SCHOOL PHONE NUMBERS

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</tr>
<tr>
<td>A-G</td>
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</tr>
<tr>
<td>H-O</td>
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<tr>
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<tr>
<td>Athletic Director</td>
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<tr>
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SCHOOL SCHEDULES

**REGULAR SCHOOL DAY**

|--------|---------------------|---------------------|---------------------|-----------------------|-----------------------|---------------------|---------------------|---------------------|

**LATE START SCHEDULE**

|--------|---------------------|---------------------|---------------------|-----------------------|---------------------|---------------------|-----------------------|---------------------|---------------------|---------------------|---------------------|---------------------|

**SIP SCHEDULE**

|--------|---------------------|---------------------|---------------------|---------------------|-----------------------|-----------------------|-----------------------|---------------------|

Late Start Schedule

Attendance is important every day of the week. Especially on days that our teachers are given the opportunity to collaborate about student academic progress. We ask all parents to assist us with their child attends attendance to school on time.
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Welcome to Central High School!

Here is your 2014-2015 handbook which contains all kinds of great information you can use to guide you through the new school year. In this handbook, you’ll find everything from our standard set of rules and expectations, to the latest information about our clubs and activities, to the IHSA’s standards for student athletes. Use this book, along with the District’s Student Code of Conduct and the curriculum handbook, to find answers to questions you have about your high school. Feel free to ask me, the Associate Principal, or your counselor and teachers about anything you can’t find in these pages. We are happy to help.

As the Central faculty and staff are beginning this school year, we are working toward goals in curriculum and instruction, ensuring equity and access for all students, working within a professional learning community, developing a culture for learning and encouraging community engagement. What are your goals for this year? What are your goals in the years to come? What steps are you taking right now and in the immediate future to help you achieve those goals? How may we help you achieve your goals?

Other questions you should ask yourself in preparation for the new school year: What role are you going to play? How are you going to become involved in Central’s family outside of the classroom? Once again, please let us know how we may support you so your sense of belonging and sense of pride is strong.

Combine your vision and goals with Central’s vision and goals. Together, we are becoming a shining example to all that a truly diverse and comprehensive high school provides for a world of opportunities and success for everyone.

Have a great year.
Go Maroons!
Joe Williams, Principal

Central High School Students:

The Student Council is pleased to welcome you to another exciting year at Central High School. Throughout the year, you will be invited to participate in sports, clubs and other various activities. All of these are great opportunities to meet new people and to get involved with your school and community. We encourage each of you to discover what each club or activity has to offer and to try new things!

Student Council is a great way to be involved in your school and community and to also meet new people. Your participation in Student Council will develop leadership skills that will help you throughout your years at Central High School. We are involved in many community services and we organize many school wide functions. This year, Student Council will strive to reach as many students as possible. This way, we can better serve our school and surrounding community.

Don’t forget all of the wonderful opportunities you have here at Central High School! Do everything you can to build skills you will need later in life in your four years here; but most of all, have fun!

Student Council
CHAMPAIGN CENTRAL HIGH SCHOOL HISTORY

In 1855, an Illinois bill which our present statewide system of free schools is based, was passed and signed into law by Governor Joel A. Matteson. At that time, Champaign was divided into two school districts. In 1890, the two districts were consolidated under a bill to encourage the reorganization of individual school districts into unit districts. Champaign District 71 and twelve former rural districts in the surrounding area were consolidated into today’s Champaign Community Unit District #4 in 1948.

Unit 4 is composed of the City of Champaign and about 83 miles of rural territory. The school system is organized into eleven elementary schools, three middle schools, an alternative high school and two senior high schools. The assessed valuation of the school district is over $217,000,000.00.

The history of Champaign High School began in 1870 with the erection of West Side High School on the ground on which the present high school stands. The site was donated to the public schools of Champaign in 1868 by J.P. White. West Side High School was a three story brick building surrounded by maple trees and was used for both elementary and high school until it was destroyed by fire in 1883. The next building on this site, Avenue Grade School, was constructed immediately following the fire and was used until 1934 when it was razed to permit the construction of a new Junior High School. Champaign High School acquired its own building and moved to a building at Randolph and Hill Streets. In 1914, Champaign High School opened in a new building, now Edison Middle School, and remained at that site until 1956. In 1954, the Junior High School building was remodeled and the high school moved into it, our current location, in 1956.

During the 1963-64 school year, due to overcrowding, approximately 300 students were assigned on a half-day basis to Jefferson Middle School. These students attended academic classes at Jefferson on a three (55 minutes) five day per week class schedule, plus three classes at the senior high including physical education. The district responded to the overcrowding by building a new structure near Jefferson, the high school annex which later became Champaign Centennial High School. During the 1965-66 school year, approximately 550 sophomores attended classes in the first phase of the Senior High School Annex. They attended classes on the same schedule as those at Champaign High School. In 1964, the Annex opened with an enrollment of 526 sophomores. The school year 1966-67 found an equal distribution of sophomore and junior students at Champaign High School and the Annex. Finally, in 1968-69, the district created two high schools, Central and Centennial.

On April 1, 1997, the taxpayers of Champaign approved a $21,000,000.00 bond issue to build two new elementary schools and put a $3,000,000.00 addition onto Central High School. This addition, along with extensive remodeling to the 1936 addition, was opened in the fall of 1998. An open house and dedication of the “Seely Johnston Hall of Honors” was held on September 13, 1998. The main features of the new addition were a large modern library, a child development/day care center, foods laboratory, and an expanded student services area. The multi-use Seely Hall also became the main entrance to Central.

In Seely Hall, you can see “Max Maroon”, our school’s mascot. Born during the 1952-53 basketball season, he is the fictional creation of Susan Black Drummond and her 1957 classmates.
Central High School is characterized by a persistent culture of thinking and learning where all activities of the school are student centered. We are adept at meeting students where they are in order to provide them access to an appropriate level of curricular and extracurricular opportunities. From that point, Central High School is engaging students in rigorous, relevant, and responsive instruction, personal guidance, and reflective encouragement to help them grow. As graduates, all students are able to have the choice of entering a post-high school education program, or the military with the prerequisite knowledge, skills and habits of mind to bypass remediation and to excel among peers.
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*All 2nd semester exams and the final school day are dependent upon snow days. For students’ ease of mind during exam time, please do not schedule family vacations or trips earlier than June 8, 2015. Semester exams may not be taken early unless principal approval is gained for highly unusual circumstances.*
STATEMENT OF PHILOSOPHY
Champaign Central High School, a comprehensive high school, intends to serve the community as it exists and to respond to changes in the community and the world.
The faculty and staff at Central High School are committed to the following:
   a. To educating all of our students while recognizing the individual differences that exist among them.
   b. To provide a productive and safe learning environment in which all students can reach their full potential in both the classroom and extra-curricular activities.

STATEMENT OF OBJECTIVES
The education experiences at Champaign Central High School are designed to teach you to:
   a. Master the basic skills of reading, writing, listening, speaking and math
   b. Understand the concepts and skills of science and social studies
   c. Develop an understanding and appreciation of the people, language and cultures of other countries
   d. Develop the ability to interrelate the content and skills of various subject matter areas
   e. Acquire an understanding and appreciation of the people, language and cultures of other countries
   f. Develop an attitude of social responsibility toward the use and conservation of the natural resources of the world
      • By developing an understanding of the skills needed to manage natural and human resources
      • By appreciating the effect of your decisions on the use and conservation of resources
   g. Understand the rights and duties of members of a democratic society
      • By developing your understanding of the concepts of patriotism and loyalty
      • By understanding the rights, privileges and responsibilities of citizens in our democracy
   h. Appreciate the role of family in the development of the individual and society
   i. Develop concepts, attitudes and skills related to the career development aspect of general growth and learning
   j. Develop critical skills which can be applied to life experiences

In the learning environment at Central High School you can:
   a. Develop the ability to think clearly, critically and creatively
   b. Develop a positive self-image
   c. Improve upon special interests and talents you display in various subject areas
   d. Develop a respect and understanding for other persons and their views
   e. Learn about a variety of career opportunities
      • Understand the requirements needed to pursue various careers
      • Develop a knowledge of junior colleges, colleges, universities or other approaches necessary to fulfill the requirements of a career choice
   f. Acquire the skills required by the aesthetic aspect of our culture
      • Cultivate appreciation for beauty in various forms
      • Develop self-expression through various media (art, music, writing, athletic accomplishment)
   g. Develop habits of safe and healthful living
      • Develop an understanding of the value of good physical health
      • Develop interests which lead to wise and enjoyable use of leisure time
ACADEMICS

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

CHEATING/PLAGIARISM POLICY
It is all about honesty. Simply put, students are expected to do their own work. If a student misrepresents another person’s work as his/her own, if the security of any test is compromised, or if a student allows his/her work or answers to be used by others, he/she has cheated. When teachers expect a student to gather and use material from outside sources, they will instruct the student about the proper use of that material. In almost every case, if one fails to identify the source of the information and attempts to pass the work off as one’s own, the material has been plagiarized. This includes material from the internet. If a teacher believes a student has cheated in any way, he or she will:

1. Discuss the incident with the student,
2. Determine if the student has cheated or plagiarized material, and
3. Inform the family, principal, assistant principal and content area chair for the department.

When a student is found guilty of cheating or plagiarizing, he or she may not receive credit for the assignment. If a student cheats repeatedly during a course, the school reserves the right to issue a failing grade for the course. Classroom teachers have individual classroom policies regarding cheating/plagiarism.
ACADEMIC LETTER AWARDS

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

Students must average a full academic schedule.

- 5.0 credits at the end of Grade 9
- 10.0 credits at the end of Grade 10
- 15.0 credits at the end of Grade 11

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

- Sophomore: 3.75 based on Grade 9
- Junior: 3.5 based on Grades 9 and 10
- Senior: 3.0 based on Grades 9, 10 and 11

Students must not have earned any “D” or “F” grades.

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

CHANGING OR DROPPING A CLASS

Schedule changes must be made within the first five (5) days of each semester. A student’s counselor may approve the change, based on class sizes and the reason for the change. Their primary interest will be the student’s academic career and coursework. There should be no expectation of automatic approval. If a course is dropped after the first nine weeks of any semester, the student may receive an “F” grade for the course. This grade will be posted on the student’s transcript. All changes after the first five (5) days of each semester must receive principal or associate principal approval.

PARENTS RIGHTS REGARDING COURSE SELECTION AND PLACEMENT

A cooperative home and school partnership is critical to student’s academic success. Parents have a right to:

1. Make final decisions regarding course selections,
2. Have a student’s performance evaluated, and
3. Have a student reassigned to a different level class, if appropriate.

GRADE LEVEL STATUS

Students make progress toward graduation by earning credits. Grade level status is calculated by counting the number of credits a student has earned. If a student wishes to move from freshman status to sophomore, for instance, he or she simply has to earn enough credits to do so. Counselors look at the number of credits a student has earned at the end of each semester and make adjustments as appropriate. A student’s grade level status is used at the beginning of each year to determine the student’s locker location, placement of picture in the yearbook, eligibility for Prom, PSAE/ACT testing status and so forth. By state law, students must take the PSAE prior to gaining eligibility for senior year status. It is important!!
GRADUATION REQUIREMENTS
Unit #4 requires that students have 22.0 units of credit before graduation. Here are the graduation requirements:

- English: 4.0
- Math: 3.0
- Social Studies: 3.0
- Science: 2.0
- Physical Education: 3.5
- Health: 0.5
- Mathematics: 3.0
- Consumer Education: 0.5
- Required Elective: 5.5
- Safety: 0.0

Completion of PSAE/ACT*

*Illinois State Law requires that you complete the PSAE/ACT to be eligible to graduate from high school.

Students graduating in less than four years of high school only need to take P.E. for the semesters during which they are enrolled. The students must still earn a total of 22 units/credits. The required units of credit may include Adult Evening, summer school, correspondence, and other approved credits. Such special credits must be approved by the student’s counselor and the building principal.

EARLY GRADUATION
If a student wishes to graduate at the end of the first semester of his/her senior year, the student must request early graduation in writing by April 1st of his/her junior year. If that deadline is missed, permission must be requested through the principal. If the student wishes to graduate very early at the end of his/her junior year, the request for permission is due by April 1st of his/her sophomore year. The student still has to complete all graduation requirements to qualify for a diploma.

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

INDEPENDENT STUDY
Students interested in Independent Study need to see their counselor. Independent Study proposals are due December 1st for the 2nd semester studies of the current year and April 1st for the 1st semester of the following year.
SAFETY AND DRIVERS EDUCATION PROGRAM

Safety, a prerequisite for Behind-the-Wheel driver education, is a program offered by the Physical Education Department. Passing this class is a requirement for graduation. According to State law, a student must pass a total of eight classes in the previous two semesters to be eligible to take any component of driver’s education. During the school year, “Behind-the-Wheel” is offered only one period of the day. Classes are also taught before and after school and on weekends. The student needing this requirement must sign up to take Behind-the-Wheel. Older students have the first priority. Most students take their Behind-the-Wheel instruction in summer school. Fees for Behind-the-Wheel include a lab fee payable to Unit 4 Schools, and when the driver’s test is taken a permit fee payable to the Secretary of State.

When ready to take the written test for the instruction permit, the student must go to the driver license testing station. Take a CERTIFIED BIRTH CERTIFICATE. A copy of one’s birth certificate can be secured from the County Clerk’s office in the county in which the student was born. It must have the official raised seal. The birth certificate cannot be a copy or come from the hospital. Since Safety is a graduation requirement, if the student takes Safety instructions from a private entity, he/she is responsible for submitting verification of successful completion of the course to his/her assigned counselor.

PHYSICAL EDUCATION OPT-OUT

The School Code of Illinois permits students enrolled in grades 11-12 to be excused, on an individual basis, from physical education class. We permit exemptions for one or more of the following reasons:

1. For ongoing participation in an interscholastic varsity-level athletic program.
2. To 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 being denied admission to the institution of his or her choice
3. To enroll in academic classes which are required for graduation from high school provided that failure to take such classes will result in the student being unable to graduate

Athletes who are excused from physical education may take an additional course. Students who participate in fall athletics may choose a first semester or a full year course as needed and approved. Athletes who participate in winter sports may register for a fall and/or spring semester course or a full year course as needed and approved. Students who participate in a spring sport may enroll in a second semester course or a full year course as needed and approved. All students who request a physical education exemption must register for the desired course(s) during the regular registration period in January. Athletes who elect to take a course after the initial registration period may do so through the first week of each semester. In this instance, requests will be granted only if there is room in the course requested. Students who elect to opt out but who fail to go out for a sport, or who are no longer a part of the team for disciplinary reasons, will be required to return to physical education immediately and to make up time/credit missed. Failure to return to P.E. will result in the student’s enrollment in an additional P.E. class the following semester. Students needing an academic class for admission to a higher education program will be required to provide documentation outlining the admission requirements. Students requesting an exemption from physical education in order to participate in marching band for credit will enroll in physical education class for the spring semester.
**ATHLETIC STUDY HALL**

All athletes, grades 9-12, may choose a supervised study hall in lieu of physical education class. The study hall option will be available on the first day of class during the sports season. Students will return to physical education class after their athletic participation ceases. Students who elect to go to study hall in lieu of P.E., but who are no longer a part of the team for disciplinary reasons or because they choose to drop from the team, will be required to return to physical education immediately and to make up time/credit missed. Failure to return to P.E. will result in the student’s enrollment in an additional P.E. class the following semester.

**PHYSICAL EDUCATION MEDICAL RELEASE REQUIREMENTS**

The School Code of Illinois requires that all students enroll in physical education unless they qualify for a release under the Physical Education Option criteria or are released from physical education by a doctor for medical reasons. If a student needs to be released from active participation in a physical education class, he/she must have a doctor complete and sign a “Physical Education Short Term Accommodation Request” form. Students can get this form in the Assistant Principals’ office. Students are expected to participate unless the form is on file.

If a student has been released from active participation for more than one week, he/she will be given an alternative PE assignment for each week of excused medical release. Failure to complete the alternative assignments may result in failure of the course.

**SEMESTER EXAMS**

Semester exams are an important part of each course and an excellent opportunity for students to demonstrate proficiency and/or mastery of the subject matter. Being present for the exams is critical. **Students will not be permitted to take exams early.** If a student must miss a final exam, the parent/guardian should write the principal and arrange for exams to be taken later. When a student misses an exam, the grade will be reported with the exam as a “zero.” When a student makes up an exam and it is evaluated by the instructor, a grade revision for the course will be completed by the teacher and turned in to the registrar.

The school follows a reduced schedule on the days of semester exams. **The school day during semester exams is 8:05 a.m. – 1:40 p.m.** Please refer to the district website for updated information ([www.champaignschools.org](http://www.champaignschools.org)).

**PHYSICAL EXAMS AND IMMUNIZATIONS**

All students who enter a Unit #4 school must be in compliance with the state physical exam and immunization requirements. All incoming ninth graders must have their records in order before they are allowed to attend high school. Any student who is entering Central as a transfer student will be given 30 days to be in compliance according to Illinois State Law or will be excluded from attending until the requirements are met.

**CHAMPAIGN CENTRAL SPECIAL EDUCATION PROGRAM**

Both Federal and State laws require that all handicapped children, ages 3-21, have available to them a free, appropriate public school education in the least restrictive environment and that a continuum of alternate placements is available to meet the needs of handicapped children. The continuum of services required must include instruction in regular classes, special classes, special schools, home instruction and instruction in hospitals.
or institutions; and must make provision for supplementary services to be provided in conjunction with the regular class resource programs, adaptive physical education program and related services. Additional services are available in the Unit #4 program. For further information contact the Director of Special Education at the Mellon Building (351-3841).

At Central High School, instructional programs are offered for students whose intellectual and emotional development, adaptive behavior, or academic achievement interfere with the student’s learning and social functioning in the regular education setting. Related services include psychological services, social work services, prevocational services, homebound services, adaptive physical education and prenatal services.

**PROGRAMS COMBINING STUDY WITH WORK EXPERIENCE**

**COOPERATIVE CAREER EDUCATION (CCE)**
Juniors or seniors may elect to participate in this program which enables them to combine school class experiences with their actual work experiences in the community. CCE students leave the campus to perform tasks for pay at approved training stations. They earn credit for both the CCE related class and work site experience when satisfactory performance has been acknowledged by the Coordinator. Students should see their counselor if they are interested in CCE.

**EDUCATION TO CAREERS AND PROFESSIONAL PROGRAM (ECP)**
One of our objectives at Central High School is to introduce all of our students to the world of careers and to help them understand the relevance of academic study through our award-winning Education to Careers and Professions Program (ECP). With over 40,000 different careers in this country, it is often difficult for young people to focus their varying interests and to learn about the numerous opportunities in the world of work.

Through the ECP program, our freshmen students get the opportunity to identify personal interests and match these interests with one of six career pathways. Dividing the job market into career pathways helps our students view future job possibilities more clearly and makes the career decision-making process much easier. The six career pathways are as follows:

- Health Care Services
- Human Services
- Engineering & Industrial Technology
- Business & Administrative Services
- Arts & Communication
- Natural Resources

Once a student has selected a career pathway, he or she can meet with his or her counselor and develop an appropriate program of study. Through the ECP students have an opportunity to receive workplace exposure by participating in the following activities:

- Freshman year—Discover their career interest area and begin work on the “Ten Steps in the Career Decision Making Process”
• Sophomore year---Job shadowing in numerous careers and professions and hearing guest speakers from various career areas
• Junior year---Job shadowing in a selected career or profession
• Senior year---Project based career internship, Level III one semester class, which focuses on all aspects of a business or organization that a student has a strong interest in pursuing.

While the ECP program incorporates career preparation into our students’ years at Central High School, it is not a job training program. ECP is not just another name for vocational education or traditional work programs. ECP is different in many ways, but primarily in its emphasis on helping all students gain a sense of direction with a purpose that will lead to improved academic achievement and success in their futures. For more information on the ECP program contact Mr. Marc Changnon at 351-3764.

COLLEGE & CAREER CENTER

The College and Career Center is located on the second floor in room 218. The Center has computers for students to complete college and scholarship applications, college & career searches, FAFSA, financial aid completion and much more. Ms. Jennifer Stroud, College/Career Counselor, is available to assist students and families in all aspects of planning through high school and beyond. Please visit the Centers’ website at www.champaigncentralc3.org. She may be reached by phone at 351-3758 or email, stroudje@champaignschools.org.

COLLEGE ENTRANCE TESTS

Students planning to attend junior colleges, colleges and universities should consider taking one or more of the following examinations:

The American College Test (ACT) is required for admission to several hundred colleges. It is administered at various locations, including the University of Illinois in September and periodically thereafter. Certain scholarships are available on the basis of the results of the ACT taken at designated times. There is a fee for the test payable by check or money order to the ACT program. This year, the State is moving to a different assessment for high school accountability. However, at the time of the printing of this book, it looks as if the State is agreeing to paying for one implementation of the ACT in the spring.

The Scholastic Aptitude Test, (SAT I), serves as an entrance test to several hundred colleges and universities. Certain SAT II tests may also be taken and there is an additional fee for these achievement tests. Students are advised to consult the college bulletins to determine the requirements for the college of their choice. Information booklets describing the various tests are available in the counseling office upon request. The college of a student’s choice will list the test or tests they require or suggest for admissions purposes. Students who request extra time or need other accommodations on any of the exams should see their counselors or case managers three months ahead of the planned exam.
SCHOLARSHIPS

Our counselors assemble information available on financial aid for students who wish to continue their education/training beyond high school. This information is available to students and parents. Counselors encourage students to make use of all opportunities for financial aid if it is needed. The counseling office conducts the examinations for the National Merit Scholarship program, the Preliminary Scholarship Aptitude Test of the College Entrance Examination Board, and some advanced placement examinations by special arrangement. Interested students must check with their counselor well in advance of the testing date. Students may apply for other scholarships given by companies, unions, churches, etc. Information about these types of scholarships come from the counseling office and is advertised through a scholarship newsletter published twice a month. A financial aid workshop is held at Central in December. Students are encouraged to check the College and Career Center website at www.champaigncentralc3.org for the latest scholarship information.

ILLINOIS STATE SCHOLAR PROGRAM

The scores made by students on the American College Test (ACT) or the Scholastic Aptitude Test (SAT) along with rank-in-class are used to identify State Scholars and should not be confused with the Illinois Monetary Award Program also administered by the Illinois Student Assistance Commission. Please check the current edition of the State Scholar Bulletin available in the counseling office for more information.

FAFSA

Almost all colleges will ask students and parents/guardians to submit financial information in the form of the Free Application for Federal Student Aid (FAFSA). The FAFSA will be on-line at www.fafsa.edu.gov after January 1. The sooner students enter their family’s information into FAFSA, the better chance they will have to receive general financial aid. It is very important to do this as quickly as possible.

ILLINOIS MONETARY AWARD PROGRAM

Students desiring financial aid must complete a financial aid form; for example, FAFSA or Free Application for Federal Student Aid, and send to the processor designated. Award amounts are made on a yearly basis, but cannot exceed tuition and mandatory fees. The awards are based on financial need as determined by congressional methodology.

PELL GRANT PROGRAM (BASIC EDUCATIONAL OPPORTUNITY GRANT)

When a student files a FAFSA, the student is automatically considered for a Basic Educational Opportunity (PELL) Grant. No other application is needed for this federal government program. Eligibility depends on the student’s family’s financial circumstances. The exact amount of the Pell Grant is determined on a yearly basis.

COLLEGE VISITATION

Seniors and juniors are permitted two days for college visitation per school year. Students must pre-arrange the visits through their Assistant Principal’s secretary. A student may petition for additional days due to unusual circumstances (example…recruiting trip). All requests for additional days must be made in writing to the Assistant Principal at least five days before the absence, stating the need and the circumstances. Parent/Guardians are encouraged to schedule college visits during the approximately 30 non-school days during the school year.
TRANSCRIPTS
The counseling department will provide transcripts for all college applications and when requested by prospective employers. Official transcripts will not be provided directly to the student, but sent directly to the school or employer making the request. The first transcript is free. A $3.00 fee is charge for each subsequent transcript request. The charge increases to $5.00 (per request) for express transcript requests (< than 10 days).

Colleges and universities require official test scores to be sent to them directly from ACT or the College Board. If a student wants test scores such as the ACT or SAT sent with his/her transcript, the student must request in writing that this information be included. The counseling office is unable, by law, to furnish these scores without the student’s prior written permission.

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

LIBRARY INSTRUCTIONAL CENTER EXPECTATIONS
STAFF AND FACILITIES
The Central High School Library belongs to the entire Central community. The library staff consists of a Librarian and one full time library secretary. Members of the staff are on duty daily from 7:45 a.m. – 4:00 p.m. The staff member’s job is to help students and their teachers find resources and facilitate research. Central High School subscribes to numerous online databases, has an online Public Access Catalog (PAC), an automated circulation system and a computer lab for research. Students should not hesitate to ask for assistance from either the library Specialist or library staff members at any time. The library’s website may be accessed at www.central.mc.org.

ACCESS TO THE LIBRARY
The library is open before 1st hour at 7:45 a.m. and until 4:00 p.m. Students will need a pass to visit the library unless: (1) the student does not have a class on the given hour and arrives before the tardy bell rings or (2) the student is with his/her instructor. Since being in the library after school is considered an extension of the school day, all school rules for electronic equipment and cell phones still apply.

LUNCH PERIODS
Students may come without a pass before the tardy bell rings and sign in at the circulation desk. If a student wishes to visit the library during the lunch periods, he or she must obtain a pass from a teacher or administrator. Food is allowed in the front part of the library, before the security gate.
CLASS USE
Students are welcome in the library as part of a class with a teacher. Students are also welcomed individually from a class on a library pass from their teacher. Students should have their pass completely filled out. Students should put the pass in the pass box at the circulation desk when they arrive and then sign in at the front desk.

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

LIBRARY CARD
Students will be issued a library card with their name and unique barcode for use in checking out materials from the library or when ordering materials from any library in the Lincoln Trail Library System. The card is effective for the four years a student attends Central High School. It is important that students inform the library if their library card is lost or stolen. This precautionary measure is intended to prevent a student from receiving unknown charges on his/her account. A student will not be allowed to check out materials from the library without displaying the library card and current student ID. Any attempt to remove library materials from the library without following the proper checkout procedure will be considered theft and will be handled accordingly. Lost or stolen cards may be replaced with a $2.00 replacement fee.

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

RETURNING MATERIALS
When a student returns materials to the library, he or she should place items in the book drop at the end of the circulation desk. This is the only acceptable location for the return of materials. Items dropped elsewhere will be considered as unreturned or lost and students will be fined accordingly, and placed on the social probation list.

COMPUTER LAB EXPECTATIONS
The computer labs are resource centers for use by Central High School students and staff for school-related work. Students may enter with a scheduled class, as a group of walk-ins from a class or independent walk-ins. Lab usage is a privilege and is accompanied by the following expectations:

1. Computer labs are available from 7:30 – 4:00 p.m. unless otherwise indicated.
2. Students must register on a sign-in sheet after entering the lab unless with a class. Students are expected to remain in the lab until the end of the class period. If a student needs to leave earlier than the end of the class period, he/she must sign out and have the pass signed by the staff person on duty.
3. Students are to work quietly on a computer. If conversations are necessary, it should be such that it doesn’t disturb others from working in the lab.
4. When using the Internet only appropriate websites, as it relates to school work, are allowed.
5. Games, videos and music are not to be played on the computers without the teacher’s permission.
6. Printing is for school related assignments only.

**COMPUTER/INTERNET USAGE**

Computers are to be used for authorized school assignments only. Students who violate this expectation are subject to disciplinary action.

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

**SCHOOL ATTENDANCE**

**EXCUSED AND UNEXCUSED ABSENCES**

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

Absences for the following reasons will be excused:

1. Illness of pupil
2. Death of relative or friend
3. Accident or emergency
4. Medical and dental appointments confirmed in writing by the physician or dentist that cannot be arranged for out-of-school hours
5. Religious holidays or other religious causes
6. **Prearranged Absences:**
   a. Trips on school business
   b. Vacation periods with parent/legal guardians (with a three day notice prior to the absence)
   c. Absences for student competition and performances
7. After a student accumulates 9 days of excused absences, a physician’s note is required in order to excuse all other absences.

All other absences shall be considered unexcused and may be interpreted as truancy. Other instances will be handled on an individual basis by the administration. Absences due to car trouble, oversleeping and missing the bus will normally not be excused absences. If a student is absent, the parent or guardian must notify the Attendance Office secretary A-G at 351-3916, H-O, 351-3932, and P-Z at 351-3918 between 7:30 and 10:00 a.m. on the morning of the absence, stating the reason the student will be absent.
PRE-ARRANGED ABSENCES
Vacation periods are established by the Board of Education for regular intervals of the school year. Those intervals should be adequate to meet most needs. If parental plans are such that those intervals need to be extended or another interval provided, it is the responsibility of the parents, with their students, to make arrangements in advance of such absence. Parents and students should understand that such extensions of vacation may not be in the best educational interest of the student and/or parent to arrange. Such arrangements must be made three days in advance to be excused. All absences for any trip or vacation when students are not accompanied by parents, such as a youth group, ski trip or a vacation with friends, will be unexcused. With the permission of the principal or his/her designee, trips which may be in the best educational or personal interest of the student may be excused. Please contact the assigned Assistant Principal for further information. Please use the following procedure for pre-arranging more than one day’s absence:

1. Parents send a note to the appropriate Assistant Principal, giving the dates of the planned absence, the reason for it, the destination and indicate who will accompany the student. **A three day notice is required.**
2. The student will receive a pre-arranged absence form from his/her Assistant Principal. It will indicate whether or not the absence will be excused.
3. The student must then carry the form to all of his/her teachers for their signatures. This indicates that they have made arrangements for make-up work. After all of the teachers have signed, AND when possible, at least two days before the absence is to begin, the student is to return the form to the attendance secretary or Assistant Principal.

Students pre-arranging an absence for one day need only to have their parent/guardian call the attendance office.

ABSENCES / PARTICIPATION IN EXTRA CURRICULAR ACTIVITIES
If a student is too ill to attend school for at least one-half of the day, then he/she will be ineligible to participate in or attend extra-curricular activities on that date. Other absences on the dates of extra-curricular participation will be evaluated by the Assistant Principals.

MESSAGES FOR STUDENTS
Classroom instruction will NOT be interrupted in order for students to receive a message or personal items. If you need to leave a message/item for your child, announcements for students will only be made during passing periods between classes.

CHECKING OUT OF SCHOOL
When a student needs to be excused from the building for part of the day, the parent/guardian must notify the attendance office. The student must then secure a permit from the Welcome Center in Seely Hall before school in the morning. Teachers may not give a student permission to leave the school building. Students should show the permit slip to their teacher at the time they are scheduled to leave. **They should then report to the Welcome Center to “sign out.” Upon returning to the building they will “sign in” at the Welcome Center and receive a pass to return to class.** Checking out is a privilege and should be used infrequently. Failure to check out and/or check in may result in disciplinary action. Classroom instruction will NOT be interrupted in order for students to check out of school for pre-arranged appointments.
ILLNESS WHILE AT SCHOOL

When a student becomes ill while at school, he or she should:

1. Ask the teacher for a pass to the Assistant Principals Office.
2. Let the teacher know that he/she is too ill to go to the Assistant Principals office and ask for help.
3. A student who is ill must report to the attendance office. **When ill, a student is advised NOT to leave the school building without permission.** This requirement is to ensure the student’s safety.

MEDICATIONS

Prescription medications may not be taken at school unless the parent/guardian of a student has completed a “Permit for Authorized Personnel to Administer/Distribute Required Medications during School Hours” form. This form must be completed by the physician prescribing the medicine and must be signed by the parent/guardian giving the school permission to dispense the medication to their child.

Non-prescription medication such as aspirin, acetaminophen, antihistamine etc., will not be given to a student for an illness at school. Students with the permission of a parent may carry non-prescriptions medication for headaches, cramps and other minor aches and pains.

TRUANCY AND CUTTING CLASS

A “truant” is defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof. Illinois State Law requires that all children under the age of 17 attend school regularly for the entire time school is in session during the regular school term. The law also states that any child subject to compulsory school attendance, who is absent from school without valid cause for 5 consecutive days or more of the previous 180 regular days, is to be considered a chronic or habitual truant (the School Code, Article 26-2a, revised paragraph 9-22-86). Parents and/or guardians of students may be found liable for the student unexcused absences, and can be fined $50.00 and/or jailed for 30 days. Cutting class or an unauthorized absence from any part of a class will be considered as truancy and the appropriate consequences will be issued. A student, who remains in the restroom because of illness for an extended time without getting permission from his/her teacher, assistant principal, or the attendance office staff member, will be considered truant.
Central High School Student Programming

Area of Focus

Academic

Instruction
- Gradual Release of Responsibility
- Productive Grouping Strategies
- Clearly Communicated and Assessed Goals
- Expert Modeling
- Independent Practice When Students Are Ready

Assessment
- Authentic Homework
- Quality Feedback
- Frequent Formative
- Summative When Students Are Ready
- Common Assessments with Shared Data

Curriculum
- Common Core Content
- Common Core Literacy
- Understanding by Design
- Standards and Indicators
- PLC

Social/Emotional/Behavioral

Social/Emotional
- Essential Social Curriculum
- Social Justice
- Sense of Belonging
- Accentuate the Positive
- Quickly and Concisely Manage the Negative

Instruction
- Peer Mediation
- Student Recognition
- ROAR Expectations

Assessment
- PLC

Curriculum
- PLC

Universal Supports
- Timely and Authentic Parent Contacts
- Timely and Authentic Student Conferences

Tier 3

Tier 2

Tier 1

Behavior Intervention

Course Level Changes
- SAIG
- Advisory Progress Monitoring
- HST Monitoring/Tutoring
- ACTIONS Follow Up

Generation Next
- College/Career Planning
- Frosh./Soph. Advisories (Math/Rdg/Science literacy)

Instruction
- Gradual Release of Responsibility
- Productive Grouping Strategies
- Clearly Communicated and Assessed Goals
- Expert Modeling
- Independent Practice When Students Are Ready

Assessment
- Authentic Homework
- Quality Feedback
- Frequent Formative
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INTERVENTIONS

Central High School is working to support all students in the building. Our ultimate goal is to improve student achievement through interventions that allows everyone to feel supported while enrolled at Central High School. Interventions are designed to support students who have extra needs with regards to academics, discipline and attendance. Specific interventions are listed below with a small description to provide a better understanding of each support.

Advisories
Freshmen and sophomore students will participate in advisories for approximately 25 minutes each day. During that time, students will receive support in literacy, mathematics, goal setting, and college/career readiness.

Check In-Check Out (CICO)
Check In-Check Out is designed to help students form strong relationships in the building with staff members. Students identified for this intervention need extra supports for attendance, tardies, and discipline. Students who are placed in this intervention will work on meeting the expectations listed in the Central High School Behavior Matrix by completing a daily self-evaluation of their behaviors while at school.

Check In-Check Out (CICO) with Individualized Features
Check in-Check Out with individual features is designed to mimic the CICO program but focuses on students who have not found success with the basic CICO supports. Students are allowed to select their CICO mentor and specific discipline and attendance information is communicated with the mentor. The student will focus on specific behaviors that they want to improve and the mentor will help the student self-reflect on their progress in comparison with the student’s actual data.

Student-Teacher Mediations
Student-Teacher Mediations are designed to help students and teachers form a positive relationship for student learning and teaching. Students are identified for this intervention after receiving three discipline referrals from the same classroom teacher. During the mediation, students and teachers share their perspectives and work towards a common understanding of classroom expectations and behaviors.

Schedule Change Recommendations
Schedule Change Recommendations is designed to identify students who are struggling in their current academic placement. Student grades are analyzed to help determine if a student would benefit from a course level change. In order to make an informed decision, grades are analyzed using student progress reports; input is gathered from the teacher and guardian, as well as the student. It is our goal to have all students placed in the most appropriate classes. Students are also identified through a separate process to move into accelerated courses.
Peer Jury
Peer Jury is an intervention which is based on the concept of restorative justice. Students identified for this intervention have been involved in physical confrontations and/or have excessive absences. Through this intervention, students undergo a process which leads to a better understanding of how their actions affect their families and the greater Central High School community.

SAIG Groups
Social/Academic Instructional Groups focus on supporting students’ academic and behavioral needs. These skill building groups will focus on how to build the academic and problem solving skills necessary for success at Central High School and beyond. Students will be identified based on discipline, and grades. Each group will have a specific curriculum that will support the Central High School Behavior Matrix.

SPARCS
SPARCS is an intensive intervention that meets over a 16 week period. Currently, SPARCS is run through Community Elements. Students are identified for this intervention through data analysis of behaviors, attendance, and tardies as well as individual conversations about student needs. The curriculum for this group focuses on skill building strategies as well as clinical approaches to issues that many adolescents face. Participation in this intervention requires special consent from families since it is provided through an outside agency.

CENTRAL HIGH SCHOOL BEHAVIOR MATRIX (following page)
The behavior matrix was created by a team of teachers and administrators to give a common language to the expectations that we have for all students at Central High School. The matrix is a positive visual support and reminder for students to maintain optimal academic and social achievement while at school every day. It is our intention to provide our students an environment that honors their right to attain the best education possible.
**Champaign Central High School Behavioral Matrix**

<table>
<thead>
<tr>
<th><strong>School Grounds</strong></th>
<th><strong>Seely Hall</strong></th>
<th><strong>Hallways</strong></th>
<th><strong>Classroom</strong></th>
<th><strong>Cafeteria</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Respect</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Honor personal space</td>
<td>• Honor personal space</td>
<td>• Be polite to teachers &amp; peers</td>
<td>• Honor personal space</td>
<td></td>
</tr>
<tr>
<td>• Honor our community</td>
<td>• Follow staff requests</td>
<td>• Honor personal space</td>
<td>• Follow staff requests</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Ownership</strong></th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>• Follow the dress code</td>
<td>• Manage time wisely</td>
<td>• Follow the dress code</td>
<td>• Make healthy choices</td>
<td></td>
</tr>
<tr>
<td>• Leave school promptly during lunch and at dismissal</td>
<td></td>
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<thead>
<tr>
<th><strong>Action</strong></th>
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</thead>
<tbody>
<tr>
<td>• Present passes to staff</td>
<td>• Use trash cans</td>
<td>• Keep moving to your destination</td>
<td>• Pass required after bell</td>
<td></td>
</tr>
<tr>
<td>• Use appropriate volume</td>
<td>• Use appropriate language/volume/tone</td>
<td>• Have passes visible</td>
<td>• Throw trash away</td>
<td></td>
</tr>
<tr>
<td>• Keep moving to your destination</td>
<td>• Use trash cans</td>
<td>• Present pass to teacher</td>
<td>• Include others.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Responsibility</strong></th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>• Manage and bring approved materials.</td>
<td>• Exit at appropriate times</td>
<td>• Avoid horseplay</td>
<td>• Keep area clean</td>
<td></td>
</tr>
<tr>
<td>• Be patient, wait your turn.</td>
<td>• Use your current ID.</td>
<td>• Be engaged with PE activity.</td>
<td>• Use time wisely</td>
<td></td>
</tr>
<tr>
<td>• Be engaged and come prepared.</td>
<td>• Manage time wisely.</td>
<td>• Avoid horseplay</td>
<td>• Leave no trace</td>
<td></td>
</tr>
<tr>
<td>• Use your current ID.</td>
<td></td>
<td></td>
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<table>
<thead>
<tr>
<th><strong>Library</strong></th>
<th><strong>Offices</strong></th>
<th><strong>P.E.</strong></th>
<th><strong>Restrooms</strong></th>
<th><strong>Decker Theater</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Respect</strong></td>
<td></td>
<td></td>
<td></td>
<td>Only leave the theatre during a break</td>
</tr>
<tr>
<td>• Allow others to work.</td>
<td>• Be patient, wait your turn.</td>
<td>• Stay with your class.</td>
<td>• Honor Personal Space</td>
<td></td>
</tr>
<tr>
<td>• Be engaged and come prepared.</td>
<td>• Manage time wisely.</td>
<td>• Avoid horseplay</td>
<td>• Keep your theatre in good condition (feet on the floor, not the seats)</td>
<td></td>
</tr>
<tr>
<td>• Use your current ID.</td>
<td>• Present a valid pass.</td>
<td>• Be engaged with PE activity.</td>
<td>• Avoid horseplay</td>
<td></td>
</tr>
<tr>
<td>• Present a valid pass.</td>
<td>• Use appropriate language/volume.</td>
<td>• Utilize equipment as intended.</td>
<td>• Use trash cans</td>
<td></td>
</tr>
<tr>
<td>• Eat/Drink at front table only.</td>
<td>• Utilize equipment as intended.</td>
<td>• Flush toilets</td>
<td>• Excuse yourself and leave quietly if needed (emergency)</td>
<td></td>
</tr>
<tr>
<td>• Use appropriate volume.</td>
<td>• Use trash cans</td>
<td>• Wash hands</td>
<td>• Place your cell phone on silence and kept them put away</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Responsibility</strong></th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>• Keep area clean.</td>
<td>• Be honest with the office staff.</td>
<td>• Dress for P.E.</td>
<td>• Stay engaged in the performance</td>
<td></td>
</tr>
<tr>
<td>• Be honest with the office staff.</td>
<td>• Utilize equipment as intended.</td>
<td>• Avoid horseplay.</td>
<td>• Allow staff members to record the performance</td>
<td></td>
</tr>
<tr>
<td>• Use time wisely</td>
<td>• Use time wisely</td>
<td>• Use time wisely</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Leave no trace</td>
<td>• Leave no trace</td>
<td>• Leave no trace</td>
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</tr>
</tbody>
</table>
OTHER POLICIES AND REGULATIONS

ACCIDENTS
All injuries at school should be immediately reported to the office and designated assistant principal.

BEHAVIOR AT ATHLETIC EVENTS AND BIG 12 SPECTATOR EXPECTATIONS
The IHSA sets standards of behavior at athletic events. Consequently, students who exhibit inappropriate behavior at athletic events may be excluded from future athletic events for up to one year. Inappropriate behavior includes acts of poor sportsmanship such as throwing objects on the playing field or court, demonstration of obscene gestures, use of vulgar “cheers” or shouts, taunting of opposing players or cheerleaders, or possession or use of drugs and alcohol. Some behaviors run contrary to conference expectations. Be a good sport and don’t put yourself or Central High School in the position where officials tell you to leave an event or prohibit our fans from further participation in the future. Here are some specifics:

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

BICYCLES, MOTOR-BIKES, ETC.
There are two parking areas for bicycles on the north side of the building. Students are responsible for securing their bicycles.

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

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

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

1. Defacement of the school bus
2. Disobeying directives from the bus driver
3. Such other behavior that might threaten the safe operation of the bus and/or its occupants
Remember that all school rules apply while on any bus. The Assistant Principals will apply the district’s Discipline Code of Conduct for misbehavior on a bus. Each year, rules and regulations, as well as evacuation procedures are reviewed with respect to yellow and MTD buses.

**CAFETERIA GUIDELINES**

1. Students may either buy their lunch in the cafeteria or bring a sack lunch to eat in the cafeteria.
2. Freshmen (fourth hour) and sophomores (fifth hour) have closed lunch for half of the period and advisory during the other half of the period. Students wishing to go anywhere else besides the cafeteria or courtyard during their lunch period should obtain a pass ahead of time from a staff member. Advisory teachers will not issue passes to see other teachers, but students may show a pass they received ahead of time to be released from their advisory.
3. Juniors and seniors have open lunch (sixth hour). They have the option of using the cafeteria services or leaving the campus for lunch. Students must be officially juniors or seniors to have open lunch – e.g. THIRD YEAR STUDENTS WHO DO NOT HAVE JUNIOR STATUS BY CREDITS EARNED WILL HAVE CLOSED LUNCH (FIFTH HOUR) UNTIL THEY EARN JUNIOR STATUS.
4. Cutting in line is not allowed.
5. Students are responsible for and expected to clean up the table space where they eat.
6. Students who violate the Student Code of Conduct or engage in unacceptable behaviors can lose the privilege of using the cafeteria and be assigned an alternative place to eat lunch.
7. Courtesy and good conduct is the rule!!

**CARE AND USE OF THE BUILDING**

The defacing or destruction of school property is a violation of the law. Please take particular care of all school property. Students should report any damage they accidentally cause to school property to the Assistant Principals Office and make arrangements to pay for any repairs.

**CARS**

There is no student parking lot at Central High School. Student cars and other vehicles may not park in the service drive or in the lot on Park Street. Any vehicle in these reserved areas, without a Central parking permit, may be ticketed and/or towed away at the owner’s expense. Students are NOT allowed to park in the service drive at any time including after school and/or evening activities. The Champaign School District and Champaign Central High School are not responsible for damage or theft to/from personal vehicles.

**CELL PHONES/ELECTRONIC DEVICES**

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

1. Electronic devices (phones, mp3 players, iPods, etc.) may be used in hallways during passing times and in the cafeteria during lunch as long as headphones are used to mute the volume.
2. Students in the hallways on passes (teacher, office tardy, etc.) may not use their cell phones.
3. Electronic devices may not be used in the hallways while class is in session.
CHANGES OF ADDRESS OR PHONE NUMBER
It is the responsibility of the parent/guardian to report any change of address or telephone number to the attendance office. If any mail is returned to Central High School stating that a family does not reside at the registered address, new proof of residency will be required immediately following receipt of the returned mail.

COLLECTION OF STUDENT DEBT PROCEDURES/CONSEQUENCES
Students who participate in fundraising activities sponsored by Central teams or clubs are responsible for taking care of any money collected and items sold. Prior to the start of the fund raising process, coaches or club/activity sponsors will provide a written set of rules for the sale, including expectations regarding the loss of money or products. Coaches expect students to take all reasonable efforts to care for the money and products involved in a fundraiser.
What does “reasonable effort” mean? For example, the coach expects that a high school student will not leave a box of fundraiser candy bars in an area where younger brothers or sisters might get it. The youngsters will probably help themselves. If a student leaves candy where others can find it, he/she will be responsible for the loss. On the other hand, if a student’s home catches fire and the candy is subsequently destroyed, a student would not be held responsible for the loss.

If a student loses money or product, the following will happen:
1. The coach or club/activity sponsor will expect the student to explain what occurred. After hearing the explanation, he/she will decide if the student should be held responsible for the loss.
2. If the coach decides that the student should be held responsible, but the student disagrees with that decision, the decision can be appealed to the Associate Principal.
3. If the student is unhappy with the Associate Principal’s decision, the student can contact the Director of Student Services at the Mellon Administrative Center for further appeal.

A student who is found to be responsible for a loss during a fundraiser will not be allowed to participate in that extracurricular activity if the debt remains unpaid at the end of the school year. In other words, the student will be allowed to complete the current year’s activity with that club or team but will not be allowed to participate or be a club/activity member in any following years until the debt is paid. The Associate Principal will circulate a list of students who have club/team debts to all coaches and club/activity sponsors.

Here are some specific examples:
For students with library and lost textbooks fines in excess of $10.00:
• The librarian and bookkeeper will give the Associate Principal a list of students and he/she will circulate this list to all coaches and club/activity sponsors.

For athletes:
• A student may complete the season as long as he/she meets eligibility requirements. However, the student will not be allowed to attend any end of season award banquets, receive a letter or receive any
awards. If the student pays the debt by the end of the school year, the school will retroactively present the student with his/her letter along with any awards, if applicable. Students with outstanding debt will not be allowed to try-out for the team the next year. Debts must be cleared prior to try-outs. Coaches will keep the Associate Principal informed of any debt situations.

For students in a course such as flags, drama, band or chorus:

- A student may not participate in non-graded activities associated with the course if there is outstanding debt. This means the student may not participate in special trips (like attending the Peach Bowl) or group parties and so forth.

**Important!** Board Policy stipulates that students with unpaid debts will not be allowed to participate in the graduation ceremony. The student will receive a diploma, but will not wear a cap or gown to participate in the graduation ceremony with the student’s designated class.

Additionally, please note that while students are encouraged to be a part of fundraisers, it is not required to participate on the team, club or activity. It is believed that everyone who is active should want to bear the responsibility for making clubs/activities and teams strong. A student will not be denied the chance to participate in any activity if he or she chooses not to be part of the effort. Just remember that once the student agrees to accept the responsibility to participate in a fundraiser, he/she is held responsible for turning in all the money that is raised and caring for the product being sold.

**COMBES GYMNASIUM/WEST GYM**

The gymnasiums are classrooms. Students should not loiter in the balconies or on the stage. During the school day, students should only enter one of the gym areas when attending their assigned class. Students found in the gym when they are not assigned to be in the area will be given consequences for being truant.

**CONDUCT AT ASSEMBLIES AND EXTRACURRICULAR ACTIVITIES**

Good manners do not include booing, excessive applause, distracting conversation and movements or insulting remarks. Enjoy our assemblies and extracurricular activities and permit others the same enjoyment. Failure to show proper conduct at these events will result in disciplinary action and possible exclusion from these activities.

**DOOR: ENTRY & DISMISSAL**

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

Students without a first period class are expected to wait outside, report to the library or to a computer lab. No locations (including Combes Gym balconies) are to be used as a place to wait for second period class to begin.
Students are expected to leave the building at the end of their school day. Unless involved in a supervised co-curricular or extracurricular activity, students are expected to leave the building by 3:30 p.m. If a student’s last class is before the 3:20 p.m. dismissal, he/she is expected to leave the building immediately after his/her last class, or go to the library, computer lab, or other supervised area (e.g. with a teacher). A student who does not have a class does not have the freedom to roam the building.

DRESS AND GROOMING
According to School Board Policy #715.01R, a student shares with his or her parents the right to dress according to personal preference except where such dress is dangerous to the student’s health and safety of others, or is distracting or indecent to the extent that it interferes with the learning and teaching process. Grooming and neatness are also the primary responsibility of students and their parents. Schools may prescribe standards of grooming and dress for participation in extracurricular activities. They may prohibit students from wearing attire that, in the opinion of school authority, is contrary to acceptable health and safety standards, or may disrupt the education process or learning atmosphere. The following list contains examples of inappropriate dress:

- Hats, head coverings (that cover the entire head), jackets, coats, sunglasses, and gloves (religious headgear is exempt from this rule)
- Pants worn below the waist.....NO SAGGING
- Pants or any attire that expose underwear
- Garments or jewelry depicting alcohol, tobacco or other drugs
- Garments or jewelry with messages or symbols that include obscenity, derogatory language, sexual innuendo, gang affiliation or occult reference
- Garments or jewelry that could be used as a weapon, including brass knuckles, wallet chains, etc.
- Tops that expose too much cleavage or midriff (All tops must have straps on each shoulder.)
- Short shorts or short skirts
- Translucent clothing
- Pajamas
- Bedroom/House slippers
- Any other attire that is deemed in any way disruptive or inappropriate

*All hats, caps, sports headbands, scarves, and do-rags must be removed and placed in the student’s locker by the beginning of the student’s first class period. With the exception of religious or cultural headgear, no head coverings will be allowed. Students who fail to meet these expectations will receive consequences, to include but not limited to confiscation, sent home and parent conferences. Students who are improperly or inappropriately dressed may be sent home to change clothes. The time they are absent from school will be unexcused.

FIELD TRIPS
All field trips are supervised by faculty and volunteers. Parent/guardian’s written permission is needed for a student to attend any field trip. Students will not be allowed to attend without their parent’s permission. All school rules apply during field trips.
**FIGHTING**

Students are expected to avoid physical confrontations (fights) at all times. Conflicts are almost always caused by two people. Students are expected to seek help if they and a fellow student are angry or upset with one another. Our Student Services Department (assistant principals, counselors and social workers) has much to offer. Conflict mediation works great for most situations. Teachers are available to assist as well. Remember that fighting almost always leads to suspension from school and the filing of a police report.

Even if two (or more) students are very angry over a period of time and it eventually leads to a stand-off and fighting, there is no self-defense issue. Both/all people are responsible for the problem and will end up facing consequences. In fact, self-defense is very, very rarely accepted as a rationale for violence.

The district recognizes the importance of including parents/guardians in the disciplinary process. When a student is suspended, prior to returning to classes, the parent(s), student and appropriate assistant principal will have to meet to discuss the situation. The quarrelling students may be asked to meet to ensure that the issue is settled. They will be required to appear before the Peer Jury and must agree to fulfill a contract agreement to repair the harm they caused to the culture of Central High School.

**FIRE/DISASTER DRILLS**

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

**FOOD/BEVERAGE**

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

**GAMBLING**

Gambling is prohibited by state law and city ordinance. Students, who violate the law, may be referred to the Champaign Police. Students could face disciplinary action as established by the Board of Education.

**GANGS AND GANG-RELATED ACTIVITIES**

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

- Committing or conspiring to commit criminal offenses,
- Engaging in conduct that is inimical to the public good, or
• Engaging in conduct that interferes with or disrupts the District’s education process or programs

The phrase “gang-related activity” means any conduct engaged in by a student:
• On behalf of any gang,
• To perpetuate the existence of any gang, or
• To affect the common purpose and design of any gang, including, without limitation, recruiting students for membership in any gang, threatening or intimidating other students or employees to commit acts or omissions against his/her will in furtherance of the common purpose and design of any gang.

HAZING “INITIATIONS”
Hazing is prohibited. School officials shall respond to all hazing incidents that have a reasonable connection to the school program. Hazing is any activity, by a student, that occurs on or off school grounds, at any time of the day or night, at any time during the calendar year, which activity is intended to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Hazing includes, but is not limited to: relevant alcohol incidents; paddling; attempts to excessively fatigue a person; physical and/or psychological abuse; public stunts; or morally degrading or humiliating games and/or activities. A student athlete who is found to have engaged in hazing shall be disciplined by school officials. Discipline for a student found to have been involved in hazing may range from a five (5) day suspension from all games, practices and meets to expulsion from school for a period not to exceed two calendar years.

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

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

ID BADGE
Students are expected to carry their ID badge with them at all times and must be able to produce the current ID card upon request. Students will be asked to show their ID badge if they are in the hallway without a pass and refuse to tell a staff member their name. Failure to produce the ID badge or give one’s name will result in an automatic detention and the student will be sent to the holding room. ID badges are required to gain entry to school dances, to receive student discounts for entry to school activities, for School/MTD bus pass use, to purchase items from the cafeteria, and to check out materials from the library.
Replacement ID’s are available through the following procedures:

- In accordance with district policy, student will be provided an original photo ID and one replacement free of charge.
- Student will be expected to pay for all subsequent ID badges.
- Students should pick up an ID replacement form from the Assistant Principal’s Office. Students will not be excused from class to obtain the replacement form. Please do so during lunch or before or after school.
- Attach $2.00 to the form and return it to the AP’s Office before or after school or during lunch. No ID’s will be sold on credit.
- Pick up replacement ID in the AP’s office the next morning before classes begin.

BULLYING / INTIMIDATION / THREATS

In the Champaign Unit 4 School District’s Code of Conduct, intimidation/bullying are defined as follows: Bullying, intimidation, and harassment diminish a student’s ability to learn and a school’s ability to educate. Preventing students from engaging in these disruptive behaviors is an important District goal. Bullying on the basis of actual or perceived race, color, nationality, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school sponsored educational 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 MTD, or at school sponsored or school sanctioned events or activities.
3. Through the transmission of information from a District computer, a District computer network, or other similar electronic District equipment.

LOCKERS

A student’s locker is the property of the school and must be used for the purpose intended; a storage area for books, school supplies, PE clothing/equipment, and outdoor garments. Students should only use the locker assigned to them. If school staff members believe that a locker is being shared, the locker will be checked and parents notified.

If school officials have a reasonable suspicion that a student has placed inappropriate, illegal or dangerous materials or substances in the locker, the locker will be searched, with or without the student’s knowledge or consent. In brief, students should not keep anything in their locker that they would not want found. If students are sharing a locker and something inappropriate is found, all students sharing the locker will receive the same disciplinary consequence.
Unit 4 insurance policies do not cover anyone’s personal belongings, so students are advised to please leave valuables at home and make sure that their locker is securely locked when they leave. Unlike school officials, law enforcement officials who wish to search lockers need valid search warrants.

**LOST AND DAMAGED BOOKS**

Students are required to pay for lost or damaged books. If a textbook is lost or damaged beyond repair, the student will be charged a fine equal to the initial cost of the book (which could be in excess of $100 per book). If the book is damaged, but it can be rebound/repaired, the fine will be $14.00. If a student loses or destroys a workbook, the fine will equal the actual cost of the workbook. Please retain all receipts for fines paid. If lost books or materials are found after the fine has been paid, the fine may be refunded. Fines paid, minus a $1.00 service fee can be refunded, with proof that the fine was paid. Again, please retain all receipts.

Remember, students pay a rental book and materials fee at registration. When a student loses or damages school property, the fines will be added to the rental that was already paid.

**LOST AND FOUND**

Lost items should be taken to Room 118. When a student is attempting to locate an item they have lost or believe has been stolen (i.e. Clothing and back packs), please check in Room 118 at lunch or before and after school. All expensive items (i.e. money, cell phones, IPODs) that are found and turned in will be kept in the Assistant Principal’s Office. Please check these two locations for lost items.

**OPEN LUNCH HOUR REGULATIONS**

For Juniors and Seniors BY CREDITS:

1. Students who leave campus for lunch are expected and must return to school on time, well before the start of his / her next class.
2. Students who eat lunch in the community are expected to show respect for the community. Please do not trash the neighborhood with pop bottles, cups, wrappers and bags. Use the trash cans that have been provided.
3. Students who leave the building are encouraged to drive carefully, stay away from private property and watch their behavior. Students represent Central, and as proud members of Central High School, the staff members want students to represent Central High School well.
4. Please keep radios at a volume that do not disturb the community or people in other cars.
5. Central is a Smoke-Free Zone! Smoking is not allowed anywhere on campus.
6. Students are welcome to eat their lunch in the school’s cafeteria and then go outside through the courtyard.
7. If leaving the building, students are reminded to use the restroom before leaving. The only restrooms available at lunch time are those at the west end of the cafeteria. If a student leaves the building, he or she must reenter the cafeteria through the courtyard door.
8. Please keep the noise in the courtyard to a minimum. Classes are in session during each lunch period, so students are reminded that their cooperation is needed to ensure that classroom teachers can still teach and students can still learn.

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

**POSTERS AND DISPLAYS**
1. All posters to be displayed in the building must be approved by Mr. Woods in the Athletic Office.
2. Posters may only be hung on approved bulletin boards which are strategically located throughout the building.

**PROFANITY AND OBSCENITY**
Profanity is a violation of the school’s discipline policy. Champaign Unit 4 District’s Code of Conduct defines profanity/obscenity as follows: Using language, gestures, pictures, etc., which are offensive to most people. Consequences for profanity range from detention to out of school suspension. Students are always encouraged to use appropriate language that is edifying to the intended listeners and the bystanders who may overhear one’s conversation.

**PUBLIC DISPLAY OF AFFECTIONS**
Displays of affection which include embracing, kissing, etc., are inappropriate at school.

**RESTROOMS**
Students are encouraged to use the restrooms quickly in order to get to class on time. As previously mentioned, students should not remain in a restroom when ill. Students who are ill should report to the Assistant Principal’s Office. If a student remains in the restroom “sick” for an extended period of time, the student will be considered absent or truant from his/her class.

**SEARCHES**
To maintain order and security in the schools, school authorities may inspect and search desks, lockers, parking lots, or other property owned or controlled by the school and personal effects left in these areas without notice to or the consent of the student and without a search warrant. Students have no reasonable expectation of privacy in their desks, lockers, parking lots, or other property owned or controlled by the school or their personal effects left in those areas. In addition, school authorities may request the assistance of law enforcement officials and their specially trained dogs for the purpose of conducting searches of these areas for illegal drugs, weapons, or other illegal or dangerous substances or materials.
The school has jurisdiction over student actions in school, on school property, during school-sponsored activities or events, and during any activity or event that bears a reasonable relationship to school. When reasonable suspicion exists that a student over whom the school has jurisdiction has violated the law or the District’s rules, then personal property, including handbags, wallets, books and backpacks, briefcases, stockings, shoes, outer clothing, electronic devices, other personal effects, and vehicles may be searched. All searches should be conducted by no fewer than two (2) school officials. The involved students’ presence at the search of lockers, desks, etc. may be requested by the school official.

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

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

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

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

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

**SCHOOL SAFETY**

Central is a safe school. It is safe because its students have traditionally cared for one another and for the entire Central family. If a student becomes aware of any situations that could prove dangerous for students or staff, or for any single individual he may know, the student is encouraged to please report the issue(s) immediately to any school staff member. If a student is uneasy about personally contacting school officials, he or she may anonymously call the Principal’s office at 351-3914.

**SKATEBOARDS**

Students who ride skateboards to and from school must store their skateboards in their locker during the school day. Skateboards are not permitted in classrooms.
SMOKING
The District’s Discipline Code does not allow students to carry or use tobacco products at school or at any school-related function. Central High School, by state law, is a Smoke-Free Zone on campus. Electronic cigarettes are also prohibited.

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

- Receive two (2) or more office discipline referrals
- Receive one (1) or more out of school suspensions
- Receive three (3) or more tardies
- Receive two (2) or more F’s
- May not be unexcused absent from any class
- Any monies owed for obligations (Payment arrangement may be made in the main office)

Data is collected from Wednesday of one week to Wednesday of the following week. For example, data will be analyzed from Wednesday August 27, 2014 through Wednesday, September 3, 2014. The total number of tardies, discipline referrals, suspensions, F grades, unexcused absences and obligations owed will determine a student’s social probation status. Students may discuss their social probation status with their Assistant Principal if they feel that there is an extraordinary circumstance that has led to their status.

All co-curricular activities are privileges, not rights. A student may be held from participation/attendance by an administrator for ANY reason, including reasons beyond those listed above.

**It is important for each student to be responsible for their actions and check the social probation list every Thursday. If you have a question about social probation or want to talk, see your assistant principal. All co-curricular activities are privileges, not rights. A student may be held from participation/attendance by an administrator for ANY reason, including reasons beyond those listed above.**
**SOLICITING**

Do not conduct business or solicit business for any non-school related organization unless the Associate Principal has given permission in advance.

**TARDINESS TO CLASS**

A student is considered tardy to class if the student is not in the classroom when the tone begins to sound. If a student is late to class the student must receive an unexcused tardy slip from at the closest hall supervisor in order to gain admittance to a class. If a student receives more than three (3) tardies in a one week period (Wednesday to Wednesday) they will be placed on social probation for the following week. If a student receives five (5) or more tardies in a week, they will receive a discipline referral and one week of closed lunch. Students will receive a discipline referral each week that they have five (5) or more tardies. In accordance with Champaign Unit #4 Board Policy, progressive discipline will be used for students who exhibit chronic tardiness which may result in an assignment to the Individual Learning Center (ILC) during their school day.

**TARDINESS TO SCHOOL**

When arriving late to school, the student must sign in at the Welcome Center in Seely Hall. This is the expected procedure even if arriving to school between classes. The student will be issued an excused or unexcused pass to class depending on the reason for the tardy.

The policy guidelines below will be followed:

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

**TARDIES FROM LUNCH**

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

**THEFT**

Virtually all of the thefts at schools are thefts of opportunity. That means that thieves steal items that they find unsupervised. Open or half open lockers, backpacks left on the floor or the gym bleachers, and mP3 players, cell phones or cash visible to others are open invitations for thieves. Students are encouraged to protect their belongings. **Do not bring expensive items to school and never bring large sums of money.** School staff members do their best to protect valuables, but will not assume any liability for loss, damage, or theft. The school is not obligated to search for the stolen items; it is in the best interest of the student to refrain from bringing these types of belongings to school.
VERBAL CONFRONTATIONS
The staff members at Central expect students to avoid and refrain from verbal confrontations with staff and other students at all times. If a student is angry or upset with someone, he/she is encouraged to contact their Assistant Principal, a social worker, or make arrangements for peer mediation and intervention. If a student fails to meet this expectation, and engages in a verbal confrontation, that student will be subject to disciplinary action and recommended for mediation of the conflict.

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

Any parent or adult who cause a disruption to the safety of the campus or to the learning environment of Central High School may be barred from the campus. The administration reserves the right to deny an individual’s request to visit.

WITHDRAWAL OR SCHOOL TRANSFER
Students who wish to withdraw from Central High School should have their parent/guardian contact the registrar or counselor. They will guide parents through the withdrawal process.

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

Students are encouraged to actively participate in extracurricular activities. Transportation or financial problems will not be a deterrent. Discuss any transportation or financial problems (associated with participation in the sport) with the coach or athletic director. Inform the coach or athletic director in a private setting. If there is no associated booster organization or if that organization has insufficient funds to assist students in need, the coach/sponsor should contact the building Associate Principal to secure access to the student assistance fund to pay for those expenses needed for the student to participate.

The standards are high; but the rewards are great. The opportunity to take part in sports is given to every student enrolled in our high school, providing he/she is able to carry and pass the required number of academic subjects. The privilege to win and wear the “Maroon and White C” awarded by our athletic department is one of the outstanding athletic opportunities offered by our high school.
Champaign Central High School is a member of the Big 12 Conference. Other schools in the conference are Centennial, Danville, Urbana, Bloomington, Normal, Normal West, Peoria High, Peoria Manual, Peoria Notre Dame and Peoria Richwoods. Our athletic activities are seasonal. In the fall, we offer boys’ and girls’ cross country, football, boys’ and girls’ golf, girls’ swimming, girls’ tennis, boys’ soccer and volleyball. In the winter, we offer boys’ and girls’ basketball, wrestling, competitive dance and competitive cheerleading. In the spring, we offer baseball boys’ tennis, boys’ track, girls’ track, girls’ soccer and softball. A student may participate in only one sport in a given season, unless prior approval is granted by both coaches. All students who participate in interscholastic athletics must have:

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

All athletes may register online at www.maroonathletics.com. For more information on Central athletics, please refer to the Unit #4 High School Athletic Guidelines booklet available in the Athletic Office.

AMATEURISM

All sports conducted at Central High School are governed by the Illinois High School Association. The IHSA has strict rules pertaining to gifts received by athletes.

IHSA-ILLINOIS HIGH SCHOOL ASSOCIATION

The complete set of IHSA BY-LAWS AND POLICIES is available at www.IHSA.org
ACTIVITIES AND CLUBS
CLUBS AND ORGANIZATIONS
Central encourages a wide variety of clubs and organizations. Some of these are listed on the following page. There are opportunities to initiate new ideas and form new groups in addition to those listed. Students are encouraged to participate. Do not let transportation or financial problems be deterrents from participating. Discuss any transportation or financial problems associated with participating in the club or organization with the sponsor. Make sure to inform the sponsor in a private setting. The sponsor should first attempt to secure financial aid from the booster organization if one exists. If there is no associated booster organization or if that organization has insufficient funds to assist students in need, the sponsor should contact the building Associate Principal to secure access to the student assistance fund to pay for those expenses needed for the student to participate.

ACTIVITY TICKETS
The activity ticket may be purchased at registration. It admits the purchaser to all home football games, all home basketball games (boys and girls), all home wrestling meets, and all volleyball games. It also includes a one year subscription to the Chronicle, admission to three drama events, three band performances and four choir programs. Holders of the activity ticket are to be given priority, whenever possible, at special events. Please remember activity tickets may not be used at any non-home event (i.e. Centennial High School) or during IHSA tournaments.

MISCELLANEOUS ACTIVITIES AND EVENTS
GENERAL DANCE GUIDELINES
1. Attending dances is a privilege. Attending dances is not a right. Administration reserves the right to disallow any person from attending any dance for any reason.
2. Remember that all of the normal school rules apply at the dance.
3. Remember that you and your pre-registered guest (if guests are permitted) must have ID’s in order to get into the dance. You will need your current school ID. Your guest may use a driver’s license or his or her own current school ID. No one will get in without the ID and there will be no exceptions. Remember that you are not required to wear the ID during the dance, but you must have it with you.
4. No one may enter the dance during the last two hours of the dance and once you leave the dance, you may not reenter later.
5. If you are allowed to bring a guest, your guest must arrive with you. He or she must remain with you throughout the evening and leave the dance when you do. We do not allow guests in alone, nor do we allow them to remain when you leave. Guests 21 or over will not be allowed. The guest must be approved 2 school days before the dance (e.g. Thursday before a Saturday dance). Guests will not be allowed if they have dropped out of high school.
6. As for dancing, remember that this is a public school dance and not a private party. Good taste is the rule. Parents, guests of the school, community members and students from all walks of life will be there. So do not be too affectionate. Do not dance front to back or in an overtly sexual way. Dance as if your
Parents were watching. And above all, remember that school staff members will require you to leave if you go too far. This WILL be enforced.

7. Pay attention to the time our dance ends and make sure you have a ride waiting for you. We expect everyone to leave the building within 15 minutes of the end of the dance.

8. Have a good time – it’s required!

**HOMECOMING**

Homecoming is held every fall and is sponsored by the Student Council. It is one of the highlights of the football season. The festivities include float building, a pep rally and the big game which is followed by the semi-formal homecoming dance and crowning of the homecoming queen and king. SEE THE DANCE GUIDELINES ABOVE.

**JUNIOR SENIOR PROM**

The prom, held in the spring, is a highlight of the social life at Champaign Central High School. The prom is sponsored by the juniors. The parents of the juniors plan and supervise the post-prom activities. This dance is the most formal dance of the year. SEE THE DANCE GUIDELINES ABOVE. For prom, all participants have to be at the dance within the first two hours.
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CHAMPAIGN COMMUNITY UNIT SCHOOL DISTRICT NO. 4

2014 Annual FERPA and Student Privacy Notice to Parent(s)/Guardian(s) and Eligible Student(s)

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

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

- Parent(s)/guardian(s) or eligible student(s) have the right to inspect and review the student’s education records maintained by the School District. (34 CFR § 99.10.)
  
  Parent(s)/guardian(s) or eligible student(s) should submit a written request that identifies the record(s) he/she wishes to inspect to the Student Records Department. The School District will make arrangements for access within 45 days of the request and notify the requestor of the time and place where the records may be inspected. The School District is not required to provide copies of records unless, for reasons such as great distance, it is impossible for parent(s)/guardian(s) or eligible student(s) to review the records. The School District may charge a fee for copies. However, no individual shall be precluded from copying information because of financial hardship.

- The right to request the amendment of the student’s education records that the parent(s)/guardian(s) or eligible student(s) believes are inaccurate, misleading or otherwise in violation of the student’s privacy rights under FERPA. (34 CFR §§ 99.20, 99.21, and 99.22.)
  
  Parent(s)/guardian(s) or eligible student(s) can request that the School District correct records which they believe to be inaccurate or misleading. The parent(s)/guardian(s) or eligible student(s) should write a letter that identifies the part of the record that needs to be changed, as well as specific reason(s) why it should be changed then submit the letter to the School District. If the School District decides not to amend the record, the parent(s)/guardian(s) or eligible student(s) has the right to a formal hearing. (Refer to Challenge to Student Records for the hearing procedure.)

BOARD OF EDUCATION POLICY NO. 735 STUDENT RECORDS

Challenge to Student Records

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

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

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

**Special Education Records**

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

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

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

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

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

1. School officials with legitimate educational interest;
2. Other schools to which a student is transferring;
3. Specified officials for audit or evaluation purposes;
4. Appropriate parties on connection with financial aid to a student;
5. Organizations conducting certain studies for or on behalf of the school;
6. Accrediting organizations;
7. To comply with a judicial order or lawfully issued subpoena;
8. Appropriate officials in cases of health and safety emergencies; and
9. State and local authorities, within a juvenile justice system, pursuant to specific state law.
• The right to refuse to permit the disclosure of directory information except to the extent that FERPA authorizes disclosure without consent.

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

*Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g*

*23 Ill. Adm. Code, 23 ILAC 375 et seq.*

*105 ILCS 10/1 et seq.*

*Champaign Unit 4 Schools Student Records Department*
AHERA Notification 2013-14

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

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

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

Notificación del AHEARA

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

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

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

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