parents and community.

### ***School Lockers & Locker Area***

Students are allowed in either school locker area upon arrival to school in order to place coats and books. They must return to the Common's Area until 7:45 A.M. The student's locker is the property of the school and must be used for the purposes intended: a storage area for books, school supplies, and outdoor garments.

If the school officials believe that the student has placed illegal or dangerous materials or substances in the locker, the school officials may search the locker with or without the student's knowledge or consent.

Lockers may be searched by school officials at any time. Students must keep coats and book bags in their locker. They are not allowed in the classroom or commons area.

### ***Abused and Neglected Child Reporting***

Under the Abused and Neglected Child Reporting Act (ANCRA), "Erin's Law" legislation, and/or Illinois School Code, any staff member who suspects or receives knowledge that a student may be an abused or neglected child or, for a student aged 18 through 21, an abused or neglected individual with a disability, shall immediately report or cause a report to be made to the Illinois Department of Child and Family Services (DCFS).

Any staff member who discovers child pornography on electronic information technology equipment shall immediately report it to local law enforcement and/or appropriate authorities.

### ***Teen Dating Violence***

Engaging in teen dating violence that takes place at school, on school property, at school sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term “teen dating violence” occurs whenever a student who is 13-19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

C.C.H.S. encourages anyone with information about incidents of teen dating violence to report them to any staff member. Staff members shall respond to incidents of teen dating violence by following the established procedures for the prevention, identification, investigation, and response to bullying and school violence. SAFE organization representatives present annually to all CCHS students.

### ***Motor Vehicle Regulations***

The school has provided a parking lot for the students on the west side of the building. Students must enter and exit in the west entrance/exit only. Students should not park in the front of the school or the south parking lot. Students are not allowed to drive their cars in a reckless manner. Students driving off the school grounds at any time during the school day, including lunch period, must have permission of the office.

Students who remain in their cars after arriving at school or during lunch hours or anytime throughout the day may lose their driving privileges. Students are not allowed to enter their car during the school day to retrieve something without the permission of a school official. Students who choose to leave school grounds (or give another student a ride off school grounds who is leaving without office permission) during the school day whether they drive, ride, walk, or violate any of the above will be subject to the following consequences:

***1<sup>st</sup> Offense:*** Detention & loss of driving privileges and vehicle on school grounds for a period of two weeks.

***2<sup>nd</sup> Offense:*** Detention & loss of driving privileges and vehicle on school grounds for two months.

***3<sup>rd</sup> Offense:*** Detention & loss of driving privileges and vehicle on school grounds for the remainder of the school year.

If a student currently under driving suspension is found to be driving any car on campus, whether it is theirs or not, the car he/she is driving will be towed off campus at the owner's expense. No one else can drive your/relatives vehicle onto campus either. A minimum of two (2) in-school suspension days will be assessed to those who violate this policy.



### ***Cordless Communication Devices***

Cordless communication & portable electronic devices are allowed on school grounds, however, must be kept inside the student's locker and turned off. Cellular phones, portable electronic devices, etc. will be confiscated by school officials and a parent/guardian will need to pick the device up in the office after 3:00 if found outside of school locker. Additional Consequences:

- 1<sup>st</sup> Offense – Detention
- 2<sup>nd</sup> Offense – Detention
- 3<sup>rd</sup> Offense – 1 Day In-School Suspension
- 4<sup>th</sup> Offense & Thereafter – 2 Days In-School Suspension

There is an exception to every rule whereas a parent, during only emergency situations, can request their student to carry the device by contacting proper school authorities. An emergency situation is very serious and school officials will determine such.

### ***Advertising in the School***

Persons or organizations wishing to place advertisements in the school for any purpose must have the permission of the administration in advance.

### ***Hazardous Materials/Pesticide Notification***

Central Community High School has been inspected for asbestos. There is a current management plan and inspection report available in the office for public access.

Central Community High School has adopted an Integrated Pest Management Plan. Pesticides will be used occasionally but on a limited basis at the school or on school property.

Parents or guardians who wish to be notified must complete a notification form which is available in the school office. This will allow the parent or guardian to be notified 48 hours in advance of the use of pesticides at the school.

## ***Section 8: Attendance Regulations***

### ***Attendance***

Attendance may be considered to be a student's punctuality and presence at school or class and his/her participation in school work and activities. Students who wish to attend Central Community High School are expected to report to all classes on time. No student can receive maximum benefit from the educational opportunity school represents if the student does not assume the responsibility of regular attendance.

Careless attendance causes a student to lose interest in school. A student who has lost interest in school is likely to become a dropout. A dropout experiences more difficulty in finding jobs than those who complete their high school education. Excessive absences will result in a conference with the parent(s), student, and school personnel to discuss reasons and solutions to past and future absences.

In order to keep parents informed, the Qmlativ Access Portal sends automated detailed attendance notifications at appropriate intervals regarding tardiness, absences, and unexcused absences. These notifications are programmed for the convenience and the purpose of informing parents of their child's attendance issues. Automated notifications concerning the consequences that develop from attendance matters are programmed into the system as well.

***Absences***

Central will have excused absences that enable a student to make-up his/her work. Unexcused absences will result in a grade of zero assessed to any assignment, quiz, test, or project grade recorded the day of the unexcused absence. Students will have two personal days (1 per semester) throughout the year, which will not count as unexcused absences. These personal days cannot be used in conjunction with semester exam days and/or in the last week of each semester.

***Absence Reporting***

In order for an absence to be considered excused, a parent or guardian of a student who is going to be absent from school must notify the school by telephone or send a note, only if there is no access to a phone. Calls to the main office can be made beginning at 7:00 A.M. until 3:00 P.M. The main office can be reached at 526-4578. One may leave a voice mail message prior to 7:00 A.M. or after 3:00 P.M. Failure to give proper notification to the school by 3:00 P.M. following the day of absence will result in the absence being considered unexcused.

*The determination as to whether an absence is classified as excused or unexcused is the sole responsibility of the school. The responsibility of the parent is to report the reason for absence.*

**A doctor's note is required if the numbers of combined excused & unexcused absences exceed the following cumulative totals:**

1 <sup>st</sup> Quarter .....	4.5	Total Absences
2 <sup>nd</sup> Quarter .....	9	Total Absences
3 <sup>rd</sup> Quarter .....	13.5	Total Absences
4 <sup>th</sup> Quarter .....	18	Total Absences

***Excused Absences***

Students will complete missed work for a grade:

1. Personal illnesses
2. Death in family (funeral absence)
3. Serious family illness
4. Doctor or dentist office visits. Try to schedule before or after school.  
**Must have note upon entering school or within 24 hours.**
5. Subpoenaed court appearances
6. School Sponsored activities
7. Family vacations (pre-approved with at least 1 parent/guardian accompanying)
8. Principals approval

The student shall have the responsibility to contact his teacher the day he/she returns to school to complete a plan for doing the missed work. The missed work is to be done only as agreed upon with the teacher. The student will receive one day for each day of excused absence to complete missed work.

### ***Unexcused Absences***

Student will complete missed work for no grade:

1. Truancy – Any type of absence from school without school authorization.
2. Skipping – Any absence from a class without school authorization.
3. Unauthorized – Any unauthorized absence from school other than truancy or skipping. Included in this classification are absences for reasons other than those previously mentioned acceptable reasons and absences in which the school is not given proper notification.
4. Suspension from school or class.
5. Failure to have medical note upon arrival to school.

### ***Tardy Policy***

All students are required to get to class on time. If for some reason, your tardiness is caused by the preceding class, that teacher should write a pass for you. If a student is late in arriving at school, he/she is to report to the main office and sign in on the Late Arrival sheet. The determination of excused and unexcused will be made on the same basis as absences. Central provides transportation to and from school. Students who elect to use private transportation may do so; however, any late arrival resulting from the use of private transportation will not be excused. Any student arriving late to school on a bus, will not be counted as tardy.

A student is considered absent/truant if he/she arrives to class more than ten minutes from the start of class. The student is to remain in class the rest of the period upon arrival beyond the 10 minute mark. Students arriving more than 10 minutes late to school (Unexcused) will also be counted as tardy in each of the classes they miss. Therefore, the tardy policy below will apply to those students as well. **Tardiness for year-long courses is cumulative.**

### ***Discipline for Excessive Tardiness***

3rd Tardy:	One Detention
6th Tardy:	One Detention
9th Tardy:	One Day of In-School Suspension
12th Tardy:	Two Days of In-School Suspension

***Every third tardy following 12 will result in a two- day In-School Suspension***

### ***Early Dismissals***

Early dismissals will be allowed only in necessary and reasonable situations where no other arrangements can be made.

1. A parent or guardian requesting an early dismissal must include a telephone number in which they can be contacted. If necessary, this is to confirm the requested early dismissal.
2. At the time of the dismissal, the student must sign out in the office. Students who fail to sign out before leaving campus will have the dismissal changed to unexcused. If he/she returns the same day, he/she must sign in at the office.

### ***Truancy***

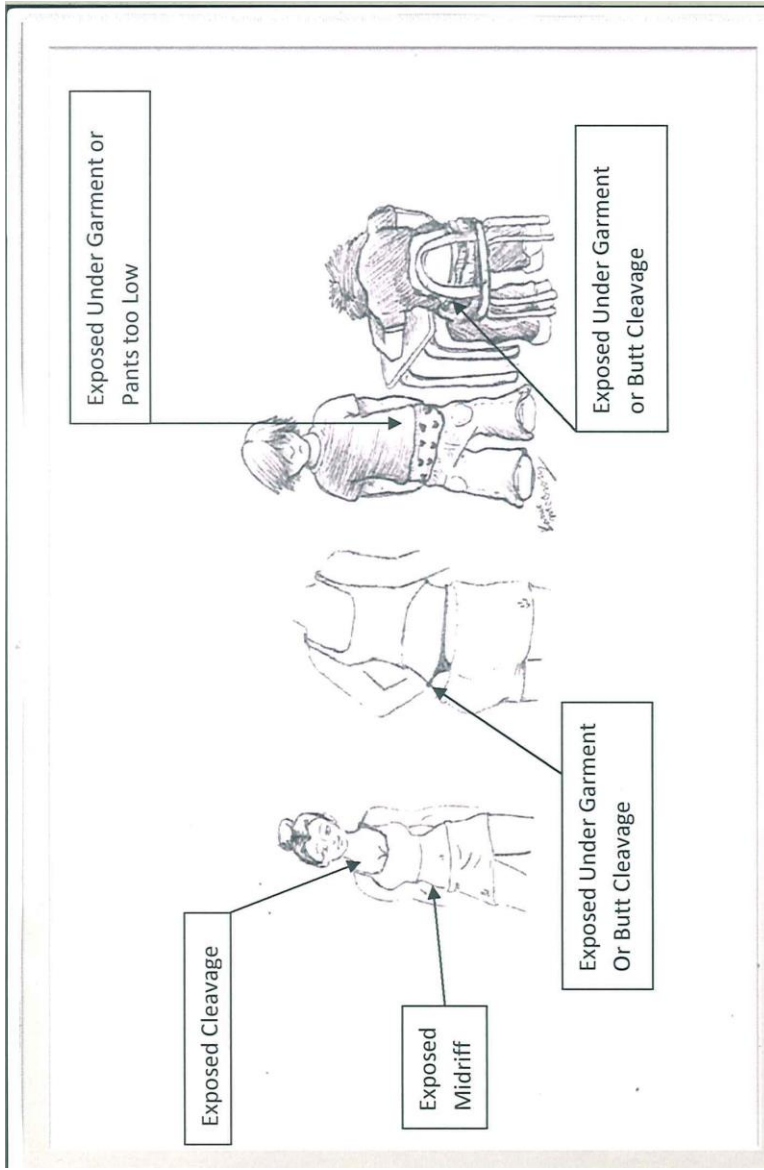
The State Superintendent of Schools has defined habitual or chronic truancy as 9 absences during 180 days including the previous year: the absences need not be consecutive. Truancy is defined as an unexcused absence from any period of the school day.

If a student is chronically or habitually truant, action may be taken against the parents of the student. If the parents do not make sure that their student attends school after they have been notified of the truancy, the parents may be found guilty of a CLASS C MISDEMEANOR.

The name of a truant student will be turned in to the Regional Office of Education following 9 absences.

### ***Yearbook Senior Photo Guidelines***

A senior portrait photo is requested for placement in the Yearbook. This photo must be an image in vertical layout of the student's head, shoulders, and torso only. Pictures need to be submitted to the office in a wallet (2.5 x 3.5 inch) size or is preferred in JPEG (.jpg) digital format. Photo must be of the student only with no animals, weapons, or other individuals seen in the image. All photos must be approved by Yearbook Sponsor(s) and Administration. Students who do not submit a senior portrait of an acceptable nature will have the picture taken by school photographer in the yearbook.



### ***Student Dress***

We take pride in the appearance of our school. Your dress reflects the quality of the school, your conduct and your school work. Students have the right to dress and groom themselves according to their (or their parents') personal tastes, as long as such dress and grooming does not present health or safety hazards or substantially disrupt this right for any other reasons, even if the code is drafted by a student or community group. Individual differences in dress and grooming preferences must be respected as a personal freedom. Clothing that displays or advertises lewd pictures, drugs, alcohol, sex, tobacco, inappropriate language, cleavage, midriffs, exposed undergarments below the waist (see pictures on previous page) will not be allowed in school. No strapless tops allowed without cover. No hats or head cover worn inside during the school day.

All pants and shorts must be worn waist high. Shorts must be of an appropriate length. There is an allowance for students to wear fashionable inside-wear vests, pullovers, and hooded sweatshirts. Teachers and administrators reserve the right to have any student place the above in their lockers if necessary. Coats and jackets must be kept in the student's locker during school hours.

Any student found to carry any contraband (drugs, cigarettes, lighters, food, drink, or any other item not allowed) will be subject to disciplinary measures and lose the privilege of wearing the above as well.

### ***Visitors***

Only in cases deemed advisable by the administration will visiting be allowed. Students should not invite guests without checking with the office and teachers in advance for permission. The office reserves the right to refuse any and all visitors at any time.

Central Community High school has installed several surveillance cameras throughout the school and its' exterior. All exterior doors will automatically lock after the 8:00 A.M. bell and a buzz in system will be used for anyone entering the building throughout the school day.

### ***Physical Examinations***

All freshmen who enter CCHS must have physical and dental examinations before entering school in the fall. Also, students entering CCHS must have a completed record of immunizations. Freshmen are requested to have the forms completed by their family physician. These forms are to be returned by the first day of school.

Any student transferring from out-of-town schools must also have a physical examination. Vision testing is provided for all students. Students participating in summer activities at Central must have a current physical on file.

### ***Student Fees***

A fee will be charged for book rental, workbooks, and paperbacks used in all courses of study. Rental fees will not include the costs of padlocks used in physical education classes, physical education uniforms, notebooks, paper, pencils, laboratory fees, musical instrument rental fees or fees for materials used in projects such as art class, industrial arts, homemaking classes, etc. Fees must be paid in the principal's office when schedules are picked up in August.

Pupils on the rental plan agree to take good care of all books and to pay the amount charged if books are lost, marked on or subject to unusual wear. Each book will be carefully checked at the end of the year and at other times. Each book will be numbered and assigned to a student. Each teacher will be responsible for keeping a record of all assigned books.

Students who have had assigned textbooks lost, stolen or damaged beyond repair will be assessed a fee. The depreciation schedule for the fee is as follows:

- A. One-year old textbook-80% of replacement cost
- B. Two-year old textbook-60% of replacement cost
- C. Three-year old textbook-40% of replacement cost
- D. Four-years or older textbook-20% of replacement cost

Students who have textbooks that have been partially damaged will be charged a fee based on the extent of the damage. The student has the responsibility to repair the book himself before a fee is assessed.

When a student drops or changes a class during the school year, books for the subject must be turned in to the teacher.

Students with financial obligations to the school must pay these obligations before they are allowed to apply for early graduation and/or participate in the graduation ceremony.

Examples of obligations are book rental, textbooks not returned, shop or art fees, library fines, athletic equipment not returned, or possible charges for materials used in the classroom.

### ***Student Insurance***

Central Community High School does provide supplemental student insurance for all school related activities including extra-curricular activities. Further information can be found on Central's web site.

***Inclement Weather Information***

In case of inclement weather, parents will be notified through our phone contact system. In addition, tune in to the following radio and T.V. stations:

Radio	Television	Web Site
WRXX 95.3 FM	CHANNEL 4 ST. LOUIS	<a href="http://www.kmov.com">www.kmov.com</a>
KMOX 1120 AM	CHANNEL 5 ST. LOUIS	<a href="http://www.ksdk.com">www.ksdk.com</a>
WCXO 96.7 FM	CHANNEL 2 ST. LOUIS	<a href="http://www.fox2now.com">www.fox2now.com</a>
WDLJ 97.5 FM		

In most situations, closings will be announced starting at 6:00 A.M. Please do not call the school. Central will need the phone lines free to make other calls.

***Section 9: Due Process***

***Grievance Guidelines***

Students or their parents, employees, or community members may file a complaint in accordance with this grievance procedure if they believe that the Board of Education, its employees, or agents have violated their rights guaranteed by the state or federal constitution, state or federal statutes, or Board Policy; including, but not limited to, the following:

- A. Title II of the Americans with Disabilities Act
- B. Title IX of the Education Amendments of 1972
- C. Section 504 of the Rehabilitation Act of 1973
- D. Claims of Sexual Harassment under the Illinois Human Rights Act
- E. Title VII of the Civil Rights Act of 1964

The Board of Education will endeavor to respond to and resolve complaints without the need to resort to this grievance procedure and if complaint is filed, to address the complaint promptly and equitably. The right of an individual to prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the individual's pursuit of other remedies. However, use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

***Section 504 Policy***

Section 504 of the Rehabilitation Act of 1973, as amended 29 U.S.C., Section 794, protects disabled persons from discrimination based on their disabled status. The Central Community High School District #71 Board of Education recognizes the requirement to provide a free appropriate public education to each disabled student within its jurisdiction, regardless of the nature or severity of the disability.



It is the intent of the Central Community High School District #71 to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled under this policy even though they do not require special education services pursuant to the Individuals with Disabilities Education Act (IDEA). Procedural safeguards are guaranteed for disabled students and their parents in the Central Community High School District #71.

### ***Title IX***

Central Community High School, District #71, of Clinton County, Illinois is required by TITLE IX of the EDUCATIONAL AMENDMENTS and the RULES AND REGULATIONS issued there under, not to discriminate on the basis of sex in educational programs and activities in employment therein.

In order to comply fully with the mandates of this law, the Guidance Director has been appointed by the Board of Education of District #71 of Clinton County, Illinois, to serve as the Coordinator and Grievance Officer for TITLE IX requirements. The guidance office is located at Central Community High School, 7740 Old US 50, Breese, IL 62230-9702. The Guidance Director can be reached by telephone at (618) 526-4578.

Any student, parent, or school employee who has a question pursuant to TITLE IX should contact the Guidance Director during the hours of 8:00 am to 3:00 p.m. The Superintendent has been appointed as the HEARING OFFICER.

### ***Sex Discrimination***

TITLE IX forbids the school to treat students of one sex differently from another. The rules that the government uses to enforce this law are a little more complicated than those forbidding racial discrimination. Under these rules, your school cannot...

1. Provide separate classes or activities for male and female students.
2. Deny a student the right to take a course because of his/her sex. Example: Failure to allow females to enroll in shop classes.
3. Apply different rules about physical appearance to male and female students. Example: Requiring males to cut their hair shorter than females.
4. Make different disciplinary rules or enforce them differently on the basis of sex.
5. Refuse to allow a female student to take part in a class or activity because she is pregnant, unless other students with temporary disabilities are also excluded.

### ***For #1 (above), the Following Exceptions Apply:***

- A. Separate classes for sex education are allowed.
- B. The school may separate students by sex within physical education classes for participation in contact sports such as football, basketball, and wrestling.

- C. The school may separate students with different levels of ability within physical education classes. If so, the ability requirements must be the same for both sexes.
- D. The school may have separate teams for the sexes for contact sports or for any team sport in which students are selected to play on the basis of skill.

***TITLE IX, Section 86.8: Grievance Procedures***

- A. A student or an employee shall present his/her complaint in writing to the Grievance Officer.
- B. The Grievance Officer shall investigate the complaint within five (5) work days and arrange for a hearing.
- C. Within five (5) work days, a hearing shall be held before a Hearing Officer [disinterested third party].
- D. The Hearing Officer shall render his/her opinion to the Grievance Officer and the student or employee within five (5) work days from the time of the hearing.
- E. Failing a resolution at State D, the student or employee may present a statement of his/her grievance to the Board of Education who shall determine the matter.
- F. Failing a resolution at State E, the Grievant may file a complaint with the Circuit Court.

There shall be no reprisal against any student or employee for filing a grievance or for utilizing the grievance procedure. For the purpose of maintaining confidentiality, grievances will not be filed in a student's permanent record or an employee's personnel file.

The grievance file will be kept in the office of the Grievance Officer; the Grievant has the same access to this file as he does his own permanent record/personnel file.

***Suspension***

The superintendent, the principal, the assistant principal, or the dean of students are authorized to suspend students guilty of gross disobedience or misconduct from school and all school functions for a period not to exceed ten days procedural protections:

- 1. Prior to suspension, the student shall be provided oral or written notice of the charges.
- 2. Prior notice may not be required and the student immediately suspended, when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, necessary notice and hearing shall follow as soon as practicable.

3. Any suspension shall be reported immediately to the parents or guardian of the student. Such report shall contain a full statement of the reasons for the suspension and a notice to the parents or guardian of their right to review. Also, a copy of the notice shall be given to the Board of Education.
4. Upon request of the parents or guardian, a hearing shall be conducted by the Board or a hearing officer appointed by it to review the suspension. At the hearing, the parents or guardian of the student may appear and discuss the suspension with the Board or its hearing officer. If a hearing officer is appointed by the Board, he/she shall report to the Board a written summary of the evidence heard at the meeting. After its hearing or upon receipt of the report of the hearing officer, the Board may take such action as it finds appropriate.

Gross disobedience or misconduct of students shall include, but not be limited to the following:

1. Disobedience of directives from staff members or school officials and/or rules and regulations governing student conduct.
2. Possession, use, distribution, purchase, sale, or found to be under the influence of illicit drugs and/or alcoholic beverages.
3. Injury or threat of injury to any school district employees, official, or student.
4. Destruction and/or defacement of any school property.
5. Possession, use, or distribution of a dangerous weapon.
6. Other such conduct that poses a danger to persons or property or disrupts the educational process.

The Superintendent or the principal shall be responsible for notifying the student body of the contents of this policy.

### ***Expulsion***

The Board of Education is authorized to expel students guilty of gross disobedience or misconduct for the remainder of the school term or for a shorter period as determined by the Board. The student and/or parents or guardian shall be due the following procedural protection:

1. Prior to expulsion, the student shall be provided written notice of the charges and the time and place of the hearing. If the charges are denied, the student shall have an opportunity for a hearing at the time and place designated in the notice, conducted by the Board or a hearing officer appointed by it.
2. If a hearing officer is appointed by the Board, he/she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.

3. The Board shall provide written notice to the parents or guardian of the time, place, and purpose of the hearing by registered or certified mail and request the appearance of the parents or guardian at the expulsion hearing.
4. During the expulsion hearing, the students and his/her parents or guardian may be represented by counsel, present witnesses, and other evidence on his/her behalf, and cross examine adverse witnesses. The expulsion hearing is a two part proceeding. First, the Board or hearing officer shall hear evidence on the issue of whether the student is guilty of the gross disobedience or misconduct charged. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt. If the Board finds the student guilty of the gross disobedience or misconduct as charged, it shall then hear evidence on the appropriate level of discipline to be meted out. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide whether expulsion or some reduced form of discipline shall be imposed upon the student.

Gross disobedience or misconduct of students shall include, but not be limited to extreme or repeated instances of the following:

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

The superintendent or the principal shall be responsible for notifying the student body of the contents of this policy.

### ***Section 10: Special Programs***

#### ***Vocational Education***

Vocational programs are available at CCHS in the following areas:

- Accounting and Bookkeeping Services
- Ag Business and Management
- Business Computer Processing
- Business Law
- Marketing
- Cabinet Making and Millwork
- Child Care Day Service
- Drafting
- Family and Consumer Science
- Food Service and Management
- Health Aides I & II

### ***Driver Education***

The classroom phase of driver education is offered during the first and third quarters of the school year. Preference is given to the older student for placement.

### ***Physical Education***

Students may be excused from PE classes under the following circumstances:

- Parents who want their son/daughter excused temporarily because of illness should call the school. For longer periods of absence parents must secure a note from a physician explaining the reason why the student is to be excused and stating the length of time the student is to be excused.
- A school board may excuse pupils enrolled in grade 12 from engaging in PE courses for one of the following reasons:
  1. Ongoing participation in an interscholastic athletic program in all three seasons.
  2. Student must enroll in academic classes which are required for admission to an institution of higher learning provided that failure to take such classes will result in the student's denied admission.
  3. Student must enroll in academic classes which are required for graduation from high school provided that failure to take such classes will result in the pupil being unable to graduate. School boards shall establish a policy to excuse pupils on an individual basis.
- Students participating in the marching band program are exempt from physical education courses.
- Any other exceptions will have to receive the approval of the administration.

### ***Cougar Student Incentive Program (C.S.I.P.)***

Central Community High School wants to reward the students that excel in three important areas considered by the School Improvement Team as necessary for a successful high school experience.

Those three areas are attendance, grades, and behavior. If a student can maintain a 97% attendance rate or better for the year; maintain a cumulative 2.67/4.0 g.p.a.or better each semester; not have more than 1 detention (minor infraction), that student will be rewarded with a "ME DAY" the following semester which means they can have a parent request the day and it will not be counted toward an absence and will be excused.

Seniors in their second semester will remain on the semester exam policy making them exempt from exams if they have one excused absence or an "A" average in each class. **An unexcused absence will eliminate the senior from the incentive.**

### ***Partnerships for College & Career Success - PCCS***

Central Community High School's PCCS initiative with an emphasis on combining additional math, science, and language arts course work to improve the vocational curriculum has made steady progress.

With leadership from a group of teachers, the PCCS team has worked on curriculum development, tried to forge a closer relationship with business and industry, and has worked on the writing of grants that would be beneficial to Central Community High School.

***Response to Intervention – R.T.I.***

Central’s R.T.I. program is designed to provide curricular interventions in reading comprehension and mathematics for students identified through universal testing, teacher recommendations, subject letter grade, & attendance. The purpose of the program is to bring the student up to speed with his or her classmates in the specified learning deficiency. It is a supplemental learning program to the student’s regular English and/or math class. The student is assigned a study hall during the semester(s) of R.T.I. assignment.

***Student Assistance Program – S.A.P.***

Central’s Student Assistance Program (S.A.P.) is designed to provide any school employee with an avenue to refer a Central student identified as having any or all of the following: poor classroom performance, poor social or behavioral skills, and/or physical symptoms in need of review by a team of trained school personnel. After a comprehensive review, the team will develop an action plan to implement with the student designed to help the student get back on track.

## ***Section 11: Student Substance Abuse***

In order to ensure the highest possible standards of learning as well as the safety, health, and well being of students, Central Community High School District #71 endorses a substance abuse policy which will (a) aid students to abstain from the use of alcohol/drugs, (b) intervene early when student use is detected, (c) take disciplinary action when necessary, and (d) provide aftercare support for students.

The District recognizes these issues as legitimate concerns of the school and wishes to address these needs as a part of a comprehensive assistance and discipline program.

The purpose of the following is to provide uniform district-wide procedures for implementing a student assistance policy.

***Prevention***

Prevention is a pro-active process, which creates conditions that give people the best chance of success in their community. Successful prevention efforts incorporate multiple strategies in order to preclude or prevent the development of alcohol or other drug problems. Central Community High School is committed to providing a comprehensive prevention effort inclusive of the following five strategies:

1. Central Community High School supports the implementation of a district substance abuse policy.
2. Central Community High School supports the implementation of an educational program, which provides a consistent NO USE message.
3. Central Community High School will promote healthful personal functioning through the enhancement of social competency skills.
4. Central Community High School supports the promotion of alternatives to unhealthful practices including alcohol- and drug-free activities.
5. Central Community High School is supportive of prevention training for staff, students, and others who can have an impact upon the problem.

### ***Intervention***

For the purpose of these policies and procedures, student problems shall be referred to as any physical or emotional circumstance that may, or is likely to, significantly impair or impede the educational opportunities offered to any student at Central Community High School.

Any student who suspects or believes he/she has an alcohol/drug problem or who has used alcohol/drugs in a manner prohibited by law, and who voluntarily reports said suspicion or belief to a school staff member, shall have no disciplinary action taken against him/her by a school official except as defined in the extracurricular conduct code.

This would clearly include, but is not limited to, the following physiological problems that are sometimes experienced by high school youth:

- Child Abuse
- Sexual Abuse
- Drug/Alcohol Use/Abuse
- Sexually Transmitted Disease
- Eating Disorder
- Suicidal Tendencies
- Low Self-Concept
- Teenage Pregnancy

Central Community High School has established and maintains a Student Assistance Program to provide interventions for the above.

### ***Aftercare***

Central Community High School District #71 will work cooperatively with the student, parents/guardians, and community treatment personnel to support an aftercare plan for students returning to the school community after receiving specialized treatment.

### ***Definitions***

For the purpose of applying and enforcing the provisions of the Central Community High School student substance abuse policy, the following definitions will be used:

### ***Alcohol/drug(s)***

Any and all mood-altering substances including, but not limited to, alcoholic liquor [as defined in the ILLINOIS LIQUOR CONTROL ACT, Chapter 43, Section 93.9 et seq. Illinois]. The Court held that such a procedure does not violate the search and seizure protections of the 14th Amendment, and if there is reasonable suspicion, dogs may be used to search individual students. Revised Statutes] cannabis [as defined in the ILLINOIS CANNABIS CONTROL ACT, Chapter 56 ½, Section 701 et seq. Illinois Revised Statutes], controlled substances [as defined in the ILLINOIS CONTROLLED SUBSTANCES ACT, Chapter 56 ½, Section 1100 et seq. Illinois Revised Statutes], look-alike substances [as defined in said ILLINOIS CONTROLLED SUBSTANCES ACT], and any compound, liquid or chemical prohibited by the INTOXICATING COMPOUNDS ACT [Chapter 38, Section 81-1, et seq. Illinois Revised Statutes], and specifically excluding any substance which has been legally prescribed by a licensed physician.

### ***Alcohol/Drug Use &/or Activity***

The act of availing oneself or employing, possessing, or utilizing any alcohol/drug or look alike drug in a way prohibited by law, including, but not limited to, personal consumption by means of breathing, inhaling, drinking, ingesting, injecting, or eating any alcohol/drug in a way prohibited by law, and the possession, sale or delivery of any alcohol/drug in a way prohibited by law.

If you sell, use, possess, or aid in the procurement of intoxicating beverages, narcotics, or restricted drugs on school grounds, a bus, or at a school activity of any kind, at any time, you will be subject to disciplinary action taken by school authorities. Violators of this policy will be suspended for a period of ten school days.

Unauthorized drugs are those drugs for which a student does not have a valid doctor's prescription or a current note from the student's parent authorizing the taking of the drug for medical purposes. No student may have possession of a greater amount of the medicine than is required for the day.

The U.S. Supreme Court in 1983 let stand an appeals court ruling, HORTON vs. GOOSE CREEK INDEPENDENT SCHOOL DISTRICT, that a school district has the right to use trained dogs to sniff students' lockers and cars for drugs and alcohol.

### ***Reasonable Suspicion***

The person concerned, acting as a prudent and cautious man, has a sufficient quantum of knowledge to believe that the described facts exist.



## ***Disciplinary Action for Alcohol/Drug Offenses***

### ***Use, Possession, & Influence***

Students who are in possession of drug-related paraphernalia or who use, possess, or are under the influence of alcohol/drugs on District property, on school buses, or at any school-sanctioned activity will be immediately suspended or subject to expulsion. This policy extends to all school-sponsored activities and functions whether held before, during, or after school, evenings, or on weekends.

#### ***1<sup>st</sup> Offense***

- The school administrator shall notify the parents/guardians to request an immediate conference.
- The school administrator shall notify the appropriate law enforcement/juvenile agency.
- The school administrator shall suspend the student for ten (10) days in accordance with CCHS rules for out-of-school suspension and Board review.
- A five (5) day reduced suspension may be assessed if the student agrees to drug and alcohol counseling at the expense of the student's family.
- The school administrator may require that, in order for the suspension to be reduced and the student to be readmitted into the District educational programs, an alcohol and drug evaluation be performed by an approved third party at the expense of the parents/guardians. The student and parents/guardians must agree to fulfill the recommendation of the evaluator and submit necessary reports to the school administrator.

#### ***2<sup>nd</sup> Offense***

- The District will follow the same procedure as set forth for a first offense except that (for the second offense) EXPULSION up to the full extent of the law will be recommended.
- Any second or subsequent offense which occurs at least 36 months after a first or second offense shall not be recognized by the District as a second or subsequent offense.

### ***Distribution***

Students who share and or sell alcohol/drugs to other students or persons on District property, on school buses, or at any school-sanctioned activity will be immediately suspended and recommended for expulsion. These students are also subject to additional programs and obligations established by the District as a condition of readmission.

#### ***1<sup>st</sup> Offense***

- The school administrator shall notify the parents or guardians and request an immediate conference.
- The school administrator shall notify the appropriate law enforcement/juvenile agency.
- The school administrator shall suspend the student for ten (10) days in accordance with the CCHS rules for out-of-school suspension and Board review.

## Athletic Training Rule and Procedures

Central High School believes that education extends beyond the classroom such that participation in interscholastic competition is an integral part of the learning process. The following training rules and disciplinary procedures are subscribed to by the Central High School Athletic Department to establish and support the high standards of self-discipline expected of all Central High School student athletes.

All received alleged violations will be investigated and addressed by the administration if evidence or information is substantial enough to warrant such. Student athlete will receive due process procedure during investigation. Conviction by court system will waive due process procedure and appropriate disciplinary action will be assessed.

Alcohol and drug violations will be cumulative during the student athlete's career at Central High School.

The following rules and disciplinary procedures will be in effect 365 days a year for any student athlete representing Central High School in: soccer, football, volleyball, cross country, golf, basketball, baseball, softball, track, cheerleading, and dance team squads.

Drinking, possessing, acquiring or distributing alcoholic beverages or use, possession or sale of a controlled substance will result in the following disciplinary action:

### ***Non-School Related Violations***

***1<sup>st</sup> Offense***-Conference with coach & principal, parental notification and suspensions, as listed below, in all interscholastic programs participated in for one calendar year from the date of the violation.

Football	(1 game)
Football Cheerleader	(1 game)
Soccer	(2 games)
Volleyball	(3 matches)
Golf	(2 matches)
Cross Country	(2 meets)
Track	(2 meets)
Basketball	(3 games)
Basketball Cheerleader	(3 games)
Dance Team	(3 games)
Baseball	(3 games)
Softball	(3 games)

***2<sup>nd</sup> Offense***-Conference with coach and principal, parental notification, and suspensions as listed below in all interscholastic programs for one calendar year from the date of the violation.

Football	(4 games)
Football Cheerleader	(4 games)
Soccer	(9 games)

Volleyball	(15 matches)
Golf	(9 matches)
Cross Country	(6 meets)
Track	(6 meets)
Basketball	(14 games)
Basketball Cheerleader	(14 games)
Dance Team	(8 games)
Baseball	(14 games)
Softball	(14 games)

A student-athlete will be permitted to practice with their respective team during these suspensions with permission from the coach except when prohibited by school suspension.

**3<sup>rd</sup> Offense**-Conference with principal, parental notification, and suspension from all competition for the remainder of their athletic career at Central High School.

***School Related Violations***

This would be defined as any violation that would result in administrative discipline concerning the use of alcohol and drugs set forth by the general policies and procedures of Central High School. The athletic discipline will be in conjunction with the so ordered school discipline.

**1<sup>st</sup> Offense**-Conference with coach and principal, parental notification, and suspensions as listed above in the **2<sup>nd</sup> non-school related offense** for one calendar year from the date of the violation.

**2<sup>nd</sup> Offense**-Conference with principal, parental notification, and suspension of all competition as listed above in the **3<sup>rd</sup> non-school related offense** for the remainder of their athletic career at Central High School.

All other violations of established training rules and inappropriate behavior by a student athlete will be investigated by the respective coaches and appropriate disciplinary action will be assessed.

***On-Site Searches***

Searches within the school or on school grounds involving personal or school property will be authorized by the school administrator upon reasonable suspicion that the search is necessary to maintain discipline and order. Search guidelines include the following:

- Those responsible for the search must clearly state which school rule or law was violated

- The information upon which the search is based must be recent, credible, and link the student to the violation
- The scope of the search must be restricted to measure reasonably related to the purpose of the search and in context given the student's age and sex

***Custody of Evidence***

Anything found in the course of a search performed in accordance with this section which is evidence of a violation of a school rule or law may be:

- Seized and admitted as evidence in any suspension or expulsion proceeding. Such evidence should be tagged for identification and secured by the school administrator until it is presented at the hearing.
- Seized and turned over to law enforcement officials.
- The school administrator shall notify law enforcement officials.
- The school administrator shall notify the student's parents/guardians and request an immediate conference.
- A complaint must be signed by a member of the school staff [excluding felony offenses] to file formal charges.
- The law enforcement officer may request the presence of a juvenile suspect's parents/guardians during questioning.
- The law enforcement officer may ask for the school staff's assistance in obtaining statements from witnesses.
- To protect the evidentiary integrity of a seizure, as few people as possible will be allowed to touch it.
- As evidence is transferred from one person to another, a log will be kept to record who has or may have had contact with it and when the contact was made.
- The investigating officer will take custody and store the evidence in its proper place until further needed.

***Make-Up Work***

Any student who is absent due to an alcohol/drug problem or related discipline infraction will be subject to the limits of the school's regular absentee policy regarding the awarding of credits.

***Distribution of Policy Statement***

A copy of this policy will be available through the library or from the office for any interested parties.

## ***Section 12: Personnel and Classroom Information***

### ***Administration***

Kevin Meyer	Superintendent
B. Kent Jones	Principal

### ***Faculty***

Gina Benhoff	Special Education
Eric Chrostoski	Chorus/Band
Kevin Crask	American History
Tiffany Decker	Home Economics
Steven Ellis	Industrial Arts
Jim Falconio	Fine Arts
Rachael Faust	Social Studies/Language Arts
Katie Florczyk	Language Arts
Lynn Garrett	Special Education & Phys Ed.
Heather Manibusan	Spanish & Social Studies
Neil Hamon	Athletic Director
Rick Harre	Agriculture
Andrea Henry	Special Education
Britney Hogg	Media Specialist
Jon Howard	Driver Education
Emily Howell	Math
Julianne Jacob	Math
Angela Kohlbrecher	Math
Greg Kruse	Math
Karrie Kujawa	Science
Andy Lobb	Driver Ed.
Lauren Langhauser	Family & Consumer Science
Trisha Lohman	Counselor
Kurt Peters	Social Studies
Erin Pettus	Language Arts
Ryan Meyer	Social Sciences
Megan Porterfield	Science
Katie Prange	Business & English
Calvin O'Rear	Science
Amanda Ringwald	Business Ed./Tech/Reg. Del. Coord.
Jan Rittenhouse	Health Occ./PCCS Chairperson
Kristen Rueter	Foreign Language
Nathan Rueter	Physical Education
Wendy Jones	Counselor/Sp.Ed Cor/Careers
Ami Shanafelt	Language Arts
Brian Short	Health & Physical Education
Jeremy Shubert	Science

TBA  
Crissy Toennies  
Misty Underwood  
Nicole Weh  
Lisa Wiegmann

Title English  
Special Education  
Physical Education  
Special Education  
Technology

***Support Personnel***

Carol Bequette  
Rebecca Boeschon  
TBA  
Anne Loepker  
Melinda Knapp  
Cheryl Kreke  
Joe Lampe  
Mike Hellmann  
Vicki Pittman  
Marta Santiago  
Chris Shumard  
Jim Stroot  
Clay Szczeblewski  
Mike Thole  
Jill Varel  
Laura Walker

Teacher Aide  
Business Mgr.  
Tutor/RTI Instructor  
Teacher Aide  
Administrative Secretary  
Teacher Aide  
Head Maintenance  
Part Time Maintenance  
Teacher Aide  
Teacher Aide/ESL Tutor  
Administrative Secretary  
Maintenance  
Maintenance  
Maintenance  
Administrative Secretary  
Tutor/RTI Instructor

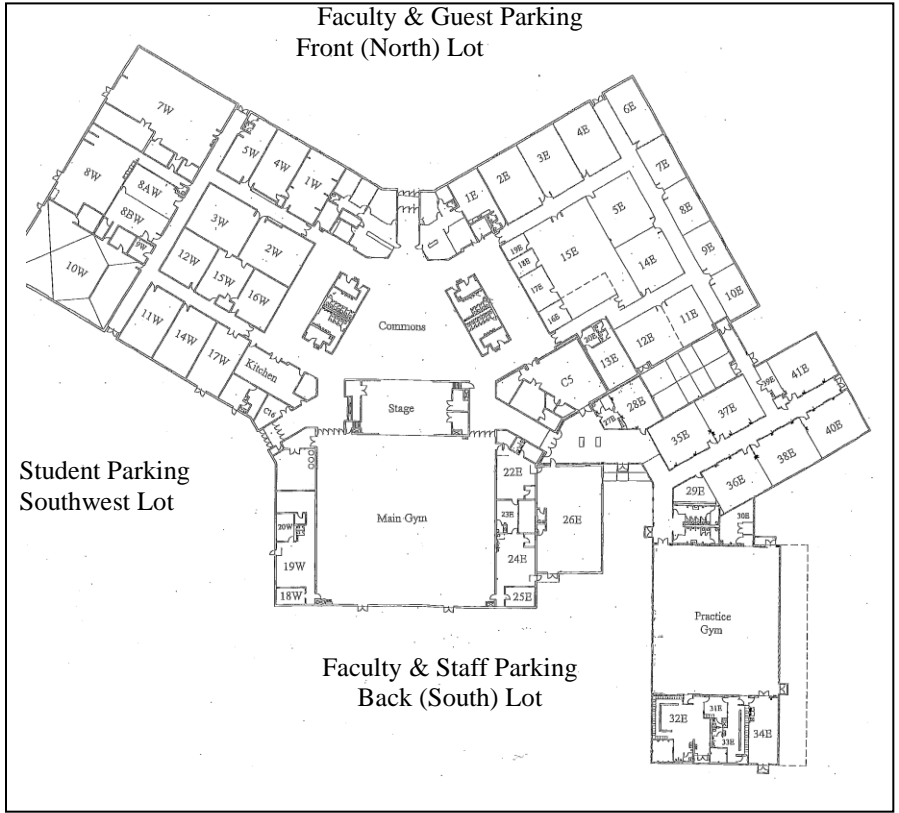
<b>COMMONS AREA</b>	<b>EAST WING</b>	<b>WEST WING</b>
C5 – Band & Chorus	1E – Board Room	1W - Home Ec.
C7 - Stage	2E - Comp/Business	2W - Science
C9 - Technology	3E - Keyboarding	3W - Biology
C11 - Kitchen	4E - Psychology	4W - Mgmt. Of Res
C12 - Kitchen	5E – Social Science	5W - Child Care
C14 - Kitchen	6E – Foreign Lang.	6W - Child Care
C16 – Athletic Dir.	7E – Special Ed.	7W - Millwork
C18 - Power Plant	8E – Special Ed.	8W - Visual Arts
	9E – Special Ed.	8WA - Special Ed.
	10E - Special Ed.	8WB - Special Ed.
	11E - Mathematics	9W - Office
	12E - Mathematics	10W - Agriculture
	13E - Teach. Loung.	11W - Computer Lab
	14E - Social Science	12W - Chemistry
	15E - Media Center	14W - Driver's Ed.
	16E - Media Storage	15W - Comp/Science
	17E - Tutor.	16W - Health/Biology
	18E - In-School Susp	
	19E - Media Storage	
	20E - Copy Room	
	<b>SE WING</b>	
	26E – Weight Room	
	27E - Nurses Off.	
	28E - Health Occ	
	29E - Tech Room	
	35E - Mathematics	
	36E - Lang. Arts	
	37E - Mathematics	
	38E - Lang. Arts	
	39E - Book Room	
	40E - Lang. Arts	
	41E - Lang. Arts	

### **West Gym**

22E – Northeast Locker Room	30E – Maintenance Room
23E – Physical Ed. Office	18W – Maintenance Office
24E – Southeast Locker Room	19W – Southwest Locker Room
25E – Athletic Storage	20W – Physical Ed. Office
26E – Weight Room	22W – Mechanical Room

**East Gym**

30E – Maintenance Room	33E – Southeast Locker Room
31E – Coaches Office	34E – Athletic Storage Room
32E – Southwest Locker Room	





**Alphabetical Index**

Absences .....	29
Absence Reporting .....	29
Abused/Neglected Child Reporting.....	26
Academic Honesty .....	13
Academic Load – Student .....	16
Admissions to CCHS .....	08
Advertising at CCHS.....	28
Alcohol/Drug(s) Definitions.....	42
Alcohol/Drug Offenses/ Discipline .....	44
Athletic Policy on Alcohol/Drugs .....	45
Athletic Training Rules & Procedures .....	45
Attendance.....	28
Bullying, Intimidation, or Harassment .....	24
Bus Transportation Behavior.....	22
CCHS Code of Ethics.....	02
Class Standing / Classification .....	12
Classroom / Discipline Location .....	50
College Preparation .....	07
College Requirements .....	06
College Visitation Days .....	08
College – Why Go to College .....	07
Contact between Students .....	23
Cordless Communication Policy .....	28
Cougar Student Incentive Program .....	40
Custody of Evidence .....	47
Daily Announcements .....	11
Detentions .....	20
Distribution of Board Policy Statement .....	47
Driver Education .....	40
Dual Credit .....	16
Early Dismissal Policy .....	31
Early Graduation Program.....	10
Excused Absences .....	29
Extracurricular Participation .....	05
Expulsion.....	38
Faculty & Staff List.....	48
Failure / Deficiency Notices.....	14
Field Trips .....	18
Fighting .....	21
Fundraising.....	26
Grade Report Distribution .....	14
Grade Scale .....	15

Graduation Ceremony Participation .....	10
Graduation Credit Limitations.....	14
Graduation Honors .....	17
Graduation Requirements.....	09
Grievance Guidelines .....	35
Guidance & Counseling .....	11
Guidance Program – Student’s Responsibility ....	11
Hazardous Materials/Pesticide Notification .....	28
Homebound Instruction Policy.....	13
Homeless Ed. Act. – McKinney Vento .....	13
Home School Policy.....	13
Honor Roll / Class Rank.....	17
Inclement Weather Info.....	35
In-School Suspension Guidelines.....	19
Law Enforcement Relations .....	23
Lockers & Locker Area .....	24
Make-Up Work/Excused Absences.....	17
Make-Up Work/Disciplinary Infractions .....	47
Media Center Privileges .....	23
Mental/Physical Harassment .....	24
Mission Statement/Educational Philosophy .....	03
Motor Vehicle Regulations .....	27
On-Site Searches .....	46
Partnership for Career & College Success .....	40
Physical Education .....	40
Physical Examinations .....	33
Proficiency Testing .....	08
Qmlativ Family Access Portal.....	12
Response to Intervention (R.T.I.) .....	41
School Song / Colors.....	06
School Spirit.....	05
Section 504 Policy.....	35
Semester Exam Policy.....	14
Sex Discrimination.....	36
Sexual Harassment .....	24
Smoking/Possession/Use of Tobacco.....	20
Student Academic Load .....	16
Student Assistance Program (S.A.P.).....	41

Student Dress .....	33
Student Fees .....	34
Student Insurance .....	34
Student Permanent Records.....	18
Student Temporary Records.....	18
Study Hall Policy & Procedures.....	22
Substance Abuse Intervention.....	42
Substance Abuse Prevention .....	41
Surveillance Cameras.....	21
Suspension.....	37
Suspension /Expulsion Rules .....	19
Tardy Policy .....	30
Teen Dating Violence.....	27
Time Release Guidelines.....	13
Title IX.....	36
Title IX Grievance Procedures .....	37
Truancy .....	31
Unexcused Absences .....	30
Vandalism .....	21
Vending Machines.....	25
Visitors .....	33
Vocational Education .....	39
Weapons.....	21
Weighted Course List.....	15
Weighted Grade Calculations.....	16
Welcome .....	01
Wellness Policy .....	25
Withdrawal from Courses .....	09
Withdrawal from High School .....	08
Yearbook Senior Photo Guidelines .....	31