

# Century CUSD #100



## 2017-2018 Student Handbook

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# **INTRODUCTION**

## **The Handbook**

The goal of Century CUSD #100 is to provide the best education possible for all students. It is our desire that this handbook be used as a guide for students and parents by providing information regarding the rules and expectations associated with being a student at Century CUSD #100. This handbook may be amended during the school year without notice. This handbook is only a summary of Board policies governing the District; Board policies are available to the public on our district website and in the district office.

## **Mission Statement**

The mission of Century Unit District #100 Schools is to produce self-sufficient individuals who are well prepared for the new millennium and future technological advances. Century CUSD #100 is committed to promoting positive, challenging educational opportunities for all students regardless of race, creed, religion or color within a secure, disciplined, peaceable, and nurturing environment that is physically comfortable. We will achieve this goal by instilling the love of learning, facilitating academic growth, and inspiring students to develop communication, decision-making and problem solving skills to enable them to set and achieve life-long goals. We will work to challenge and motivate students to develop strategies to become law-abiding, flexible, and productive citizens of their community and nation in an ever-changing society.

<b>CENTURY CUSD #100 BOARD MEMBERS</b>
--

**Wesley Anderson, President**

**Marlan Hight, Vice-President**

**Lisa Miller, Secretary**

**Keith Clark**

**Chad Douglas**

**Rick Ryan**

<b>BUILDING ADMINISTRATION</b>
--------------------------------

Superintendent, High School Principal  
Melinda Duke, Elementary Principal  
Andrea Pender, Dean of Students

**\*\*If during the school year your address and/or telephone number changes, please contact the office as soon as possible. This is important in case an emergency arises and we need to contact you.**

## GENERAL INFORMATION AND NOTIFICATION

### **STUDENT RESIDENCY**

As required by State law, a student may not attend Century CUSD #100 unless he or she is a full-time resident of the school district or pays tuition. Each student must provide an Affidavit of Residency and acceptable documentation that he or she resides in the school district before attendance at Century will be allowed. Additional information about this requirement may be obtained by contacting the Principal or Superintendent.

### **ADMISSION**

A child must be five (5) years of age on or before September 1 of the school year to enter Kindergarten. A child entering Kindergarten must present a birth certificate or other legal evidence of birth date at the time of enrollment.

There is no provision for mid-year registration. If a child reaches his/her fifth birthday after September 1, he/she will not be eligible to enroll until August of the following year. Should a child be enrolled in an adjoining school district in this age group with the intent to enroll the child in Century Elementary School when he/she becomes five, the child will not be enrolled in the School District until the following year. This violates the intent of the law and school policy.

A student seeking admission to the Century School District #100 must meet all residency, age, health, examination, immunization, and other eligibility prerequisites as mandated by State law. A student must also present a completed *good standing* form from the school from which the student is transferring. In accordance with Section 2-3.12(a) of the School Code, all public school districts are to provide this form to any student who is moving out of the school district to verify whether or not the student is in "good standing" and whether or not his or her medical records are up-to-date and complete as defined in Section 2-3, 13(a). "In good standing" means that the student is not being disciplined by an out-of-school suspension or expulsion, and is entitled to attend classes, as of the date of the form. No public school district is required to admit a student unless he or she provides this form from their previous public Illinois school district enrollment.

### **EDUCATION OF HOMELESS CHILDREN**

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youth. Information regarding the educational rights of homeless students living within the District may be solicited from the District Superintendent or from our District Homeless Liaison, the High School Counselor.

### **SERVICES AVAILABLE TO CHILDREN AGE BIRTH TO 3 YEARS**

All families with a child age birth to three (3) years who is eligible for early intervention services in Illinois are guaranteed rights by federal law.

#### **Family Rights**

##### **1. Families have the right to an evaluation.**

Eligibility is decided by an evaluation of the child within 45 days of referral, unless the family requests more time. The evaluation is done by a multi-disciplinary team of professionals who examine the child's medical history, development and current abilities. If the child is eligible for services, the child and family also have the right to ongoing assessments of the child's strengths, skill levels, progress and needs.

##### **2. Eligible families have the right to a coordinated plan.**

Also within 60 days of being determined eligible for services, each eligible child and family should have a written Individualized Family Service Plan for providing for intervention services that include the family's resources, priorities and concerns for their child. The Individualized Family Service Plan is written and then reviewed every six months.

##### **3. Families have the right to consent.**

Consent or permission must be obtained in writing from the family before conducting an evaluation, assessment, or beginning or ending early intervention services. Parents may also refuse a service at any time even after accepting it, without it affecting other early intervention services.

##### **4. Families have the right to prior notice.**

Parents must receive written notice ten (10) working days prior to any changes in their child's early intervention services. This notice, which must also inform parents of their rights, must give details of the decision and any reasons for the action. The notice must be in plain language and easily understood by the parents. Parents must indicate that they have received and understand this prior written notice.

##### **5. Families have the right to privacy.**

The law provides for your protection at all times. Any information that personally identifies you, your child or your family cannot be shared with any other agency without first receiving your permission. If the early intervention services providers feel it would be beneficial to share information, they must contact you, explain the situation and ask for your permission. You don't have to give your permission, and refusing will not affect your services.

##### **6. Families have the right to review records.**

Parents may inspect, review and amend records relating to their family. They may also request a copy of any records.

**7. Families have the right to understand.**

All families have the right to receive early intervention in a manner they can understand. Notices must be written in a way that is understandable to the general public. If English is not the primary language of the family, that family has the right to receive information in their primary language, unless it is clearly impossible to do so. If a family uses another method of communication, such as sign language or Braille, they have the right to receive information that way.

**8. Families have the right to disagree.**

You have the right to file a complaint and have it resolved. If parents and the early intervention service providers disagree, the law provides for a timely resolution with three (3) methods: file a complaint; request mediation at no cost to participants; or request an impartial due process hearing. While the disagreement is being resolved, the child must continue to receive early intervention services unless the parents and service providers agree otherwise.

For more information about the Early Intervention Services System call 1-800-323-GROW (1-800-323-4769).

**PARENT REQUEST FOR SPECIFIC CLASSROOM TEACHER**

Century CUSD #100 will not honor parent requests for a specific classroom teacher unless there is a sound educational reason. If parents feel there is a sound educational reason a request must be submitted in writing to the principal. It will be at the discretion of the principal whether or not to honor the request.

**ASBESTOS PLAN AVAILABLE**

The Asbestos Management Plan for Century CUSD #100 is available for review in the district’s Central Office any time during regular office hours.

**MANDATED REPORTERS**

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

**NOTICE OF NONDISCRIMINATION**

Notice is hereby given that Century CUSD #100, Pulaski County, Illinois, does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, its programs and activities. Any person having inquiries concerning the Century CUSD #100’s compliance with regulations implementing the Americans with Disabilities Act, Title IX, or Section 504 of the Rehabilitation Act is directed to contact the District Superintendent who has been designated by Century CUSD #100 to coordinate the District’s efforts to comply with the regulations implementing the Americans With Disabilities Act, Title IX, and Section 504.

**EQUAL OPPORTUNITY AND SEX EQUITY**

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact: the district office.

**ACCOMMODATING INDIVIDUALS WITH DISABILITIES**

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

**STUDENT TEXTBOOK AND OTHER SCHOOL FEES**

Century CUSD #100 establishes fees and charges to fund certain school activities, including:

**FEES**

**\*\*\*THE PRICE OF FEES (LISTED AS TBA) WILL BE ANNOUNCED AT REGISTRATION IN LATE JULY/EARLY AUGUST.**

Full Price Breakfast	TBA	PE Shirt (required)	\$6.00
Reduced Price Breakfast	TBA	Planner Fee (required)	\$5.00
Full Price Lunch	TBA	Athletic Fee	\$25.00
Reduced Price Lunch	TBA	Course/Lab Fees	TBA
Adult Lunch	TBA	Technology Fee	TBA

*Free or reduced price meals are available for qualifying students. For an application, contact the building principal and/or cafeteria staff.*

## **WAIVER OF STUDENT FEES**

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment. Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee.

A student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).<sup>2</sup>

The building principal will give additional consideration where one or more of the following factors are present:

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Seasonal employment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

Within 30 days, the building principal will notify the parent/guardian as to whether the fee waiver request has been granted or denied.

Questions regarding the fee waiver application process should be addressed to the building principal.

## **TITLE I PROGRAM**

The Superintendent or designee shall pursue funding under Title I, Improving the Academic Achievement of the Disadvantaged, of the Elementary and Secondary Education Act, to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children. All District schools, regardless of whether they receive Title I funds, shall provide services that, taken as a whole, are substantially comparable. Teachers, administrators, and other staff shall be assigned to schools in a manner that ensures equivalency among the District's schools. Curriculum materials and instructional supplies shall be provided in a manner that ensures equivalency among the District's schools.

### **Parental Involvement (Title 1)**

The school annually holds a meeting for all Parents/Guardians. At the meeting, the school will discuss parental involvement, and opportunities for Parents/Guardians to get involved in the education of their children. Parents/Guardians are encouraged to attend the meeting and participate in the discussions that occur. Parents/Guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for Parents/Guardians to be fully involved in the educational process.

The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/Guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/Guardians are encouraged to inquire about available meeting times, and to work with teachers. Parents/Guardians will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy.

The school provides Parents/Guardians with access to:

1. school performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
2. a description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
3. opportunities for regular meetings to formulate suggestions, share experiences with other Parents/Guardians, and participate as appropriate in decisions relating to the education of their children if such Parents/Guardians so desire; and
4. Timely responses to suggestions.

Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students that parents assist us in meeting the goals of education set forth by the state, the federal government and ourselves.

In order to better assist in educating the students, we need the help of all parents and guardians. We ask that you help us educate children by monitoring attendance, homework completion, and television watching; by volunteering in your child's classroom; and participating, as appropriate, in decisions relating to the education of children and positive use of extracurricular time.

Parents/Guardians of participating children have a right to appeal the contents of this policy. The district will submit any parent comments when this plan is submitted to the State. Any questions or concerns should be directed to the district superintendent.

The state's resources on parental involvement can be located at <http://illinoisparents.org/>. The state's website on parental involvement provides information, training, and support for parents and schools on various websites which may be useful or interesting to parents and students, and provides advice and information about how to get involved and participate in the educational process. Resources are provided by search, by county, and by categorical query.

### **RESPONSE TO INTERVENTION**

Students will be universally screened in grades K-12. Data from various sources, such as Auto Skills Academy and the DIBELS test, will be used to assist staff with implementing tiered interventions for the at-risk child. In grades 6-12 students will be assessed through the Auto Skill Academy for Reading and Math Program. Data will be produced to indicate any deficits that a student might have in the area of reading or math. **If the data indicates that there is a deficit in either math or reading then students will be assigned to an Auto Skills class or other supplemental classes, such as a pre-teach or re-teach class. Students will not be removed from this class until all deficit areas have been addressed and students are performing at grade level.**

### **BEHAVIOR INTERVENTION GUIDELINES**

The Board of Education of Century CUSD #100 has adopted policies and procedures relating to behavior interventions for the students that are eligible for special education services. A copy of the district's policy and procedures can be obtained by contacting the District Superintendent at 4727 Shawnee College Rd. Ullin, IL 62992 at (618) 845-3447.

### **SEARCH AND SEIZURE**

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

#### **School Property and Equipment as well as Personal Effects Left by Students**

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left at school or on school property.

The Superintendent or Principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

#### **Students**

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

When feasible, the search should be conducted as follows:

1. Outside the view of others, including students;
2. In the presence of a school administrator or adult witness; and
3. By a certificated employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent.

#### **Seizure of Property**

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

### **USE OF PESTICIDES**

Century CUSD #100 limits the use of pesticides in the school buildings to times when students are not present. If parents desire advance notice when pesticides will be used, they should contact the office of the Superintendent to share this request.

### **VISITORS**

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as guests and place the tag to their outer clothing in a clearly visible location. Visitors are required to go through the metal detectors then proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.



Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

Students are not allowed to bring guests, including children, to school. Alumni or former students wanting to visit a teacher or counselor should schedule an appointment through the office. **Visitors are not allowed to ride the district transportation.**

### **SCHOOL VOLUNTEERS**

All school volunteers must complete the "Volunteer Information Form", complete a background check, and be approved by the school principal prior to assisting in the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. Teachers who desire parent volunteers will notify parents and provide them the school "Volunteer Information Form." For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

### **REQUEST TO ACCESS CLASSROOM**

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child. For further information, please contact the school principal.

### **TREATS AND SNACKS**

Due to health concerns (allergies to certain foods) and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and prepackaged in individual servings. **No homemade treats or snacks** are allowed at school. Treats and snacks may not require refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value.

### **SEX OFFENDER NOTIFICATION LAW**

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child, such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property for any reason – including the three reasons above – he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

**A violation of this law is a Class 4 felony.**

### **VIOLENT OFFENDER COMMUNITY NOTIFICATION**

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>. You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>.

### **SCHOOL COUNSELING DEPARTMENT**

School counselors deliver a comprehensive school counseling program encouraging all students' academic, career and personal/social development thus helping students' to maximize student achievement. School counseling programs are essential for students to achieve optimal personal growth, acquire positive social skills and values, set appropriate career goals and realize full academic potential to become productive, contributing members of the world community. The school counselor's time is spent doing classroom guidance, individual student planning and responsive services. The School Counseling department also administers/participates in standardized testing programs. Test dates are available in our office. Information regarding technical schools, colleges and universities, career information, as well as scholarships and other types of financial aid are always available in the School Counseling Office. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

### **STUDENT RECORDS**

School student records are confidential and information from them will not be released other than as provided by law. The school and district routinely discloses "directory" type information without consent. Directory information is limited to: name, address, gender, grade level, birth date and place, parents' names and address; academic awards, degrees and honors; information in relation to school-sponsored activities,

organizations, and athletics; major field of study; and period of attendance at the school. Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the building principal.

State and Federal law gives parents and eligible students certain rights with respect to their student records. These rights are:

1. The right to inspect and copy the student's education records within 15 school days of the day the school receives a request for access. There may be a small charge for copies, not to exceed \$.35 per page. This fee will be waived for those unable to afford such cost.
2. **The right to request removal from the student's academic transcript one or more scores received on college entrance examinations.** A parent/guardian or eligible student may ask the District to remove certain scores of college entrance exams from their student's academic transcript. Students often take college entrance examinations multiple times in order to improve their results. Test publishers provide the results from each examination taken to the student's high school. Schools must include each of these scores on the student's transcript, which may result in academic transcripts having multiple scores from a single college entrance exam. A parent/guardian or eligible student may not want certain scores to be sent to postsecondary institutions to which the student applies. To request the removal of scores on college entrance examinations, the parent/guardian or eligible student must submit a written request stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be removed.
3. The right to request the amendment of the portion student's education record that the parent/guardian or eligible student believes is inaccurate, misleading, irrelevant, or improper. Request should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the district decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
4. The right to permit disclosure of personally identifiable information contained in the student's education records, except in certain circumstances. Disclosure is permitted without consent in the case of directory information and to school officials with legitimate educational or administrative interests. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student; and in other cases permitted by law.
5. The right to a copy of any student record proposed to be destroyed or deleted. The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduate or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student as succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.
6. The right to prohibit the release of directory information. Throughout the school year, the district may release directory information regarding students, limited to: Name; Address; Gender; Grade Level; Birth date/place; Parent/guardians names, addresses, electronic mail addresses, and telephone numbers; Photographs, videos or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organization, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs; Academic awards, degrees, and honors; Information in related to school-sponsored activities, organizations, and athletics; Major and/or field of study; Period of attendance in school.

**Any parent/guardian or eligible student may prohibit the release of any or all the above information by delivering a written objection to the building principal within 30 days of the date of this notice. (REVIEW REQUESTS FROM MILITARY)**

7. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.
8. The right to complain to the U.S. Department of Education if the school or district fails to comply with the above. Federal officials can be contacted at:

Family Policy Compliance Office

U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-4605

### **REQUESTS FROM MILITARY OR INSTITUTIONS OF HIGHER LEARNING**

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the parent/guardian, or student who is 18 years of age or older, request that the information not be disclosed without prior written consent. Parents who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the building principal. (This section is only applicable to Century High School students)

### **SURVEYS BY THIRD PARTIES**

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions. Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

## **TEACHER QUALIFICATIONS**

Parents/guardians may request information about the qualifications of their child's teachers and paraprofessionals, including:

- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- Whether the teacher is teaching in a field of discipline of the teacher's certification
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the school's superintendent's office.

## **INSURANCE**

Students, who participate in athletics, including cheerleading, must carry adequate insurance. The school district assumes no liabilities for the cost of treatment.

## **BUILDING USE**

Students will not be allowed to enter the school building before 7:30 A.M. unless the principal gives permission. From 7:30 – 7:55 A.M. students will be allowed to eat breakfast in the cafeteria then proceed to the gym. At 7:55 A.M., students will be allowed to enter the remaining parts of the school building. After making necessary stops at the restrooms and their lockers, students are expected to go directly to their first period classes. **STUDENTS ARE NOT TO CONGREGATE IN THE RESTROOMS AND HALLWAYS.**

Students who stay after school must have a sponsor supervising them. Under no circumstances will students be allowed to "ROAM OR USE THE BUILDING" unsupervised. Students that do not comply with the building use agreement and are found to be "unsupervised" after school hours will receive the following consequences:

1st Offense: Verbal Warning

2nd Offense: Strike

3rd Offense: Lunch Detention

\*\*all offenses will result in parental contact

4th Offense: After School Detention

5th Offense: Saturday School

6th Offense: ½ Day ISS

Any class or student organization wishing to use the building during the school day or after school must first consult with their teacher-sponsor and then receive permission from the principal's office. All groups must be under direct supervision of the group's sponsor during the time of use of the building's facilities.

Any outside organization must obtain permission from the building principal or the unit superintendent in order to use the building facilities by completing the "Building Use" form. A fee may be charged for use of the building. Any group using the building will be held financially responsible for any damage or destruction of any school property.

**Individuals or groups who do not abide by these procedures and rules may lose the privilege of using the building.**

## **LIBRARY USE/COMPUTER LAB**

Students may check out materials with the librarian. Materials damaged or not returned will be charged to the student who checked out the materials. All students are expected to follow and abide by the rules and policies concerning the use of the computers, software, and Internet services. Any student failing to do this will lose the privilege of using the computers in the library. Students who remove or damage any library materials or equipment will be held financially responsible for repair or replacement.

Failure to shut down a computer properly will result in the following consequences:

1<sup>st</sup> Offense - Strike

2<sup>nd</sup> Offense - Strike

3<sup>rd</sup> Offense - Lunch detention

## **TELEPHONE USE**

Students will not be allowed to make or receive phone calls except under emergency situations. Students must receive permission from office personnel prior to using the office phone. Students will not be called out of class for phone calls or phone messages taken except in case of an emergency.

## **ANNOUNCEMENTS**

The hallway bulletin boards and the Infinite Campus portal main page will contain daily, weekly, and various other announcements of concern. Get in the habit of reading the announcements to be better informed. The principal must approve all notices, posters, etc., before they may be posted in the school building. Club/Team announcements to be printed on the daily announcements must be submitted to the office no later than 8:00 of the morning of the announcement and MUST have the signature of the sponsor. Announcements will be placed on the bulletin board outside the cafeteria.

## **VIDEO/AUDIO MONITORING SYSTEMS**

A video and/or audio monitoring system may be in use on school busses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

## **USE OF METAL DETECTORS**

The use of metal detection devices is authorized to provide building administrators with an option in the establishment of a safe and secure learning environment. Metal detectors should never be viewed in isolation as an only option, but rather a component of a comprehensive school plan to maintain a safe and secure learning environment. Nothing in this policy is intended to limit or prohibit the use of metal detectors at the discretion of the principal.

## **WITHDRAWAL FROM SCHOOL**

If a student withdraws from school for any reason, he or she should obtain a withdrawal form from the Guidance Office. All books must be returned and all debts must be paid in order for the student to be in good standing and have his or her transcript transferred.

# **GENERAL RULES AND REGULATIONS**

## **STUDENT CONDUCT & ACTIVITIES**

1. Century CUSD #100 students are considered young men and women; therefore, the students are expected to conduct themselves as such in a public institution.
2. Students are to keep their emotional impulses under control and public displays of affection are not permitted.
3. Courtesy and respect are to be shown for other people's property at all times. The noise is to be kept at a level that is not disturbing to others in the building.
4. Profane or boisterous language will not be tolerated. Be considerate of others.
5. All hats are to be removed and placed in a student's assigned locker once in the building. Students are not to carry hats to classes.
6. Move with the traffic in the halls. Students must keep to the right especially in the halls. Running in the halls is prohibited; students breaking hallway rules will be subject to disciplinary action.
7. Students are not to congregate in the hallways and restrooms at any time.
8. All conduct requirements, including dress code, apply to regular school hours and extra-curricular activities.
9. No musical devices, electronic devices, earbuds or cell phones will be allowed.
10. Book bags, backpacks, duffel bags, purses, briefcases, and any other type of storage container are to be placed in a student's assigned locker before school and remain there until the student leaves for the day (this includes lunch). These items are not allowed in the classroom during any part of the school day, with the exception of PE class.
11. Students are not to bring knives, guns (of any type), or any other items that could be used as a weapon to school. These items are not to be in the student's possession, book bag, locker, or vehicle. Students who violate this rule will be disciplined. Disciplinary action may range from detention or suspension to expulsion from school.
12. Students are expected to do their own work. Students found guilty of plagiarism will have disciplinary actions taken against them. This includes cutting and pasting from the Internet. **(SEE ACADEMIC DISHONESTY)**
13. Students are only allowed to bring sealed bottles of water into the building during the school day.

## **ACADEMIC DISHONESTY**

Learning does not occur unless the process in which students go through to learn is an honest process which reflects their true abilities as measured by their own efforts. Academic dishonesty includes, but is not limited to, the following:

1. Using the work of another person as your own.
2. Plagiarizing, using another person's idea, expression, or works without giving the original author credit.
3. Cutting and pasting from the internet.
4. To prepare for cheating in advance. Such action involves:
  - a. Having in your possession a copy of the test to be given or having been given by a teacher.
  - b. Using the test or notes during a test or examination.
  - c. Talking while taking quizzes, tests, or examinations.
  - d. Looking at another student's paper.
  - e. Inappropriate use of technology
5. Failure to follow test procedures or instructions announced by a teacher such as: no talking, no turning around in seat, raising hand to ask questions, etc...

When a teacher determines to his/her satisfaction that an act of cheating has taken place, severe penalties (no credit for the test and/or disciplinary action) may be taken. **Parents will be notified, by teacher.**

## COMPUTER USE/MISUSE

Students violating the computer access policy by accessing and using/altering/destroying another student's materials will be subject to discipline under the theft and vandalism guidelines found in the student handbook. Students may lose their computer privileges for a time period determined by the administration.

Failure to shut down a computer properly will result in the following consequences:

1<sup>st</sup> Offense – Strike

2<sup>nd</sup> Offense – Strike

3<sup>rd</sup> Offense – Lunch detention

## ELEMENTARY CLASSROOM DISCIPLINE PLAN

Kindergarten through Fifth Grade follows an assertive discipline model. This model encourages positive, appropriate behavior while discouraging rude and/or disruptive behavior. The rules, rewards, and consequences are discussed with the students throughout the year and are posted in the classroom. A set of individual classroom rules, rewards, and consequences are sent home at the beginning of the school year. In Kindergarten through Second grade, teachers use a card system to visually remind student where they are on the discipline plan. For each rule broken, the teacher will “pull a card”. In the Third through 5<sup>th</sup> grade classrooms, the teachers use a checklist system. Teachers keep track on the checklist which rules are broken. All classrooms follow the same format for consequences when rules are broken. That format is as follows:

- 1<sup>st</sup> offense                      student will receive a verbal warning
- 2<sup>nd</sup> offense                      student will miss half of their recess
- 3<sup>rd</sup> offense                      student will miss all of their recess, student will receive a strike, and the parent will be contacted

\*Extreme Clause – in the event of an extreme behavior problem, the student will be sent to the office immediately with a discipline notice (strike) and parents will be notified. Please refer to your student’s classroom discipline plans for further details.

Once a student is sent to the office with a discipline referral (strike), students will follow the PBIS model of progressive discipline in the student handbook.

Every effort is made to be positive. All classrooms will reward positive behavior throughout the day with praise, positive notes, and whole class rewards, prizes, etc.

## PBIS – (POSITIVE BEHAVIOR INTERVENTIONS & SUPPORT)

Century CUSD #100 PBIS Program is designed to be proactive in preventing undesired behavior while promoting positive, desirable behavior. To be successful in school remember to:

- BE RESPECTFUL**
- BE RESPONSIBLE**
- BE SAFE**

Students will be rewarded weekly, monthly, and quarterly for working hard and following the Centurion Code of Conduct. When positive behaviors are observed, students will be given a Centurion Currency. Names will be drawn weekly and monthly for prizes. When an undesirable behavior is observed (i.e. Centurion Code of Conduct is broken), students will be given a “strike”. Students with less than three strikes per quarter will attend a PBIS reward Party. **THREE or more strikes and/or ANY unexcused (FOR THE QUARTER) absence, you’re out of the party! Any student with discipline referrals resulting in time assigned to any form of detention, suspension, or community service, or with unexcused absences will automatically be omitted from the party.**

Consequences to strikes are as follows:

- ◆ **Less than 3 Strikes** – Way to Go! You can attend PBIS Party.
- ◆ **3 Strikes** – You’re Out!
- ◆ **4 Strikes and subsequent strikes** – Will result in additional discipline as determined by administration.

## CELL PHONE

Century CUSD #100 recognizes the importance of cell phones in emergency situations, as well as for convenience for parents. We also recognize the potential for disruption that cell phones create, and their potential use for unethical student activity. For this reason we establish the following guidelines and possible consequences:

➤ Cell phones, electronic devices, IPOD’s or MP3 Players need to be put away.

Any student found to be in possession of a cell phone, or other electronic device in a restricted area, will have the item confiscated and **parents will be required to pick phone up after school.** In addition, the following consequences will occur:

1st Offense                      Phone confiscated, one after-school detention, after-school parent pick-up of device.

2nd Offense                      Phone confiscated, one after-school detention, after-school parent pick-up of device.

3rd Offense                      Phone confiscated, two days after-school detention, after-school parent pick-up of device.

4th and                              Phone confiscated, Saturday school, after-school parent pick-up of device.

Subsequent  
Offenses

*The school district is not responsible for the loss or theft of any electronic device brought to the school.*

## **LUNCHROOM POLICIES**

Students are to conduct themselves in a proper manner while in the lunchroom. The cooks, servers, custodians, etc. have the right to issue detentions or other penalties for inappropriate behaviors during the cafeteria experience. The following should be kept in mind:

1. No cutting in line, running, pushing, or shoving in the lunchroom. Students should stand in a straight line while waiting in the lunch line.
2. Do not throw food.
3. All food is to be eaten in the cafeteria. Food and drinks are not allowed to be consumed in any other part of the building or outside.
4. Please help keep the tables and lunchroom clean. Return all items to the kitchen.
5. Students receiving Free or Reduced Lunches must apply for these lunches through the office. Applications must be completed, returned to the office, and approved before students may receive Free or Reduced lunches.
6. Each breakfast and lunch will be tracked each day for each child.
7. Students must pay \$.25 for an extra milk

## **PASSES**

Students are not to be in the hallways without a pass issued by a teacher, an instructional assistant, the guidance counselor or the principal. Students should not go the office without the written permission of his/her teacher. The office staff will send students back to class unless a written, current pass is present. Students without a pass will be subject to disciplinary action. In each class, a student will be awarded 3 passes for each quarter. **After the student has requested 4 or more passes out of a class, he/she will receive a strike.** Only one student will be allowed a pass out of class at a time.

## **TARDY TO CLASS**

Tardiness is an unauthorized and/or unexcused late arrival to school or class. Students are required to be at school on time, and they are required to be in class at their assigned places and prepared to participate in class activities when the bell rings. Classes include subject area classes, as well as assigned study halls and teacher assistant class periods. **Tardies in excess of ten (10) minutes will be considered as absences from class.** If a student is tardy to school he/she must report to the office for an admit slip.

Upon a student's third tardy and all subsequent tardies during **that quarter**, a tardy referral form will be completed by attendance personnel and submitted to the principal.

Consequences for tardies are as follows:

1-3 Referrals	Warning
4-7 Referrals	1 after-school detention
8-9 Referrals	2 after-school detention
10 Referrals	3 after-school detention
12 Referrals and Beyond	Saturday School

At the end of each quarter, tardies will be erased and students will start with zero tardies for the next quarter.

*Additional Referrals may result in additional days of discipline action. This may include a social suspension. A social suspension is defined as no extra-curricular events (participation or attendance) during the time set by administration. In addition, students arriving late for school may have their parking privileges revoked for a period of time determined by administration.*

## **LATE ARRIVALS**

Any student arriving after the 8:00 A.M. bell will be considered a late arrival. Students must report to the office indicating the reason for the late arrival.

Any student arriving late to school without a doctor's excuse, will not be allowed to participate in any event that same day. If a student is late to school on Friday, without a doctor's note, they will not be allowed to participate in an event that day or during the weekend.

## **LOCKERS**

*(Jr/Sr High School students)*

Each student will be assigned a locker at the beginning of each school year. Students should keep their locker locked at all times and should not reveal their combinations to anyone. Absolutely no jamming of the lockers. Students should not put their belongings in anyone else's locker. Lockers are the property of the district and locker inspections may be held from time to time. Students should report any locker problems to the office immediately. Personal padlocks may be placed on school lockers but an extra key and the combination must be provided to the office.

## **BUS TRANSPORTATION**

The district provides bus transportation to and from school for all students. While students are on the bus, they are under the supervision of the bus driver. In most cases, the bus driver can handle bus discipline problems. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

Enrolled students, school personnel and approved chaperones are the only persons allowed to ride the bus. Once a student has left school to ride the bus they may not transfer to a vehicle at another point or leave the bus for any reason without permission from the office.

In the interest of the student's safety and in compliance with State law, students are expected to observe the following rules:

1. **ALL SCHOOL RULES APPLY WHILE ON THE BUS, AT A BUS STOP, or WAITING FOR THE BUS**
2. Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
3. Do not move from one seat to another while on the bus.
4. Keep all parts of the body and all objects inside the bus.
5. Loud conversation, singing, boisterous conduct, unnecessary noise or profanity is not allowed.
6. Enter and exit the bus only when the bus is fully stopped.
7. Use emergency door only in an emergency.
8. In the event of emergency, stay on the bus and await instructions from the bus driver.
9. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
10. Do not open windows below the marked line.
11. Keep the bus neat and clean.
12. Athletic footwear equipped with cleats or spikes is not allowed on the bus.
13. Inappropriate behavior and/or the use of any object that may obstruct the view of the driver (e.g. balloons, large projects, etc) will be reported to school authorities and failure to observe safety rules may result in suspension from bus services or other disciplinary action or restorative measures.
14. Be waiting at your bus stop on time.
15. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
16. Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
17. Eating is not permitted on the bus.

Students may be required to pay restitution or complete community service for any defacing or damage to the bus. Parents will ultimately be liable for any defacing or damage students do to the bus.

Students are subject to suspension from bus riding privileges for repeated disregard of rules.

**NOTE: IFA STUDENT IS SUSPENDED FROM ONE BUS, THEN THE STUDENT IS SUSPENDED FROM ALL CENTURY BUS RIDES DURING THE SUPENSION PERIOD.**

### **BUS CHANGES**

Century Unit District #100 is required to provide free transportation for students residing one and one half (1 ½) miles or more from any school to which they are assigned.

Students are expected to ride their assigned buses on a daily basis. **Due to limited space on district buses, bus changes will not be permitted during the school year; special consideration may be granted to families that move within the district. Contact must be made with the building principal to discuss any request for change. Parent cooperation is essential to helping the school provide safe transportation for students.**

### **AUTOMOBILE REGULATION**

**All Century students who drive to school are required to park their vehicles in the assigned student parking area on school property.** Parking on the Century campus is a privilege, not a right. Each student who desires to operate any vehicle on campus **MUST** first register his or her intent with the school. **Students may park in the west or back parking lots.**

Each student who registers his or her vehicle agrees to comply with the following parking regulations:

1. Students agree to drive in a safe and prudent manner. Students who are reported to be driving in an unsafe manner will receive a written warning. On the second report the student will receive an after-school detention and may lose driving privileges for a period of time.
2. Students agree to obey all traffic control signs.
3. Students agree not to litter from their vehicles.
4. Students agree not to allow students to ride in the back of pickup trucks.
5. Students agree that their vehicle may be searched if there is reasonable cause for a search.
6. Students agree that the only time they will be in the vehicle is when entering and leaving school property or with the permission of a school administrator.
7. **Students agree that the privilege of parking on campus for the remainder of the school year may be revoked without warning for the violation of these regulations.**
8. **PARKING ON CAMPUS AFTER THE STUDENT HAS BEEN NOTIFIED OF THE LOSS OF PRIVILEGE MAY RESULT IN THE VEHICLE BEING TOWED FROM THE SCHOOL PROPERTY AT THE OWNER'S EXPENSE.**
9. The Board of Education will not be held responsible for any damage occurring to vehicles while parked on school property. All vehicles are parked at their owner's risk on school property.

10. Students who do not register their vehicle may be subject to subject to discipline and may lose driving privileges.

## **STUDENT DRESS**

Century CUSD #100 encourages a standard of behavior, dress, grooming, and appearance that reflects pride in self, home and school. While some clothes may be appropriate for an out-of-school setting, they are not suitable for school. Appearance will be such that it does not distract other students to the extent that they are prevented from learning. Our expectation is that each Century CUSD #100 student will dress appropriately each day (including field trips and P.E.) and is in compliance with the following dress code.

1. Shirts must have sleeves and completely cover the back, abdomen (stomach), and cleavage.
2. Shorts, skirts and dresses must not be more than three inches above the knee cap.
3. Shirts, shorts, skirts, jeggings, and dresses worn with leggings/yoga pants must not be more than the tips of fingers when standing with hands to the side.
4. The waistline of pants, shorts, and skirts must be worn at or above the hip bone and must not reveal undergarments.
5. See-through clothing of any kind is strictly prohibited. This includes but is not limited to sheer, mesh, net, and ripped items.
6. Jeans with holes must have patches covering the holes unless the hole is at the knee or below.
7. Shoes or sandals must be worn at all times.
8. Sleepwear and slippers/house shoes are prohibited without permission from the administration.
9. Hats, combs, or any other type of head coverings may not be worn in the building without permission from the administration.
10. Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
11. Chains, studs, certain types of jewelry or any type of clothing or accessory that could be easily used as a weapon shall not be worn.
12. Coats and jackets are to be placed in lockers upon entering school and should remain in the locker until the student leaves for the day.
13. Sunglasses should not be worn in the building.
14. Only soft soled footwear will be permitted on the gym floor.
15. Students not complying with this dress code will be asked to change into clothing that follows the dress code.

**Consequence for not complying with the dress code are as follows:**

**1<sup>st</sup> Offense – Change clothes and verbal warning**

**2<sup>nd</sup> Offense – Change clothes and strike**

**3<sup>rd</sup> Offense – Change clothes and lunch detention**

**4<sup>th</sup> Offense – Change clothes and after-school detention**

**5<sup>th</sup> Offense – Change clothes, after-school detention, and parent conference**

**6<sup>th</sup> and Subsequent Offenses – Saturday school**

## **STUDENT FIELD TRIPS**

*(Elementary and Jr/Sr High School Students)*

Century CUSD #100 is committed to extending the learning of our students by periodically attending educational/cultural field trips. In order for students to enjoy the learning experience a **field trip permission slip** MUST be filed in the office at the beginning of the school year or 24 hours prior to the trip's departure.

**Students are not eligible for field trips if they have had any of the following:**

- **any form of suspension,**
- **been assigned a Saturday School Detention**
- **missed more than 5 days during the semester**
- **have any unexcused absence from school**
- **are failing any one of their classes for the semester.**

The field trip sponsor is responsible for ensuring that ALL participants are eligible to attend the field trip.

Teachers may plan field trips as part of the instructional program. Students are expected to observe all school rules while on a field trip. Transportation will be by school bus unless the principal grants special permission. **All students will be required to ride the bus to the field trip location. Parents may sign their student out at the end of the field trip. The student will be counted absent beginning at the time signed out.** Students participating in field trips are to obtain assignments prior to their departure. All assignments are due upon return to the normal student schedule. Any student who requires medication that is usually given during the school day will receive their medication while on field trips.

## **EXTRACURRICULAR ACTIVITIES**

Attendance at and participation in extracurricular activities are student privileges, not rights. The Administration may remove these privileges from students for inappropriate behavior at or away from school.

Century's goal is to establish all extracurricular activities as an opportunity to demonstrate support for the school's programs and exhibit behavior that reflects pride in Century CUSD #100.



## **RULES AND REGULATIONS**

All “day time” school rules, including dress code, are in effect for all school-sponsored activities. This includes suspension provisions for offenses such as tobacco, alcohol, and drug use, possession of any of these items, being present while others are illegally using any of these items, fighting, criminal action, or other forms of inappropriate behavior.

## **ELECTIONS/SELECTIONS**

There will be several elections during the school year. The following procedures provide equal access and opportunity for all students.

### **Cheerleading**

High school and middle school cheerleaders are selected at tryouts that are at the coaches discretion. Tryouts are announced and practice times set by the sponsor. Each candidate will be required to perform a set of skills during the tryout. The cheerleading squad will be selected by judging and ratings. Selected students must maintain passing grades in all subject areas to remain eligible for cheering. Also, good behavior is expected at all times.

### **Homecoming King and Queen**

There will be five female candidates for Homecoming Queen and five male candidates for Homecoming King, all selected from the Senior Class. Senior girls and boys are eligible to be queen and king candidates\*. One female attendant and one male attendant will be chosen from each of the freshman, sophomore, and junior classes. Each female student is allowed to participate only one time during freshman, sophomore, and junior years. Students who were attendants during their freshman, sophomore, or junior year will be eligible to be a King or Queen candidate.

Nominations will be made from the students within each class. Nominations are open within the class meeting until the class sponsor determines that no other nominations are forthcoming. Voting will be by secret ballot, and only those students who are in attendance for the class meeting will be allowed to vote.

The five senior girls and boys receiving the highest number of votes will be the Homecoming Queen and King candidates. In the other high school classes, the girl receiving the highest number of votes will be the attendant for representation of that class.

The entire high school student body will vote on Homecoming Day by secret ballot. The candidates receiving the most votes will be the King and Queen and presented to the public during the Homecoming Coronation.

**\*NOTE: ANY STUDENT WHO HAS RECEIVED ONE SUSPENSION (IN-SCHOOL OR OUT-OF-SCHOOL) DURING THE PRESENT SCHOOL YEAR WILL NOT BE ALLOWED TO PARTICIPATE IN THE HOMECOMING COURT.**

### **Class Officers**

Each class will elect four officers: president, vice-president, secretary and treasurer. Officers, along with the assistance of the class sponsors, will conduct class business. Officer candidates must have sponsor approval and a C average. Nominations will not be made for vice president. The presidential candidate finishing in 2<sup>nd</sup> place will become the vice president. If you are elected as a class officer your junior year, the same officers will serve during their senior year.

**NOTE:** An announcement will be made of class officer elections to allow time for campaigning. All candidates for office must declare their candidacy by specified date. All candidates will be required to make a speech to their class prior to the election. Candidates must run for only one office. Voting will be by secret ballots.

### **Student Council**

There will be 16 members of the Student Council. Four student council members will be elected per class (Freshman – Senior). Each member will serve one-year terms. Vacancies may be filled at the discretion of the sponsor and school administration.

To be eligible to run for office, students must attain and maintain a cumulative “C” average. Candidates must declare their intentions to run by a date specified by the Student Council sponsor prior to Election Day. Candidates may be asked to make a speech to their class on Election Day. All voting will be completed by secret ballot. Student Council members are responsible for Homecoming Week festivities and other activities that benefit the student body and community as a whole.

In order to maintain eligibility in Student Council, a student must accumulate 25 points each semester. Points are earned through community service and other school related functions overseen by the Student Council. For more information, please consult with the Student Council Chairperson. If a student council member receives one incident of any type of suspension, the student will be removed from Student Council.

### **Senior Beta**

Students in grades 9-12 with a 3.50 **cumulative** grade point average or higher, demonstration of exemplary character, and leadership qualities will be eligible for Senior Beta Club. Eligibility will be based on semester grades during 10<sup>th</sup>-11<sup>th</sup> grades **and teacher and community assessments.**

To maintain eligibility in Senior Beta Club, a student must maintain a 3.50 cumulative grade point average and present an exemplary character. Students who fall below the required grade point average will be placed on academic probation for one semester **and will not attend Beta Club conventions during that semester.** At the end of the probationary status, the student will either be removed from probation and given

active status or be given in-active status in Beta Club. To attend state convention, a student must accumulate 25 hours of community service prior to the registration deadline for state convention. New inductees must accumulate half of the required service hours prior to the registration deadline for state convention. A student who does not attend state convention is not eligible to attend the national convention. Students not attending convention are still required to earn at least 10 service hours per year to stay eligible for Beta Club. 12<sup>th</sup> grade Beta members must have 10 service hours in that school year to be able to graduate with Beta Insignia (i.e. tassel, stole, or cord).

All Beta members must attend the induction ceremony. If a new or current member misses the induction without a valid reason as determined by the sponsors, that member will NOT be eligible to attend state or national convention.

**Beta Club members are expected to act as positive role models and leaders to their peers. For every detention assigned, a Beta Club member will be responsible for two (2) additional service hours to remain in good standing. A member who receives 3 detentions of any kind in a school year will be placed on probation for one semester. The student must maintain an entire detention-free semester to be fully reinstated. If the student receives another detention while on probation, that student will be placed on in-active membership status. A member or who has one in school or out of school suspension will be placed on inactive status.**

### **Junior Beta Club**

Students in grades 6-8 with a 3.50 **cumulative** grade point average or higher, **demonstration of exemplary character, and leadership potential** will be eligible for Junior Beta Club. Eligibility rules for Junior Beta Club and Senior Beta Club will be the same with the exception of service hours. Students in Junior Beta Club must accumulate 20 hours of community service prior to **the registration deadline** for the state convention to attend. New inductees must accumulate half of the required service hours prior to the registration deadline for state convention. A student who does not attend state convention is not eligible to attend the national convention. A student who does not attend state convention is not eligible to attend the national convention. Students not attending convention are still required to earn at least 10 service hours per year to stay eligible for Beta Club. 8<sup>th</sup> grade Beta members must have 10 service hours in that school year to be able to graduate with Beta Insignia (i.e. tassel, stole, or cord).

### **Dance Rules**

Any rules/regulations that apply during a normal school day also apply at parties, dances and other school activities. All students and their guests must comply with all school rules. If a student and their guest do not follow their school rules, they may be removed from the dance. If a student wishes to bring a guest that is not a CHS student, a guest permission form must be completed and signed by the principal. School guests must be under 21 years of age to attend.

### **Prom**

To attend Century High School Prom, a junior must meet the criteria established by the Junior Class Sponsors (even if the student is invited by someone who is eligible to attend). A senior must also meet the criteria established by the district. Rules will be distributed to all juniors and seniors concerning eligibility during the first semester.

1. All prom attendees must currently be attending a high school, be a high school graduate, or have left high school meeting the academic and disciplinary standards of his/her respective school.
2. The "guest" must be the Century student's intended date for the evening.
3. The final decision for persons to attend the Prom remains with the Junior Class Sponsors and the building principal.
4. Intended guests must be pre-approved by the building principal and must be under the age of 21. Upon any individual's 21<sup>st</sup> birthday, he or she is no longer eligible to be a student's guest at Prom. Century students invited to attend must meet the same requirements of the handbook.

**Students with two (2) incidents resulting in any form of suspension for the year are NOT eligible to attend Prom.**

### **Project Graduation**

All school rules and regulations apply to Project Graduation. In addition, the Senior Class Sponsors will create a written contract that must be signed by all participants. Guests must be under the age of 21 and must be approved by the principal.

### **Centurion Award**

This award is for a senior female and male athlete from Century High School. The athletes must successfully complete two sports during each year of high school:

1. Fall and spring baseball or spring softball
2. Basketball
3. Cheerleading
4. Volleyball
5. Track

The senior athlete must have a GPA of 2.5 on a 4.0 scale.

If an athlete has a medical condition documented at school that will not allow the athlete to compete, it will not be a factor in the award.

The athletic director and high school coaches will vote on the athletes. If a female and/or male athlete does not meet the requirements the award will not be given that year.

## **ATTENDANCE REQUIREMENTS**

Student attendance at school for the entire day of an activity is mandatory for participants and for the entire day for spectators unless prior approval was given, this includes arriving to school on time. For weekend activities, students are expected to be in attendance for the entire day of the last school day and arrive on time before the event for participants and for spectators. Non-scheduled absences such as family funeral or family emergency may still allow students participation. **These cases must be authorized by the principal. Students in ISS for any portion of the day will not be allowed to attend or participate in any activities.**

## **EXTRACURRICULAR RESTRICTION LIST**

- Students who exhibit poor behavior at school may be restricted from attending extracurricular activities
- Students receiving homebound instruction are restricted from attending or participating in extracurricular activities
- Students under any form of suspension are not allowed to participate in extracurricular activities
- Students who have been suspended from school for 3 incidents, during the current school year, may not attend ANY extracurricular activities for the remainder of the school year.

Students will be informed if they are restricted from any extracurricular activities.

## **DISCIPLINE POLICY**

It is recognized that pupils, parents, and school personnel can best achieve the established educational goals if there is an atmosphere of cooperation and mutual understanding. To ensure successful operation, functional rules and regulations are necessary.

### **Student Discipline**

#### **Prohibited Student Conduct**

The school administration is authorized to discipline students for gross disobedience or misconduct, including, but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco materials; including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
  - b. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
  - c. Any prescription drug when not prescribed for the student by a licensed physician or when used in a manner inconsistent with the prescription or prescribing physician's instructions.
  - d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.
  - e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
  - f. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

*Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.*

4. Using, possessing, controlling, or transferring a weapon in violation of the "**weapons**" section of this policy.
5. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Unless otherwise banned under this policy or with prior approval of administration, all electronic devices must be kept off and out of sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's IEP or 504 plan; or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
9. Engaging in any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct. Prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, bullying, hazing, or other comparable conduct.
10. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
11. Being absent without a recognized excuse; State law and Board policy on truancy control will be used with chronic and habitual truants.

12. Being involved with any public school fraternity, sorority, or secret society, by:
  - Being a member;
  - Promising to join;
  - Pledging to become a member; or
  - Soliciting any other person to join, promise to join, or be pledged to become a member.
13. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
14. Violating any criminal law, such as assault and battery, arson, theft, gambling, and hazing.
15. Bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.
16. Engaging in any activity, on or off campus, that: (a) poses a threat or danger to the safety of other students, staff, or school property; (b) constitutes an interference with school purposes or an educational function; or (c) is disruptive to the school environment.
17. Engaging in an activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member, or (b) endanger the health or safety of students, staff, or school property.
18. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting." Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing and indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone.
19. Using, purchasing, selling, or possessing any performance-enhancing substance on the Illinois Association of High School Association's most current banned substance list, unless administered in accordance with a prescription.
20. Making an explicit threat on an internet website against a school employee, a student, or any school-related personnel if the internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties, employment status or status as a student inside the school.

For purposes of this policy, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations where the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

### **Fighting/Physical Altercation**

In the event a physical altercation (fight) occurs on the bus or at school, the police department may be contacted. After investigation of the incident, the aggressor(s) may be charged and taken into police custody.

### **Firearms, Knives, Brass Knuckles & Other Objects Used or Attempted to be Used to Cause Harm**

A student who is determined to have brought one of the following objects to school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of up to 2 years.

1. A firearm. For the purposes of this section, "firearm" means any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1. of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.
2. A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above the expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

### **Gang & Gang Activity**

"Gang" is defined as any group, club or organization of two or more person whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang;

or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

### **DISCIPLINARY ACTION**

Possible disciplinary action for infractions in all categories may include but are not limited to:

- Conference with the student
- Verbal reprimand
- Conference with parents
- Withdrawal of privileges
- Seizure of contraband
- Temporary removal from the classroom
- Removal from a specific class or schedule change
- Conflict resolution
- Restorative practice
- Community service
- Restitution
- Behavior intervention plan
- Social suspension
- Lunch-hour detention
- After-school detention
- Saturday detention
- In-school suspension
- Out-of-school suspension
- Placement in an Alternative Educational Program
- Referral for counseling
- Referral to law enforcement agencies
- Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons
- Expulsion from school

**In the event of a severe behavior problem, the student will be referred to administration who will determine the appropriate disciplinary response based on the seriousness of the offense and the student's past behavioral history.**

#### **Definitions:**

**Restorative practice** – a framework for building community and for responding to challenging behavior through authentic dialogue, coming to understanding, and making things right

**Community service** – a service that is performed for the benefit of the public or institution and performed by a student as part of a consequence

**Conflict resolution** – methods and processes involved in facilitating the peaceful ending of social conflict.

**Social suspension** – Social Suspension is the exclusion from participation in or attendance at all extracurricular events

**Restitution** - reparation made by giving an equivalent or compensation for loss, damage, or injury caused

### **BULLYING, INTIMIDATION & HARASSMENT**

Bullying, intimidation, and (sexual) harassment are not acceptable in any form and will not be tolerated at school or any school-related activity. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or (sexual) harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate or bully another based upon a race, color, nationality, immigration status, sex, sexual orientation, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status as homeless, or actual or potential marital or parental status, including pregnancy, or other protected group status. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Examples of prohibited conduct include name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the student nondiscrimination coordinator, building administrator or a complaint manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

### **Cyber-Bullying**

Cyber-bullying is defined as "bullying via the use of the Internet, interactive and digital technologies (computers, PDAs, etc..) and/or mobile telephones". The use of any school computer or electronic device for the purpose of cyber-bullying is strictly prohibited. Cyber-bullying using home-based or off-campus devices that result in a material and/or substantial disruption to the school environment and/or a true threat will constitute grounds for investigation. Cyber-bullying will not be accepted and those who perform these acts shall receive consequences to be determined by the administration.

Anonymous reports are also accepted by phone call or in writing to the following individuals:

Superintendent or Dean of Students  
4721 Shawnee College Rd  
Ullin, IL 62992  
618-845-3518 ext. 202  
andrepender@centuryschool100.com

Ashley Dexter  
4721 Shawnee College Rd  
Ullin, IL 62992  
618-845-3518 ext. 201  
ashleydexter@centuryschool100.com

The consequences for Bullying are listed under disciplinary actions on **p. 20**

### **SEXUAL HARASSMENT & TEEN DATING VIOLENCE PROHIBITED**

Sexual harassment of students is prohibited. A person engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
  - a. Substantially interfering with a student's educational environment;
  - b. Creating an intimidating, hostile, or offensive educational environment;
  - c. Depriving a student of educational aid, benefits, services, or treatment; or
  - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms intimidating, hostile, and offensive include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes, or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term sexual violence includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

### **Teen Dating Violence Prohibited**

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

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

### **Nondiscrimination Coordinator:**

Ashley Dexter  
4721 Shawnee College Rd  
Ullin, IL 62992  
618-845-3518 ext. 201  
ashleydexter@centuryschool100.com

### **Complaint Managers:**

Superintendent  
4721 Shawnee College Rd  
Ullin, IL 62992  
618-845-3518 ext. 302

Ashley Dexter  
4721 Shawnee College Rd  
Ullin, IL 62992  
618-845-3518 ext. 201

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

### **DEFACING SCHOOL PROPERTY**

Students are expected to keep Century's campus clean. The cooperation of students is needed to help accomplish this. Students will face disciplinary action and be held financially responsible for any damages/destruction to the school building, furniture, books, equipment, etc.

### **TOBACCO POLICY**

Students are prohibited from possessing tobacco in any form while under school authority, at all extracurricular activities and school-sponsored events. In addition to the disciplinary consequences assigned, all tobacco products and related items (lighters and matches) will be confiscated and will not be returned.

The consequences for the violation of the Tobacco Policy are as follows:

- **1<sup>st</sup> Offense:** 3 Days In-School Suspension
- **2<sup>nd</sup> Offense:** 5 Days In-School Suspension
- **3<sup>rd</sup> Offense:** 2 Days of Saturday School

Additional offenses will be subject to further disciplinary procedures.

### **DISCIPLINE PROCEDURES**

The following procedures are to ensure that the student receives fair treatment consistent with the fundamental requirements of due process.

#### **Crisis Prevention Intervention (CPI)**

Acts of touching or restraining a student may be taken for the safety and welfare of the student or those persons in the immediate area. These acts are to be considered corporal restraint and not corporal punishment.

#### **Lunch-Hour Detentions**

Disruptive behavior or failing to follow school rules may result in a lunch hour detention being assigned to that student. Lunch hour detentions will be served in the following manner:

1. Students assigned a detention will be notified by the teacher/administrator of the date the detention is to be served.
2. Students are expected to report to the designated detention room at the beginning of their lunch period. Lunch will be brought to students.
3. Students who report to detention late will serve an additional consequence.
4. Students who fail to report to the detention room will be assigned a **half day In-School Suspension**.
5. Students will complete reflection activities

#### **After-School Detention**

In the case that after-school detentions are assigned, students and/or parents/guardians will be notified at least 24 hours prior to the date of the detention providing time for parents to make transportation arrangements.

- After-school detentions will be served from 3:05-4:05 PM on Tuesday or Thursday in the designated room. **\*\*The principal or the dean of students has the right to change times/dates.**
- A student serving an after-school detention is expected to:
  - Arrive on time
  - Arrive prepared
  - Remain on task the entire detention
  - Complete reflection activities

**Failure to abide by these expectations and/or serve the detention will result in the student receiving additional disciplinary action.**

#### **In-School Suspension (ISS) Policy**

ISS is an in-school suspension program designed to improve the behavior of truant, chronically tardy, or misbehaving students. The program is designed to hold students accountable.

The major objectives of the ISS are to improve the attitude and behavior of students by:

1. Providing close supervision by a certified teacher with no loss of instruction;
2. Increasing parental involvement;
3. Removing the student from the school population and routine.

Students may be placed in the ISS only by an administrator for behavior problems that are deemed not yet to be in the degree of seriousness as to dictate more stringent disciplinary action. Some of the behavior problems that may result in placement in ISS include, but are not limited to: habitual tardiness, repeated absences that are unexcused, and truancy, inappropriate language, fighting, bus referrals, and any other misconduct deemed inappropriate by administration.

Rules governing in-school suspensions include but are not limited to:

- Students must report to the ISS at the assigned time and will remain until school is dismissed, or otherwise specified by administration.

- Students will not be allowed to leave the room; they will have lunch brought to them and remain in the room at all times. Students will go to the restroom as a group during designated restroom breaks. No student will be allowed to leave the ISS room unattended.
- Students will get an ISS score for the day. They must earn 5 points each day to be allowed to return to the regular classrooms. If they do not earn the required 5 points, they will remain in ISS until they do. They will receive 1 point each day for attendance (this includes arriving on time), completing the assigned reflection activity, having necessary materials (books, pencils, paper, etc.), completing packet and assignments, staying on task-working hard, and behavior.

### **Saturday School**

Saturday detention is from 8:00AM-10:00AM. Detention begins promptly at 8:00AM. **DO NOT BE LATE!!** When leaving, students must exit the building and leave campus immediately. Students will not be allowed access to their lockers or be permitted in the hallways before, during, or after Saturday detention. Students may be granted permission to use the restroom on an individual basis as determined by the Saturday school supervisor. Students receiving permission to go to the restroom must use the restrooms immediately outside the Saturday detention room and report back to the room in a timely manner.

#### **Students serving Saturday Detention will observe the following rules:**

1. Students must be inside the building before the Saturday detention supervisor locks the door. Students will not be permitted to enter after the Saturday detention supervisor has locked the door.
2. Students are expected to bring schoolwork and work on it during the detention. Students who do not have school work will not be permitted to go to their lockers. At the discretion of the Saturday school supervisor, school appropriate items such as books, novels, magazines, newspapers, etc. may be allowed.
3. Students are required to stay quiet and on-task during detention time. Sleeping is not permitted.
4. Students are not allowed to work together in groups.
5. Students are not allowed to write notes or letters to other students in the detention room.
6. Students are not allowed to wear hats, sunglasses or inappropriate attire as per school policy.
7. Students asked to leave must do so quietly and exit directly from the detention room. Students must leave campus immediately.
8. Students may arrange postponement on Saturday for illness, death in the immediate family, or other extreme emergencies. A parent or guardian must make arrangements for postponement with the administration before the end of the school day on Friday prior to the detention. Acceptable reasons for postponement are determined by administration. Extra-curricular activities, recreational activities, etc. are not accepted reasons for postponement.
9. Students will be assigned additional consequences for the following Saturday Detention infractions:
  - Misbehavior resulting in being asked to leave the detention room.
  - Failure to follow Saturday detention rules and procedures.
  - Showing disrespect to the Saturday detention supervisor.

### **Out-of-School Suspension**

Students may be suspended from school and school related activities for up to 10 days for gross disobedience and/or gross misconduct.

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

1. Possession, use, distribution, purchase, sale, or if found to be under the influence of controlled substances and look alike substances and/or alcoholic beverages.
2. Possession, use, distribution, purchase, or sale of drug paraphernalia.
3. Injury or threat of injury to any school district employee, official, or student.
4. Possession, use or distribution of a dangerous weapon.
5. Inappropriate physical behavior (fighting, bullying, vulgar, sexual etc.)
6. Other such conduct that poses a danger to persons or property or disrupts the educational process.

A student is entitled to the following due process rights in connection with a suspension from attending school or riding the school bus:

1. Oral or written charges and evidence supporting the charges.
2. The opportunity to explain his or her version of the incident.
3. The student will be informed of the beginning and the ending dates of the suspension.
4. The parents or guardians will receive a written report of the suspension along with the reasons for the suspension and a notice of right to request a review of the disciplinary action taken.

### **Re-Engagement of Returning Students**

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

**Students with two (2) incidents of in/out of school suspensions, during the school year, are NOT eligible to attend Prom.**



**Students with one (1) incident of in/out of school suspensions, during the school year, will NOT be allowed to participate in the Homecoming Court.**

### **Expulsion**

The School Board is authorized to expel students guilty of gross disobedience or misconduct for a definite period of time not to exceed two school years.

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

1. Possession, use, distribution, purchase, sale, or if found to be under the influence of tobacco products, controlled substances and look alike substances and/or alcoholic beverages.
2. Possession, use, distribution, purchase, or sale of drug paraphernalia.
3. Injury or threat of injury to any school district employee, official, or student.
4. Possession, use or distribution of a dangerous weapon.
5. inappropriate physical behavior (fighting, bullying, vulgar, or sexual)
6. Other such conduct that poses a danger to persons or property or disrupts the educational process.

The student and/or parents or guardian shall be due the following procedural protections:

1. Prior to expulsion, the student shall be provided written notice of the charges and the time and place of hearing. If the charges are denied, the student shall have an opportunity for a hearing, at the time and place designated in the notice, conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed by the Board, he shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.
2. The Board shall provide written notice to the parents or guardian of the time, place and purpose of the hearing by registered or certified mail and request the appearance of the parents or guardian at the expulsion hearing.
3. During the expulsion hearing, the student and his parents or guardian may be represented by counsel, present witnesses and other evidence on his behalf and cross-examine adverse witnesses. The expulsion hearing shall be a bifurcated proceeding. First, the Board or hearing officer shall hear evidence on the issue of whether the student is guilty of the gross disobedience or misconduct as charged. After presentation of the report, the Board shall decide the issue of guilt. If the Board finds the student guilty of the gross disobedience or misconduct as charged, it shall then hear evidence on the appropriate level of discipline to be handed out. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide whether expulsion or some lesser form of discipline shall be imposed upon the student.

### **DISCIPLINE OF STUDENTS WITH DISABILITIES**

The school will comply with the Individuals with Disabilities Education Act (IDEA) when disciplining students. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

## **ABSENCE AND ATTENDANCE INFORMATION**

### **ATTENDANCE**

The Century School District believes that prompt and regular school attendance is vital to the academic success of all students. Teachers cannot teach students who are not present. Good attendance is the joint responsibility of students, parents, teachers, and school administrators. Students are expected to be in attendance on all of the days and hours that school is in session unless *excused* reasons exist to justify their absences. Students may be *disciplined* for inappropriate behavior for *unexcused absences*. Disciplinary action may include lunch-hour detentions, after-school detentions, Saturday school, and/or placement in Alternative Programs.

### **ATTENDANCE POLICY**

Illinois law requires that whoever has custody or control of any child between six (by September 1<sup>st</sup>) and seventeen years of age (unless the child has already graduated from high school) shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session. Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

The school will allow for Student Absences necessary for illness, death in the family, doctor, dental or legal appointments, religious holiday, vacations and other family personal business. If parent/guardian contact is made or written documentation provided to the school, the Student Absence would be excused for any of the reasons listed above. The student may make up any work missed during the absence.

### **STUDENT ABSENCE POLICY AND PROCEDURES**

In the event of any absence, the student's parent or guardian is required to call the school at (618) 845-3518 between the hours of 7:30 a.m. and 9:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official and/or absence dialer may call the home to inquire why the student is not at school. **If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence.**

**Failure to do so shall result in an unexcused absence.** Upon request of the parent or guardian, the reason for an absence will be kept confidential.

- ANY STUDENT WHO ACCUMULATES MORE THAN **EIGHT (8) ABSENCES** DURING THE SCHOOL YEAR WILL BE REQUIRED TO PRESENT A DOCTOR'S SLIP UPON THE 9TH ABSENCE AND ALL SUBSEQUENT ABSENCES THEREAFTER. IF NO DOCTOR'S EXCUSE IS PRESENTED THEN, THE 9TH ABSENCE AND ALL OTHER SUBSEQUENT ABSENCES WILL BE UNEXCUSED.
- Students will be exempt from taking the end of year exam if in the **course of the school year** they meet specific criteria. Students with any unexcused absences or suspensions will not be eligible. Exam exemptions do not apply to dual credit courses.
  - An A in the class with no more than 3 excused absences
  - A B in the class with no more than 2 excused absences
  - A C in the class with no more than 1 excused absence
- Parents are expected to schedule student vacations during the summer or during the holiday breaks. The days prior to the school holidays are required student attendance days. Calling a student in ill in order to leave for vacation early is unexcused. All student absences will be monitored closely in order to fairly issue excused/unexcused absences.
- **THERE IS NO AUTHORIZED SENIOR SKIP DAY.** Any students organizing or participating in such events shall be subject to disciplinary action.
- Any student who is out of school for five successive days or more will be required to present a doctor's excuse upon returning.
- Any student that is confirmed to have been skipping class will receive a lunch detention.
- **If you need to request your child's homework, please call the school by 9:00 a.m. of the day of the absence to ensure all teachers have ample time to gather the student's homework and materials.**

## **POLICY DEFINITIONS**

For the purpose of interpreting the Attendance Policy, the following definitions apply to the terms listed below:

**Absence:** absent from school for *any part* of the school day. This would include arriving to school after the start of the school day, leaving school during the school day and returning to school before the school day ends, leaving school before the end of the school day, being absent from school for the entire school day or for a consecutive number of school days.

**Excused Absence-** It is the responsibility of the student to make up all class work missed because of absence for:

- Personal illness
- Family illness
- Death in immediate family
- Home emergency
- Attending a military honors funeral to sound TAPS
- Absences pre-arranged through the school office  
(*i.e. scholarship interviews or military testing opportunities*)
- Court appearance
- Religious holidays
- Pre-arranged college visitation  
Seniors Only
- Medical appointments
- **Deer Day (1<sup>st</sup> Season (opening))**  
**ONLY—MUST PROVIDE**  
**Office a copy of PERMIT 48**  
**hours prior to the requested**  
**absence to be a valid excused**  
**absence. (*eff. 07/13*)**

**Unexcused Absence**—Absence from school with insufficient cause:

- The parent/guardian not providing an excused absence note to the school or not notifying the school by phone or in person of the student's absence.
- Failure to attend school due to private transportation problems.
- Failure to attend school due to oversleeping or missing the bus.
- Personal business in excess of allotment as specified elsewhere in this document.
- Any other absences deemed unexcused by the administration.

**After 3-5 unexcused absences are recorded the following shall take place:**

1. Notification letter sent to the parent or guardian by the school officer
2. Phone call from Truancy Officer to parent/guardian
3. ISP (Individual Service Plan) completed
4. Truancy Officer provides school with outcome
5. Intervention

**After 6-7 unexcused absences are recorded the following shall take place:**

1. 2<sup>nd</sup> letter of noncompliance mailed to parent/guardian
2. Home visit completed by truancy officer
3. ISP updated

4. Optional: City ordinance citation consideration if available
5. Additional intervention

**After 8 unexcused absences are recorded the following shall take place:**

1. 3<sup>rd</sup> letter of noncompliance mailed to parent/guardian
2. Truancy Review Board Hearing
3. Hearing Board Judge will preside over the hearing with parent/guardian student, interventionists, and truancy officers present.

**After ten unexcused absences are recorded in the school office the following shall take place:** Referral to the state's attorney for prosecution pursuant to 105 ILCS 5/6-1; 105 ILCS 5/6-10.

Century CUSD #100 supports and works with the Pulaski County State's Attorney in following the guidelines set forth in the ACT (Abolish Chronic Truancy) NOW Program. This program is composed of three steps, which will provide students and families a series of interventions:

Step 1: When a student accumulates *three unexcused absences* in the school year, the school district will refer the student to the truancy officer for intervention service. A plan will be developed to get the student back in school on a regular basis.

Step 2: If the initially formulated plan fails, and/or another unexcused absence occurs, the parents/guardians and student will be referred to the Pulaski County State's Attorney's office for a conference with the State's Attorney or with one of his assistants. The possibility of prosecution will be discussed. This will be a family's last chance to avoid legal consequences.

Step 3: If further unexcused absences occur, parents/guardians, students, or both will be prosecuted. Illinois law requires parents/guardians and custodians of children ages 6 to 17 to send children to school.

Parents/guardians of children who fail to comply with the law can face a fine of up to \$1,500, a possible jail sentence of 30 days, or both. Students who fail to comply with the law may face jail time, monetary fines, and loss of his or her driver's license or public service work.

**RELEASE TIME FOR RELIGIOUS INSTRUCTION/ OBSERVANCE**

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s). Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

**STUDENT EXPECTATIONS UPON RETURNING TO SCHOOL**

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. Students who miss a partial day must still turn-in assignments (for classes missed) prior the end of the school day. **Students who are unexcused from school will be allowed to make up missed work for credit at the teacher's discretion.**

**TRUANCY**

Truants are defined by the State Board of Education as: "A student who has been absent from school without valid cause for 5% of the previous 180 school days."

The school will notify parents when students are habitually absent from school. Students will be subject to disciplinary action. Proper authorities will be notified and legal action will be taken.

*A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$1500.00*

**SIGNING IN & SIGNING OUT**

1. A student arriving to school after 8:00 a.m. is expected to sign in at the office and must go through the metal detectors. Some form of parent communication (note, phone call, personal contact) will be required explaining the reason for the lateness.
2. A student leaving before the end of the school day is expected to sign out at the office. Verbal permission (phone call, personal contact) from the parent is required before a student will be allowed to sign out. Unless approved by the Principal, a student will NOT be allowed to sign out with just a WRITTEN NOTE. No student may leave with another student without the permission of the parents of all students involved. Only persons listed on the STUDENT INFORMATION sheet may sign out a student, unless the custodial parent gives verbal permission to the principal's office.
3. ESCROW and work-release students are expected to sign-out/sign-in at the agreed upon time when leaving and entering campus.

**Students failing to follow these procedures will face disciplinary action.**

## ATTENDANCE INCENTIVES

The school board may implement Attendance Incentives to encourage prompt and regular student attendance. Students may be rewarded throughout the school year for prompt and regular attendance. Specific information will be provided to the students when the incentives are implemented.

## ATHLETIC INFORMATION

### ATHLETICS PARTICIPATION

1. The Century CUSD #100 has teams in basketball, baseball, softball, track, cheerleading, scholar bowl, and volleyball.
2. Participation on any athletic team is a privilege not a right. This privilege may be removed by the Athletic Director or Principal for gross misconduct, inappropriate behavior at or away from school, or criminal action by the student.
3. A signed agreement by the student not to use any drugs on the IHSA's most current banned drug classes list and an agreement to take part in random testing for these substances.
4. Eligibility to participate is determined by the Illinois High School Association and Century District #100 Policy. At the weekly check, any student failing one course (when their grade is cumulatively averaged per semester) will be ineligible the following week. Athletes failing to do this will be suspended from participation for at least 5 school days (Tuesday - Monday). The Athletic Director or Coach will notify the athlete of the suspension. An athlete may not resume participation until the overall failing grade is a "D" average. Any athlete who is ineligible for three weeks in succession or three times in a season will be removed from the team for the remainder of the season.
5. Students may be suspended from the team for unexcused absences from practices and games; On or Off Campus use or possession of tobacco products, alcohol, and drugs during a season; behavior that results in criminal charges being filed against the student or any other type of behavior that reflects poorly on the image of the school.
6. The Athletic Director or Principal may exercise the right to remove students from teams as disciplinary action. Students will be given an opportunity to explain their actions but hearings and appeals will not be parts of the removal process. Students and parents will receive both verbal and written notification of the removal.
7. All items of equipment are loaned to the athletes. All athletes are expected to return all such equipment or pay for its replacement at the end of the season.
8. Players must be in school the entire day of the contest in order to compete in that contest. For weekend events, players must be in attendance the entire day of the last school day prior to the event. The Athletic Director or Principal may grant limited exceptions with advance approval (Doctor's appointment, funeral, etc.). Any athlete in ISS any portion of the day will not be able to participate in practice or athletic competitions on that day.
9. Players must have a physical exam before being allowed to practice or compete in any sport. The exam must be on file in the nurses' office prior to the first (1st) practice.
10. Proof of adequate insurance is required of all participants.
11. **Students participating in scholar bowl are reminded:** Scholar bowl is an IHSA sanctioned team. Participants will be expected to meet the same requirements as athletics. The physical exam and insurance requirement will not be required for scholar bowl members.
12. A student athlete who exhibits signs, symptom, or behaviors consistent with a concussion will be removed from a practice or game and will require Physician authorization before re-entering any practice or game (**see Student Athlete Concussions and Head Injuries**)
13. For additional information students may contact the Coaches, Athletic Director, or Principal.

Eligibility for most athletics is also governed by the rules of the Illinois High School Association [or] Illinois Elementary School Association and, if applicable, these rules will apply in addition to this Extracurricular Athletic Code. In the case of a conflict between IHSA and this Extracurricular Athletic Code, the most stringent rule will be enforced.

### ATHLETIC BEHAVIORAL CONDUCT

Misconduct by student-athletes will not be tolerated. Misconduct shall include but shall not be limited to:

- a. Insubordination; or
- b. Any behavior or action which is negligently or intentionally injurious to a person or property or which places a person or property at risk of injury or damage; or
- c. Any behavior which disrupts the appropriate conduct of a school program or activity; or
- d. Hazing, bullying, or harassment of any kind; or
- e. Use of profanity; or
- f. Exhibition of bad sportsmanship; or
- g. Violation of any school rules or regulations or law.

Coaches and school officials will impose disciplinary measures appropriate to the offenses committed. The discipline imposed for any particular offense shall be at the sole and exclusive discretion of the coaching staff and school officials.

### Drugs, Alcohol and Tobacco Use

Except with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor, the possession, use, distribution, purchase or sale of any alcoholic beverage, drug, drug paraphernalia, controlled substance, look alike, tobacco or tobacco product or any other substance which, when taken into the human body is intended to enhance performance or alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the

foregoing, regardless of the true nature or appearance of the substance, is prohibited in school buildings, on school buses and on all other school property or school related events at any time. This prohibition shall include all school sponsored or school related activities, whether held before or after school, evenings or weekends and shall additionally include a prohibition of use by a student athlete in any instance where the school can demonstrate a reasonable connection to the school program or school athletic program. For purposes of this procedure, students who are under the influence of prohibited substances shall be treated in the same manner as though they had prohibited substances in their possession.

### **Drug and Alcohol Testing Program**

The School District maintains an extracurricular and athletic drug and alcohol testing program in order to foster the health, safety, and welfare of its students. Participation in extracurricular and athletic activities is a privilege and participants need to be exemplars. The program promotes healthy and drug-free participation.

Each student and his or her parent/guardian must consent to random drug and alcohol testing in order to participate in any extracurricular or athletic activity. Failure to sign the School District's "Random Drug and Alcohol Testing Consent" form will result in non-participation.

If a test is positive, the student may not participate in extracurricular or athletic activities until after a follow-up test is requested by the building principal or designee and the results are reported. The building principal or designee will request a follow-up test after such an interval of time that the substance previously found would normally be eliminated from the body. If this follow-up test is negative, the student will be allowed to resume participation in extracurricular and athletic activities. If a positive result is obtained from the follow-up test, or any later test, the same previous procedure shall be followed.

No student shall be expelled or suspended from school as a result of any verified positive test conducted under this program other than when independent reasonable suspicion of drug and/or alcohol usage exists. This program does not affect the School District policies, practices, or rights to search or test any student who at the time exhibits cause for reasonable suspicion of drug and/or alcohol use.

### **Rules in Effect**

The rules set forth in this Athletic Code are in effect throughout the calendar year and twenty-four hours a day, whether or not school is in session and including vacation periods, and holidays. The rules apply on and off campus and whether or not the misconduct occurs at school or a school-sponsored activity or in some other locale. The rules apply from the beginning of the athlete's first tryout or practice in the first sport which the athlete attempts until the completion of the athlete's athletic eligibility in all sports.

## **MEDICAL INFORMATION**

### **ACCIDENT PROCEDURE**

For minor classroom or playground accidents the teacher or nurse will administer first aid if the injury warrants treatment. The parent will be notified depending the severity of the injury. The teacher will fill out an accident report in the office describing the accident and first aid administered. This accident report will also serve for any insurance claim that may be made.

If a serious accident should occur, the teacher will immediately notify the office so that emergency aid such as a doctor or hospital can be sought. The office will attempt to reach the parents by phone to notify them of the accident and request preference of treatment facilities. If the parents cannot be reached, the school will take the child for emergency treatment at the hospital requested on his/her Emergency Information Sheet.

### **CONTAGIOUS ILLNESS/DISEASES**

**Pink eye (Conjunctivitis):** Pink eye is contagious. A child with suspicious eye drainage will be sent home. **The child may return to school 24 hours after being properly treated with antibiotics or upon presenting a note from the physician stating treatment is not necessary.**

**Head Lice Policy:** Children will be screened for head lice intermittently. Students found to have live head lice will be sent home from school. Students found to have only nits (eggs) will be allowed to finish the day. Parents will be notified by phone call or note. Students may return to school after appropriate treatment is done. **Parents must bring the child to school upon completing appropriate treatments** and will be re-checked upon returning to school.

**Ringworm:** Ringworm is contagious. A child identified with ringworm will be excluded from school until 24 hours after treatment begins and lesion begins to shrink, unless lesion can be covered; a child need not be excluded if lesion(s) can be covered.

**Staph Infection (MRSA):** A child with any open, weeping, or pustule lesion on the skin (other than acne) will be sent home and the parent should refer the child to a primary care provider for consultation. Parents should follow doctors treatment plan when returning to school. Because bandages can shift or dislodge with activity or when wet, students with draining wounds will not be allowed to participate in practices, games, or physical education classes that involves contact with others until the wound has stopped draining.

Students suspected of having any contagious disease shall not be permitted to remain in school unless authorized by a physician. In all cases, school officials shall be governed by the orders of local health officers or State Board of Health Offices.

### **DIABETES RISK ASSESSMENT**

State law requires diabetes screening to be completed on all school physicals (PreK, K, 6, 9 or other programs offered through the school). Diabetes testing (e.g. fasting plasma glucose or 2 hour glucose tolerance test) is not required.

### **CARE OF STUDENT WITH DIABETES**

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school principal.

Parents/Guardians are responsible for and must:

1. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
2. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
3. Sign the Diabetes Care Plan.
4. Grant consent for and authorize designated school district representatives to communicate directly with the health care provider whose instruction are included in the Diabetes Care Plan.

For further information, please contact the Building Principal.

### **EXPOSURE TO BLOOD BORNE PATHOGENS**

Students who participate in sports or events where physical contact, accidents or an injury might occur must follow these rules:

1. All open areas of skin (cuts, scrapes, etc.) must be covered by bandages prior to the student participating in practice or a game.
2. Any student injury which results in bleeding must be brought to the attention of the coach or teacher so the situation can be properly managed.
3. Athletes with blood on their clothing must leave a practice or competition until the uniform or clothing has been replaced or has been properly disinfected.
4. Water bottles may not be shared between students and staff.
5. **Personal towels** rather than common team towels are to be used.

All waste and soiled clothing is to be deposited in a closeable, leak-proof container marked "Bio-Hazard" and the school nurse should be contacted with questions or concerns.

### **FEVER POLICY**

If a student has a fever, he or she is not allowed to return to school until they are fever free for 24 hours without the use of fever reducing medications. Any student found to have a fever will be sent home.

### **FOOD ALLERGIES**

State law requires Century CUSD #100 to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

**If your student has a life-threatening allergy or life-threatening chronic illness, please notify the Elementary Principal by calling (618)845-3572 or Jr/Sr High School Principal by calling (618)845-3518.**

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all student with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Century CUSD #100 may also be able to appropriately meet a student's needs through other means.

### **IMMUNIZATION, HEALTH, EYE AND DENTAL EXAMINATIONS**

#### **Required Health Examinations and Immunizations**

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was “risk-assessed” or screened for lead poisoning.

Failure to comply with the above requirements by October 15 of the current school year will result in the student’s exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

### **Eye Examination**

All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, allows the school to hold the student’s report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

### **Dental Examination**

All students entering kindergarten, second and sixth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child’s report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

### **Exemptions**

A student will be exempted from the above requirements for:

1. Medical grounds if the student’s parent/guardian presents to the building principal a signed statement explaining the objection;
2. Religious grounds if the student’s parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. Eye examination requirement if the student’s parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
5. Dental examination requirement if the student’s parent/guardian shows an undue burden or a lack of access to a dentist.

### **Physical Examinations**

In accordance with the Illinois School Code, proof of health examination is required upon entry to kindergarten or the first grade level a school offers, prior to entrance into nursery school, upon entering sixth and ninth grades and upon first entry into any school. A copy of the physical examination form must be on file in the office. In addition, irrespective of grade, pupils shall be required to have physical examinations if they have not previously been examined in accordance with Illinois School Code 105 ILCS 5/27-8.1 prior to or upon entrance into another public, private or parochial school in Illinois.

Additional examinations, vision, may be required when deemed necessary by school authorities. Tuberculosis examinations are required by the Department of Public Health when the child involved resides in an area that has a high incidence of tuberculosis.

Physicals examinations are also required for all athletes and are valid for one full year from completion. Athletic physicals are the responsibility of the student and will not be provided by the school.

### **HEARING AND VISION SCREENINGS**

Hearing and vision screenings will be conducted during the school year according to Illinois Department of Public Health guidelines. A separate notice will **not** be sent prior to screening.

Vision screening services shall be provided annually for:

1. All preschool children 3 years of age (or older).
2. All school age children who are in kindergarten, second, and eighth grades; all special education classes; referred by teachers; and transfer students.

Hearing screening services shall be provided annually for:

1. All preschool children 3 years of age (or older).
2. All school age children who are in kindergarten, first, second, and third grades; all special education classes; referred by teachers, and transfer students.

### **MEDICATION AT SCHOOL**

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student’s health and well-being. When a student’s licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a “School Medication Authorization Form.”

No school or district employee is allowed to administer to any student, or supervise a student’s self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student’s parent/guardian. No

student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

### **Self-Administration of Medication**

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

**A Medication Authorization Form must be completed by a physician and signed by the parent/guardian for all medications to be given at school. This includes prescription and over the counter medication. (Tylenol, ibuprofen, cough drops, throat lozenges, Benadryl, etc.) Forms are available from the nurse's office. A new Medication Authorization Form must be completed for any dosage changes made by the physician.**

**The medication must be brought to school in a labeled pharmacy bottle with the student's name, name of the medication, dosage and time requirement. Pharmacies will provide an empty, labeled bottle for school use upon request. Make sure all medication is in its original, up to date contained with the label intact. No baggies, envelopes, or out of date pill containers will be accepted.**

**No medications of any kind will be given by the nurse unless the above guidelines are followed.**

### **MEDICAL CONDITIONS OR CONCERNS**

If your son or daughter has any special medical problems, please list them on the Student Health Information Form. If this information changes during the school year, please notify the school nurse.

### **Communicable Diseases**

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. A student excluded because of a communicable disease will be permitted to return to school only when the parent/guardian brings to the school one of the following (1) a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease (2) or the student has met and/or exceeded a time frame specified by the Illinois Department of Public Health.

### **STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES**

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

## **EMERGENCY PROCEDURES**

All drills and emergency procedures are to be taken seriously. Students are required to be silent and shall comply with the directives of school officials during emergency drills. Students who choose not to do this will face severe disciplinary action. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration.

### **FIRE EVACUATION PROCEDURES**

These instructions are given to you so that you may know what to do in case of fire in our school. The fire alarm sounds will signal a fire drill. The all clear signal will be *one* long ring on the program bell. Let *everyone* assume that each drill is a fire. Everyone should move quickly, but not run. The last person to leave the classroom should close the door. Individuals in each class should be assigned the task of closing the windows and turning off the lights. The first person to an exit should open and hold the door for the others. *No running or talking will be permitted during the evacuation!* Once out of the building each class should select a place on the grounds a safe distance in front of the building, line up in single file, and wait quietly for further instructions. Each teacher should take attendance at that time. Students are expected to remain with their class during the drill.

### **SEVERE WEATHER PROCEDURES**

The severe weather-warning shall be announced. Each classroom or instructional area has a designated area to report to when the signal is given.



Teachers and students are to proceed to that location quickly and follow the placement and “duck and cover” instructions as specified below:

1. Students should be away from windows and doorways. Students should kneel facing the wall with head down and covered by hands.
2. “All Clear” shall be designated by one long ring from the program bell.

### **EARTHQUAKE SAFETY**

At the very first indication of a tremor, immediate action must be taken. The following actions and procedures should be followed.

**If Outside-Stay Outside:** move away from the building, all other structures, power lines, and trees. Remain standing with fellow classmates if present.

**Once The Shaking Has Ended:** (10-50 seconds) move to the designated “fire” outdoor assembly area, staying clear of possible hazards as you go. Once there, regroup as a class, remain calm and await instructions from a teacher or principal.

**If Inside-Stay Inside:** when in a classroom or other room with furniture, desks, or other internal structures, immediately DROP to your knees and move under any available structure. Immediately place your head in the angle of one arm in such a way as to cover your eyes. With your free arm, grasp the structure (furniture) and hold on to it so that your position under or next to it is unchanged. If possible, this action should be taken so that your back is toward any windows with your head away from those windows. ONCE POSITIONED DO NOT LOOK UP!

**If In An Open Area Indoor:** areas such as a gym, hallway, cafeteria, or MPR, use the above procedure if furniture or other structure exists. This would be in such areas as a cafeteria where lunch tables are accessible. In completely open areas such as a hall or in gym, move quickly toward the nearest doorway or structure such as gym bleachers. In either situation, you must cover your eyes and hold on as described above.

**Once The Shaking Has Ended**—DO NOT MOVE! Wait for instructions from the teacher or other responsible adult. That person will make an assessment of damage or injury. The instruction to evacuate the building will be issued by the Principal or someone representing the administration. If the instruction to evacuate is made, routes shall be the same as practiced in the fire evacuation drill. In the event of path blockage or other hazard, the teacher will choose the next alternate route. While in the act of evacuating, special care is to be taken if an aftershock is felt or heard everyone must immediately go into the DROP AND COVER position. Once outside, stay clear of all other structures or potential hazards. Further instructions will be given at that assembly point. Everyone is to stay at the assembly point until otherwise instructed to move!

### **ACTIVE SHOOTER OR INTRUDER**

Students and staff have been trained and will continue to be trained in ALICE. ALICE stands for Alert, Lockdown (Barricade), Inform, Counter, and Evacuate. If an intruder or active shooter is noticed on the school grounds or inside the building, teachers and staff will activate ALICE. Teachers and staff will take action based on the facts of the situation. Our goal is to keep as many students and staff safe in this situation. For more information on ALICE, please contact the school for information and information from the Crisis Intervention Plan.

**In all cases, other specific directions may be issued from the office or staff in your location. It is important that all students remain quiet and orderly so that the directions may be heard and followed.**

### **SCHOOL DISMISSAL FOR INCLEMENT WEATHER**

When weather conditions become extreme, school may be dismissed early or cancelled for the entire day. All local radio and television stations will be notified of any early dismissals or cancellations. **A notification system will also be used to notify parents. Please make sure all phone numbers we have on file are current and working.**

## **CURRICULUM INFORMATION**

### **CENTURY ELEMENTARY CURRICULUM**

Students at Century Elementary will be taught phonics, language arts, literature and poetry, math, science, and social studies by their regular classroom teacher. Language Arts include reading, grammar, English usage, spelling, vocabulary and writing. Specialty classes may include; music, art, computers, physical education, and band.

### **CENTURY ELEMENTARY HOMEWORK POLICY**

*Because the Century School Community wishes to assist students in developing habits and skills of independent study and desires to extend learning time beyond the regular school day, homework will be assigned by teachers at all grade levels. The individual policies are listed below. Parents are encouraged to provide a quiet, well-lighted place for children to study and see that their children complete homework assignments. Parents may assist their children in understanding homework. Teachers will correct and return homework within a reasonable amount of time. Students will also be provided interactive learning activities that include their parents. Parents are encouraged to take time for these learning activities with their children.*

## **Kindergarten**

A study guide for the week is sent home the first day of each week. Students are to practice the poem and vocabulary for assessment at the end of the week. Students can also practice any other work noted in the weekly guide (counting, letters and sounds, reading sight words, etc.)

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

A study guide for the week is sent home every Monday. It includes a spelling list, poem, science, and social studies guides that cover the theme for that week. The reading series book is sent home once a week to study for the test that week. Copies of the phonics stories are also sent home to study from. An extra math worksheet is sent home once or twice a week for extra practice.

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

Homework packets and study guides are given on Fridays. Homework is due the following Thursday. Four to five pages of grade appropriate lessons are given during the week for extra practice at home. Homework for the nine weeks is averaged together and counts as one test grade.

## **3<sup>rd</sup> grade**

A weekly test is given in spelling and reading. Homework counts for 50% of the grade. Students are responsible for filling out the “homework sheet” which helps them to organize daily assignments. Students are given one week from the assignment due date to turn late assignment into the teacher. After one week, a zero is given for the late assignment.

## **4<sup>th</sup> and 5<sup>th</sup> grade**

If a student is missing an assignment they may request another copy from their teacher. Ten percent will be deducted each day the assignment is late. After 5 days a zero will be given.

## **CENTURY ELEMENTARY LOCAL ASSESSMENT**

Century Elementary will have a local assessment score that is related to the PARCC Assessment when applicable. Kindergarten and 1<sup>st</sup> grade students are assessed 3 times each year using DIBELS. 2<sup>nd</sup> – 5<sup>th</sup> grade students are assessed 3 times each year using Autoskills.

## **GENERAL INFORMATION**

1. All classes at Century CUSD #100 are available to all students. No class will be denied to a student based on race, creed, religion, sex, or economic condition. Prerequisites do exist for some classes.
2. Independent Studies, Homebound and Escrow classes may be available to students.
3. As a rule, students must complete all required courses in order to meet graduation requirements. Exceptions may be granted on an individual basis. Students requesting exceptions should contact the building principal for more information.

## **PLACEMENT, RETENTION, AND PROMOTION**

A student’s placement, retention, or promotion will be decided on an individual basis, taking into account several factors. A student WILL NOT be promoted based on age or other social reason not related to academic performance.

All students’ academic performance will be monitored throughout the school year. Students who are experiencing academic difficulties (D’s and F’s) in two or more subjects at the end of the first semester, will be placed on the Possible Retention List for the remainder of the school year. The student and parents will be contacted to inform them of the situation and request assistance in correcting the academic deficiencies.

Efforts will be made to provide time, opportunities, and assistance to encourage student improvement. The student may be placed in resource classes, assigned a tutor, and/or be scheduled in extended learning sessions in an effort to improve academic performance.

Final placement, retention, or promotion decisions will be made at the end of the school year. Students who fail two or more required subjects; English, literature, math, social science, science, and physical education will be retained. Retained students and their parents will be notified of the decision by certified mail.

## **EDUCATION OF CHILDREN WITH DISABILITIES**

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term “children with disabilities” means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication “Explanation of Procedural Safeguards available to Parents of Students with Disabilities” may be obtained from the school district office.

## **ENGLISH LANGUAGE LEARNERS**

The school offers opportunities for English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain. Parents/guardians of English Language

Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Language Learners programs.

### **ALTERNATIVE PROGRAMS**

Students who are having academic and/or behavior problems in the "regular education" program will have alternative opportunities available to them including, but not limited to, out of building "alternative programs." Additional information regarding alternative programs can be obtained from the principal and/or guidance counselor.

### **HOME AND HOSPITAL INSTRUCTION**

A student who is absent from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital. A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction as well as for up to 3 months after the child's birth or a miscarriage. For information on home or hospital instruction, contact the building principal and/or guidance counselor.

### **TRANSFER STUDENTS**

Students who transfer from an accredited or recognized elementary school will be admitted without an entrance examination. Full credit will be given to high school students who transfer from another high school for credits earned there. The principal or guidance department will make evaluation of student transcripts.

### **SEX EDUCATION INSTRUCTION**

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology. Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

### **PROGRESS & QUARTERLY GRADE REPORTS**

Progress Reports on each student are issued at mid quarter. Report cards are issued at the end of each quarter. Grades and other student information are available by accessing the infinite campus student/parent portal.

### **CATCH-UP CAFE**

Catch-up cafe is designed to improve student achievement by providing a place, during school hours, for students to do homework and other missing assignments. The cafe also emphasizes to students that homework is important to their academic success and ALL students are expected to complete their work. Students who are missing work are referred to catch-up cafe by their teachers. The cafe takes place during lunch and students are required to attend and continue to attend until they are caught up.

### **MANDATORY STUDY HALL**

Mandatory Study Hall is designed to improve student achievement by providing a place, during school hours, for students to do homework and other missing assignments. The study hall also emphasizes to students that homework is important to their academic success and ALL students are expected to complete their work. Students who are failing any class are placed in mandatory study hall on Monday and remain in the study hall for the entire week. This study hall takes place during lunch and students are required to attend.

### **GRADING SCALE**

The scale used for the issuing of grades is:

A	90%-100%	B	80%-89%
C	70%-79%	D	60%-69%
F	59%-0%		

### **HONOR ROLL**

High Honor Roll – GPA 3.75

Honor Roll – GPA/Above 3.25-3.75

### **STUDENT CLASSIFICATION**

In order to be classified for the various grade levels in high school, students must have earned the following minimum number of academic credits.

FRESHMAN = 0 CREDITS

JUNIORS = 12 CREDITS

SOPHOMORE = 6 CREDITS

SENIORS = 18 CREDITS

### **JR-SR HIGH MID-YEAR AND END OF YEAR EXAMINATIONS**

All students are required to take semester exams on the designated days for both the Mid-Year Exam (everything taught in the class during the 1<sup>st</sup> semester) and the End of the Year Exam (everything taught in the class during the entire year). Failure to take final examinations as required

will result in no credit given and a failing grade recorded for the course. Students will not be excused from exams for any reason (i.e. dentist or doctor appointment, etc.). These exams will have a value of no less than 20% of the semester grade .

### **MID-YEAR AND END OF YEAR EXEMPTION POLICY**

All financial obligations must be cleared. **As an incentive to performing well on state testing, any senior and or 7-9 grade student who met state requirements on the PARCC or PSAE (passed the test) taken their 6-8<sup>th</sup> and junior year will be exempt from the mid-year exam provided they are passing the class.**

Students will be exempt from taking the end of year exam if in the **course of the school year** they meet specific criteria. Students with any unexcused absences or suspensions will not be eligible. Exam exemptions do not apply to dual credit courses.

- An A in the class with no more than 3 excused absences
- A B in the class with no more than 2 excused absences
- A C in the class with no more than 1 excused absence

**\*\*Students who are not required to take exams may do so to improve their grade. If this is done, the exam grade cannot hurt their grade, it can only help.**

### **GRADUATION REQUIREMENTS**

Twenty-two and a half (22.5) credits are required for graduation from Century High School. The following credits must be earned in order to be eligible for graduation:

English (2 writing)	4 credits	Science	3 credits
Consumer	½ credit	Math	3 credits
Dr. Ed.	½ credit	Health	½ credit
P.E.	4 credits	Social Studies	2.5 credits
Fine/Voc. Arts	1 credit	(1 must be U.S. History)	
Keyboarding/Comp.	1 credit	Electives	2 credits

Students may be required to enroll in additional courses in some subject areas if standardized testing and/or past academic performance reveal deficiencies in specific areas.

### **DRIVER EDUCATION COURSE OFFERING AND INFORMATION**

Century High School students have the opportunity to enroll in an Illinois Driver Education program at Century Jr/Sr High School. This program is designed to give a student a sound basis of procedure knowledge, rules of the road, driving laws, and values involved in operating a motor vehicle in a safe and defensive manner. Prior to enrollment in the course, a Century High School student must turn 15 years old within the school year that the course is offered and fulfill board policy requirements adopted in July 2010. These requirements state:

*“Students otherwise eligible to take a driver education course must receive a passing grade in at least 8 courses during the previous 2 semesters before enrolling in the course. The Superintendent or designee may waive this requirement if he or she believes a waiver to be in the student’s best interest.”*

All students enrolled in driver’s education must complete the state required seat time for their course or they will be dropped from the course and will need to retake the course when it is offered the next time in the schedule.

### **EARNING OF CREDIT**

Students must maintain an overall average of 60% for the semester to earn credit for a semester. Students must pass both semesters of a full credit class or they must repeat and pass the failed portion to receive credit for the class.

### **ESCROW ADMISSION**

Shawnee Community College will accept students currently in high school. High school students planning to enroll shall meet the following guidelines:

1. Be ranked in the upper 40% of the graduating class, be at least 16 years old, and be enrolled in the college prep curriculum.
2. Have successfully completed the Accupass examination with the required score to enter ENG 111, MATH 114, or any other academic class and be performing on a required reading level.
3. Must submit a copy of his/her high school transcript.
4. Must submit a completed Admission Application.
5. Have the Escrow application signed by a high school official.
6. Take no more than eight semester hours per semester.

### **TECH PREP**

Tech Prep is a program designed to give college credit for selected courses to high school students who are enrolled in accounting, computer II, or nursing articulated technical programs. High school students planning to enroll shall meet the following guidelines:

1. Be a junior or a senior
2. Take the Accupass test at Shawnee Community College
3. Meet the SCC requirements

4. Maintain a “C” average in order to gain college credit

### **EARLY DISMISSAL FOR WORK**

Juniors and Seniors will be excused after fifth period to participate in lawful employment. The following criteria must be met for consideration:

1. The student must have a job and show verification by letter from the employer.
2. The student must provide his or her transportation.
3. The parent/guardian must agree for the student to be able to participate.
4. The student must maintain passing grades in all subject areas.
5. The employer must agree to inform the school of any change in employment status regarding the student.
6. The employer agrees to abide by all state and federal laws pertaining to employment of students.
7. The building principal will determine if the criteria has been met.
8. The school will make periodic checks of employment status.

### **COLLEGE VISIT DAYS**

Seniors may use a maximum of 3 College Visit Days per year. The form requesting a College Visit Day is available in the Guidance Office and must be turned in at least 2 days in advance. No more than 2 students may take a college day at a time.

### **GRADUATION**

**Diplomas:** Actual diplomas will not be given during the graduation ceremony. Diplomas will be dispersed following graduation through guidance office given **all financial obligations have been met.**

High school graduation is a once in a lifetime experience and we want to keep this a formal occasion. Therefore, dress code for graduation will be strictly enforced. **You will not be allowed to march if you do not meet these requirements.**

#### **Dress for Ladies**

1. Dress shoes (no sneakers of any kind, casual sandals, flip flops or sports shoes)
2. Natural color hose or no hose
3. Dress or skirt and top (Avoid having a dress or skirt that is longer than your gown)
4. Sew, pin, or tape the white collar around the neck of your gown, if included

#### **Dress for Gentlemen**

1. Dress pants (Khakis are fine), no shorts
2. White Dress shirt
3. Dress shoes (no sneakers, flip flops, tennis shoes, sandals, boots, sports shoes)

### **Valedictorian/Salutatorian Requirement**

To be eligible for valedictorian or salutatorian, a student must have taken the College Preparatory Coursework for Illinois Public Universities and Illinois Community Colleges. Student(s) earning the highest Grade Point Average (GPA) will be awarded the Valedictorian. Student(s) earning the second highest GPA will be awarded the Salutatorian Award.

### **Early Graduation**

Students may apply to their counselor for early graduation upon completion of seven semesters of school attendance and when they have met all graduation requirements.

Notification of the student’s request and verification of the student’s acceptability for early graduation will be given to the superintendent by the counselor.

The School Board, upon the recommendation of the superintendent, may grant permission of early graduation, if the student meets all graduation requirements:

1. The student earns no less than a C in any course in the 7<sup>th</sup> semester.
2. The student has a verified plan to attend college, begin military service, become part-time employed, medical reason, or any other reason approved by the Board.
3. The student submits a request to the Guidance Counselor and all required documents no later than September 1<sup>st</sup> of the 7<sup>th</sup> semester (1<sup>st</sup> semester senior year)
4. Once a student graduates, he/she will no longer be eligible to participate in any school-related activity as a student other than graduation.

Final approval or denial of early graduation rests upon the Board of Education.

### **WEIGHTED CLASSES**

A weighted GPA is a grade point average calculated by adding extra points...for honors or Advanced Placement courses or courses designed with strong rigorous instruction. Extra points may be added for AP or dual-enrollment classes, and the number of extra points added may vary

depending on the type of class (i.e. some schools give their AP classes more weight than honors classes). Weighting GPA is useful for class rank because it aims to reward students who took challenging classes.

Weighted classes beginning with the class of 2020 include:

Chemistry	AP Calculus	Computers II
Physics	Accounting	Pre-Calculus
AP English	Latin II	Ecology

## Century Jr/Sr High School Regular Bell Schedule

<b>Junior High</b>		<b>Senior High</b>	
1st	8:00-8:47	1st	8:00-8:47
2nd	8:50-9:37	2nd	8:50-9:37
3rd	9:40-10:27	3rd	9:40-10:27
4th	10:30-11:17	4th	10:30-11:17
<b>Lunch</b> <i>Grades 6-8</i>	11:17-11:47	5th	11:20-12:07
5th	11:47-12:34	<b>Lunch</b> <i>Grades 9-12</i>	12:07-12:37
6th	12:37-1:24	6th	12:37-1:24
7th	1:27-2:14	7th	1:27-2:14
Advisory	2:17-2:58	Advisory	2:17-2:58

## Century Jr/Sr High School 2:15pm Early Dismissal Bell Schedule

<b>Junior High</b>		<b>Senior High</b>	
1st	8:00-8:40	1st	8:00-8:40
2nd	8:43-9:23	2nd	8:43-9:23
3rd	9:26-10:06	3rd	9:26-10:06
4th	10:09-10:49	4th	10:09-10:49
<b>Lunch</b> <i>Grades 6-8</i>	10:52-11:22	5th	10:52-11:32
5th	11:25-12:05	<b>Lunch</b> <i>Grades 9-12</i>	11:35-12:05
6th	12:08-12:48	6th	12:08-12:48
7th	12:51-1:31	7th	12:51-1:31
Advisory	1:34-2:15	Advisory	1:34-2:15





# CENTURION CODE OF CONDUCT

	<b>Centurions are Respectful</b>	<b>Centurions are Responsible</b>	<b>Centurions are Safe</b>
<b>Classroom</b>	<ul style="list-style-type: none"> <li>• Listen and follow directions</li> <li>• Use kind words and gestures</li> <li>• Observe dress code</li> <li>• Observe personal space</li> </ul>	<ul style="list-style-type: none"> <li>• Bring appropriate books and materials to class.</li> <li>• Be on time</li> <li>• Complete assignments</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands and feet and other objects to yourself.</li> <li>• Use appropriate voice</li> </ul>
<b>Hallway</b>	<ul style="list-style-type: none"> <li>• Use kind words and gestures</li> <li>• Observe dress code</li> <li>• Stay on the right side of hallway</li> <li>• Use appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>• Eat and drink in lunchroom ONLY</li> <li>• Keep a clean locker</li> <li>• Pick up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Walk</li> <li>• Use appropriate voice</li> <li>• Keep hands, feet, and other objects to yourself.</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>• Use kind words and gestures</li> <li>• Observe dress code</li> <li>• Wait your turn in line</li> <li>• Do not skip or jump places in line</li> </ul>	<ul style="list-style-type: none"> <li>• Clean your area when finished</li> <li>• Push chairs to tables</li> </ul>	<ul style="list-style-type: none"> <li>• Use appropriate voice</li> <li>• Clean spills promptly</li> <li>• Keep hands, feet, and other objects to yourself.</li> </ul>
<b>Restrooms</b>	<ul style="list-style-type: none"> <li>• Use kind words and gestures</li> <li>• Observe dress code</li> <li>• Flush toilets</li> <li>• Use facility appropriately</li> <li>• Respect others privacy</li> </ul>	<ul style="list-style-type: none"> <li>• Keep restrooms clean</li> <li>• Use time wisely</li> </ul>	<ul style="list-style-type: none"> <li>• Use appropriate voice</li> <li>• Keep hands, feet, and other objects to yourself.</li> <li>• Wash hands</li> </ul>
<b>Parking Lot</b>	<ul style="list-style-type: none"> <li>• Use kind words and gestures</li> <li>• Observe dress code</li> <li>• Respect others' property</li> <li>• Use appropriate language and actions</li> </ul>	<ul style="list-style-type: none"> <li>• Use appropriate entrances/exits</li> <li>• Observing school driving rules</li> </ul>	<ul style="list-style-type: none"> <li>• Observe appropriate speed</li> </ul>
<b>Morning/Lunch Gym</b>	<ul style="list-style-type: none"> <li>• Use kind words and gestures</li> <li>• Observe dress code</li> <li>• Use appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>• Stay in assigned area</li> <li>• Food and Drink in lunchroom ONLY</li> </ul>	<ul style="list-style-type: none"> <li>• Use appropriate voice</li> <li>• Keep hands, feet, and other objects to yourself.</li> </ul>
<b>Library/Computer Lab</b>	<ul style="list-style-type: none"> <li>• Use kind words and gestures</li> <li>• Observe dress code</li> <li>• Respect others' property</li> <li>• Use appropriate language and actions</li> <li>• Use equipment appropriately</li> <li>• Observe personal space</li> </ul>	<ul style="list-style-type: none"> <li>• Sign in/out</li> <li>• Use materials and time wisely</li> <li>• Use appropriate computer programs and websites</li> </ul>	<ul style="list-style-type: none"> <li>• Use appropriate voice</li> <li>• Keep hands, feet, and other objects to yourself.</li> </ul>
<b>Bus</b>	<ul style="list-style-type: none"> <li>• Use kind words and gestures</li> <li>• Observe dress code</li> <li>• Use appropriate language and actions</li> <li>• Observe personal space</li> </ul>	<ul style="list-style-type: none"> <li>• Follow bus safety rules</li> <li>• Keep bus clean</li> </ul>	<ul style="list-style-type: none"> <li>• Use appropriate voice</li> <li>• Keep hands, feet, and other objects to yourself.</li> <li>• Stay seated and follow driver's instructions</li> </ul>
<b>Office</b>	<ul style="list-style-type: none"> <li>• Use kind words and gestures</li> <li>• Observe dress code</li> <li>• Use appropriate language and actions</li> <li>• Respect office staff and visitors</li> </ul>	<ul style="list-style-type: none"> <li>• Use time wisely</li> <li>• Stay in appropriate student areas</li> </ul>	<ul style="list-style-type: none"> <li>• Use appropriate voice</li> <li>• Keep hands, feet, and other objects to yourself.</li> </ul>
<b>Assembly/Field</b>	<ul style="list-style-type: none"> <li>• Use kind words and gestures</li> </ul>	<ul style="list-style-type: none"> <li>• Follow school rules and</li> </ul>	<ul style="list-style-type: none"> <li>• Use appropriate voice</li> </ul>

<b>Trip</b>	<ul style="list-style-type: none"> <li>• Observe dress code</li> <li>• Use appropriate language and actions</li> </ul>	<p>guidelines</p> <ul style="list-style-type: none"> <li>• Follow chaperone's directions</li> <li>• Be a good participant/audience</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands, feet, and other objects to yourself.</li> </ul>
<b>After School Events</b>	<ul style="list-style-type: none"> <li>• Use kind words and gestures</li> <li>• Observe dress code</li> <li>• Use appropriate language and actions</li> </ul>	<ul style="list-style-type: none"> <li>• Follow school rules and guidelines</li> <li>• Follow chaperone's directions</li> <li>• Be a good participant/audience</li> <li>• Must be supervised by an adult at all times</li> </ul>	<ul style="list-style-type: none"> <li>• Use appropriate voice</li> <li>• Keep hands, feet, and other objects to yourself.</li> </ul>

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 132g;34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of the records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State Law.

Schools 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, schools must tell parents and eligible students about the directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, Student handbook, or newspaper article) is left to the discretion of each school.

Or additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact us at the following address:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605**