Home of the Orphans and Annies
Centralia High School District #200
2100 East Calumet
Centralia, IL 62801

Dr. Chuck Lane, Superintendent
Dr. Reid Shipley, Principal
Travis Cameron, Principal CHS Annex
Bobby Brenneisen, Assistant Principal
Tracey Starr, Assistant Principal
Jimmy Middleton, Assistant Principal Annex

WEB ADDRESS: **www.centraliahs.org**

School Calendar 2026-2027

August 7, 10, 11, & 12	Registration
August 13	Teacher workshop day (institute day) And freshmen orientation
August 14	First student attendance day
September 4	School improvement day (12:00 dismissal)
September 7	Labor Day (no school)
September 11	Midterm
September 14	Late Start/Staff Meeting Schedule
October 2	School improvement day (12:00 dismissal)
October 5	Late Start/Staff Meeting Schedule
October 9	End of first quarter
October 12	Columbus Day (no school)
November 2	Late Start/Staff Meeting Schedule
November 3	Election Day (no school)
November 11	Veterans Day (no school)
November 13	Midterm
November 20	School improvement day (12:00 dismissal)
November 25,26, & 27	Thanksgiving Vacation (no school)
December 7	Late Start/Staff Meeting Schedule
December 11	School improvement day (12:00 dismissal)
December 15	End of 2nd Quarter/first semester
December 21-January 1	Christmas Vacation (no school)
January 4	Teacher workshop (institute day)
January 18	Martin Luther King's Birthday (no school)
January 22	School improvement day (12:00 dismissal)
February 1	Late Start/Staff Meeting Schedule
February 5	Midterm
February 11	School improvement day (12:00 dismissal)
February 12	Teacher workshop day (institute day)
February 15	Presidents' Day (no school)
March 1	Casmir Pulaski Day (no school)
March 8	Late Start/Staff Meeting Schedule
March 12	End of third quarter
March 19	School improvement day (12:00 dismissal)

March 26-April 2	Spring Break
April 5	Late Start/Staff Meeting Schedule
April 23	Midterm
April 23	School improvement day (12:00 dismissal)
May 3	Late Start/Staff Meeting Schedule
May 7	School improvement day (12:00 dismissal)
May 21	End of 4th Quarter/second semester
May 27	Teacher workshop day (institute day)
May 31	Memorial Day (no school)
June 7	End of school year

MISSION STATEMENT

CENTRALIA HIGH SCHOOL, IN COOPERATION WITH COMMUNITY AND FAMILY, STRIVES TO PROVIDE ALL STUDENTS WITH A SAFE AND CHALLENGING LEARNING ENVIRONMENT NECESSARY TO ACHIEVE THEIR POTENTIAL.

TITLE IX COMPLIANCE

It is the policy of Centralia High School District #200 not to discriminate based on sex in its educational programs, activities, admission, practices, and employment policies as required by Title IX of the Educational Amendments of 1972.

Non-Discrimination/Title IX/Section-504 Coordinator: Principal **q**uestions and/or complaints in reference to educational opportunities may be directed to the principal or assistant principal at Centralia High School, 2100 East Calumet Street, Centralia, IL 62801

Centralia High School ensures equal educational opportunities are offered to students regardless of race, color, national origin, age, sex, religion, or handicap.

Equal Employment Opportunity and Minority Recruitment

The School District shall provide equal employment opportunities to all persons regardless of their race; color; creed; religion; national origin; sex; sexual orientation; age; ancestry; marital status; arrest record; military status; order of protection status; unfavorable military discharge; citizenship status provided the individual is authorized to work in the United States; work authorization status; use of lawful products while not at work; being a victim of domestic violence, sexual violence, gender violence, or any other crime of violence; genetic information; physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation; pregnancy, childbirth, or related medical conditions; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; conviction record, unless authorized by law; or other legally protected categories. No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Program Act, 410 ILCS 130/.

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager for the Uniform Grievance Procedure. These individuals are listed below. No employee or applicant will be discriminated or retaliated against because he or she: (1) requested, attempted to request, used, or attempted to use a reasonable accommodation as allowed by the Illinois Human Rights Act, or (2) initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information.

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the District's nondiscrimination efforts. The Nondiscrimination Coordinator may be the Superintendent or a Complaint Manager for the Uniform Grievance Procedure. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers.

Title IX Coordinator:

Chuck Lane, Supt.

2100 E Calumet St., Centralia, IL 62801-6511

clane@centraliahs.org

(618) 532-7391

Complaint Managers**:**

Chuck Lane, Supt.

2100 E Calumet St., Centralia, IL 62801-

6511

clane@centraliahs.org

(618) 532-7391

Reid Shipley, Principal

2100 E Calumet St., Centralia, IL 62801- 6511

rshipley@centraliahs.org (618) 532-7391

The Superintendent shall also use reasonable measures to inform staff members and applicants that the District is an equal opportunity employer, such as, by posting required notices and including this policy in the appropriate handbooks.

Minority Recruitment

The District will attempt to recruit and hire minority employees. The implementation of this policy may include advertising openings in minority publications, participating in minority job fairs, and recruiting at colleges and universities with significant minority enrollments. This policy, however, does not require or permit the District to give preferential treatment or special rights based on a protected status without evidence of past discrimination.

TELEPHONE DIRECTORY

Main Office	618-532-7391
Attendance Office	618-532-1836
Athletic Office	618-532-7636
Health Office	618-532-2855
Fax (Main Office)	618-532-8952
Fax (Guidance)	618-532-0640
Fax (Athletic Office)	618-532-9286
Fax (Attendance Office)	618-533-8051
West Bus Service	618-532-0431

FACULTY LISTINGS

Please consult our web page for a complete listing of faculty extension numbers, email addresses and class schedules.

www.centraliahs.org

COUNSELOR ASSIGNMENTS

Mrs. Russell	A – G
Mrs. Brooks	H – O
Mr. Harlan	P – Z
Mrs. Kauling	AS ASSIGNED
Ms. Williams	Social Worker

REGULAR BELL SCHEDULE

1.	8:10-8:55				
2.	9:00-9:50				
3.	9:55-10:40				
4.	10:45-12:20	(Lunch & Class)			
4A	10:40-11:05	Lunch	4**C**	10:45-11:30	Class
	11:10-11:55	Class		11:30-11:55	Lunch
	12:00-12:20	Supervision		12:00-12:20	Supervision
4B	10:45-11:05	Supervision	4**D**	10:45-11:30	Class
	11:05-11:30	Lunch		11:35-11:55	Supervision
	11:35-12:20	Class		12:00-12:20	Lunch
5.	12:25-1:10				
6.	1:15-2:00				
7.	2:05-2:50				

SCHOOL IMPROVEMENT SCHEDULE

Pre-School Bell	8:00
Warning Bell	8:05
1st Hour	8:10 - 8:39
2nd Hour	8:44 - 9:13
3rd Hour	9:18 - 9:47
4th Hour	9:52 - 10:21
5th Hour	10:26 - 10:55
6th Hour	11:00 - 11:28
7th Hour	11:33 - 12:00

MORNING ASSEMBLY / MENTORING SCHEDULE

1.	8:10-8:50				
2.	8:55-9:35				
3.	9:40-10:20				
Assembly / Mentoring	10:25-10:55				
4.	11:00-12:35	(Lunch & Class)			
4A	10:55-11:20	Lunch	4**C**	11:00-11:45	Class
	11:25-12:10	Class		11:45-12:10	Lunch
	12:15-12:35	Supervision		12:15-12:35	Supervision
4B	11:00-11:20	Supervision	4**D**	11:00-11:45	Class

	11:20-11:45	Lunch		11:50-12:10	Supervision
	11:50-12:35	Class		12:10-12:35	Lunch
5.	12:40-1:20				
6.	1:25-2:05				
7.	2:10-2:50				

AFTERNOON ASSEMBLY SCHEDULE

1.	8:10–8:50				
2.	8:55–9:35				
3.	9:40–10:20				
5.	10:25-11:05				
4.	11:10–12:45	(Lunch & Class)			
4A	11:05–11:30	Lunch	4**C**	11:10–11:55	Class
	11:35–12:20	Class		11:55–12:20	Lunch
	12:25–12:45	Supervision		12:25–12:45	Supervision
4B	11:10–11:30	Supervision	4**D**	11:10–11:55	Class
	11:30–11:55	Lunch		12:00–12:20	Supervision
	12:00–12:45	Class		12:20–12:45	Lunch
6.	12:50–1:30				
7.	1:35–2:15				
Assembly		2:20-2:50			

LATE START SCHEDULE

1.	9:10-9:50	
2.	9:55-10:35	
3.	10:40-11:20	
4.	11:20-12:35	(Lunch & Class)
4A	11:20-11:45	Lunch
	11:50-12:35	Class
4B	11:25-11:45	Class
	11:45-12:10	Lunch
	12:15-12:35	Class
4C	11:25-12:10	Class
	12:10-12:35	Lunch
5.	12:40-1:20	
6.	1:25-2:05	
7.	2:10-2:50	

DISCLAIMER

The provisions of this handbook are not to be considered as irrevocable contractual commitments between the school and the student. Rather, the provisions reflect the current status of the rules, practices and procedures as currently practiced and are subject to change. Administration has the right to use their discretion in the decision making process.

STUDENT RIGHTS AND RESPONSIBILITIES

The Board recognizes its obligation to provide the best intellectual, emotional and physical environment in the school to foster the maximum growth of each pupil. In turn, students shall be expected to accept their responsibilities in the educational process by demonstrating behavior and a social conscience consistent with the standards of good citizenship in a democratic society. All students are expected to abide by all laws of our local, state and federal governments. Any student found in violation of any law and which is not listed in this school's rights and responsibilities shall be turned over to the proper authorities.

Statement of Non-Discrimination Notification

Centralia HS #200 in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, **or** disability in any of its policies, practices, or procedures. Additionally, in compliance with the Boy Scouts of America Equal Access Act, Centralia HS #200 provides equal access to facilities for the Boy Scouts of America and other designated Youth Groups. The lack of English language skills will not be a barrier to admission and participation in educational programs.

Any person having questions regarding the above is directed to contact the following:

Chuck Lane, Supt.

2100 E Calumet St., Centralia, IL 62801

clane@centraliahs.org

(618) 532-7391

Reid Shipley, Principal.

2100 E Calumet St., Centralia, IL 62801

rshipley@centraliahs.org

(618) 532-7391

For further information on notice of nondiscrimination, visit

https://ocrcas.ed.gov/contact-ocr for the address and phone number of the Department of Education Office for Civil Rights (OCR) office that serves your area, or call 1-800- 421-3481.

Student Online Personal Protection Act

Annual Notice to Parents about Educational Technology

a. Vendors Under the Student Online Personal Protection Act

b. School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

c. Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as operators. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Ill. State Board of Education, to take a number of actions to protect online student data.

d. Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's infor-

mation. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

e. In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

f. Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number.

a. Demographic information
b. Enrollment information
c. Assessment data, grades, and transcripts
d. Attendance and class schedule
e. Academic/extracurricular activities
f. Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
g. Conduct/behavioral data
h. Health information
i. Food purchases
j. Transportation information
k. In-application performance data
l. Student-generated work
m. Online communications
n. Application metadata and application use statistics
o. Permanent and temporary school student record information
p. Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:
q. Instruction in the classroom or at home (including remote learning)
r. Administrative activities
s. Collaboration between students, school personnel, and/or parents/guardians
t. Other activities that are for the use and benefit of the school district

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.

The Superintendent or designee shall develop and maintain a program to respond to incidents of teen dating violence that:

1. Fully implements and enforces each of the following Board policies:

a. 2:260, *Uniform Grievance Procedure*. This policy provides a method for any student, parent/guardian, employee, or community member to file a complaint if he or she believes that the School Board, its employees, or its agents have violated his or her rights under the State or federal Constitution, State or federal statute, Board policy, or various enumerated bases.

b. 2:265, *Title IX Sexual Harassment Grievance Procedure*. This policy prohibits any person from engaging in sexual harassment in violation of Title IX of the Education Amendments of 1972. Prohibited conduct includes but is not limited to sexual assault,

dating violence, domestic violence, and stalking.

c. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).

d. 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:

a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence.

b. The Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager identified in policy 7:20, *Harassment of Students Prohibited*.

3. Incorporates age-appropriate instruction in grades 9 through 12, in accordance with the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.

4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager.

5. Notifies students and parents/guardians of this policy.

Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence

Domestic and sexual violence affect a student's ability to learn. Students who are parents or expectant parents have unique needs. Providing support services that enable students who are parents, expectant parents, or victims of domestic or sexual violence (Article 26A Students) to succeed in school are important District goals and required by 105 ILCS 5/26A (Article 26A). The Superintendent or designee shall develop and implement a program for supporting Article 26A Students that:

1. Distributes this policy and procedures for requesting supportive services or filing a complaint to all students at the beginning of each school year.

2. Ensures at least one staff member in each school building is designated as a resource person for Article 26A Students (Article 26A Resource Person) and receives training in accordance with 105 ILCS 5/26A-35.

3. Notifies all District employees and agents that, upon learning or suspecting that a student is a parent, expectant parent, or victim of domestic or sexual violence, they must refer the student to a designated Article 26A Resource Person.

4. Ensures any employees whose duties include the resolution of Article 26A complaints receive training in accordance with 105 ILCS 5/26A-25(b)(1).

5. Requires verification of a student's claim of Article 26A status relating to domestic or sexual violence in accordance with 105 ILCS 5/26A-45.

6. Provides Article 26A Students with in-school support services, information about non-school based support services, and the ability to make up work missed due to circumstances related to the student's Article 26A status in accordance with 105 ILCS 5/26A-40.

7. Ensures the prompt and equitable resolution of all Article 26A complaints through a complaint resolution procedure that fully complies with 105 ILCS 5/26A-25.

8. Ensures that all information concerning an Article 26A Student's status and related experiences, or information concerning a student who is a named perpetrator of domestic or sexual violence, provided to or otherwise obtained by the District or its employees or agents pursuant to 105 ILCS 5/26A is retained in a confidential temporary file in accordance with 105 ILCS 10/2(f).

Confidentiality procedures will:

a. Provide that such information may not be disclosed to any other individual outside of the District, including any other employee, except if such disclosure is: (1) permitted by the Ill. School Student Records Act (105 ILCS 10/), the federal Family Educational Rights and Privacy Act (20 U.S.C. §1232g), or other applicable State or federal laws; or (2) requested or consented to, in writing, by the Article 26A Student or their parent/guardian if it is safe to obtain written consent from the parent/guardian; and

b. Comply with the requirements of 105 ILCS 5/26A-30. 9. Ensures that in the event an Article 26A Student or their parent/guardian reports an incident of alleged domestic or sexual violence, the District's procedures comply with 105 ILCS 5/26A20(c).

Requesting Support Services:

An Article 26A Student and/or their parent/guardian may request support services under this policy by contacting the building-level Article 26A Resource Person, whose name and contact information will be annually distributed to employees, students, and parents/guardians by each Building

Principal.

Filing a Complaint:

An Article 26A Student and/or their parent/guardian may file a complaint under this policy with the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the person is comfortable speaking. The Superintendent shall insert into this policy and keep current the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator, Title IX Coordinator, and Complaint Managers.

Complaint Manager

Tracey Starr, Assistant Principal

2100 E. Calumet St., Centralia,IL 62801

(618) 532-7391

Harassment of Students Prohibited

No person, including a School District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, 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, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

The District shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. See policies 2:265, *Title IX Sexual Harassment Grievance Procedure*, and 2:260, *Uniform Grievance Procedure*. The district has notified the parents or guardians of enrolled students of the availability of the Sexual Abuse Response and Prevention Resource Guide at the beginning of each school year and has linked the resource guide on its website.

Making a Report or Complaint

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

Reports under this policy will be considered a report under Board policy 2:260, *Uniform Grievance Procedure*, and/or Board policy 2:265, *Title IX Sexual Harassment Grievance Procedure.* The Nondiscrimination Coordinator and/or Complaint Manager shall process and review the report according to the appropriate grievance procedure.

The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

Uniform Grievance Procedure

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the School Board, its employees, or its agents have violated his or her rights guaranteed by any one of the following:

1. Title II of the Americans with Disabilities Act, 42 U.S.C. §12101 et seq.

2. Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., excluding Title

IX sexual harassment complaints governed by policy 2:265, *Title IX Sexual Harassment Grievance Procedure*

3. Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.

4. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.

5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C.

§2000e et seq.

6. Sexual harassment prohibited by the State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a); Illinois Human Rights Act, 775 ILCS 5/; and Title VII of the Civil Rights Act of 1964, 42 U.S.C. $2000e et seq. (Title IX sexual harassment complaints are addressed under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*)

7. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60

8. Bullying, 105 ILCS 5/27-23.7

9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children

10. Curriculum, instructional materials, and/or programs

11. Victims' Economic Security and Safety Act, 820 ILCS 180/

12. Illinois Equal Pay Act of 2003, 820 ILCS 112/

13. Provision of services to homeless students

14. Illinois Whistleblower Act, 740 ILCS 174/

15. Misuse of genetic information prohibited by the Illinois Genetic Information Privacy Act,

410 ILCS 513/; and Titles I and II of the Genetic Information Nondiscrimination Act, 42 U.S.C.

§2000ff et seq.

16. Employee Credit Privacy Act, 820 ILCS 70/

The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed under this policy, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this policy may forego any informal suggestions and/or attempts to resolve it and may proceed directly to this grievance procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parents/guardians); this includes mediation.

Right to Pursue Other Remedies Not Impaired

The right of a person to prompt and equitable resolution of a complaint filed under this policy shall not be impaired by the person's pursuit of other remedies, e.g., criminal complaints, civil actions, etc. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. If a person is pursuing another remedy subject to a complaint under this policy, the District will continue with a simultaneous investigation under this policy.

Deadlines

All deadlines under this policy may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, school *business days* means days on which the District's main office is open.

Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

For any complaint alleging bullying and/or cyberbullying of students, the Complaint Manager shall process and review the complaint according to Board policy 7:180, *Prevention of and* Response to *Bullying, Intimidation*, *and Harassment,* in addition to any response required by this policy. For any complaint alleging sexual harassment or other violation of Board policy 5:20, *Workplace Harassment Prohibited,* the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy.

Investigation Process

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. If the Complainant is a student under 18 years of age, the Complaint Manager will notify his or her parents/guardians that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law, this policy, or any collective bargaining agreement, (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law, this policy, or any collective bargaining agreement, (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

The Complaint Manager will inform, at regular intervals, the person(s) filing a complaint under this policy about the status of the investigation. Within 30 school business days after the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time.

The Superintendent will keep the Board informed of all complaints.

If a complaint contains allegations involving the Superintendent, or Board member(s) the written report shall be filed directly with the Board, which will make a decision in accordance with paragraph four of the following section of this policy.

Decision and Appeal

Within five school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant and the accused by registered mail, return receipt requested, and/or personal delivery as well as to the Complaint Manager. All decisions shall be based upon the preponderance of evidence standard.

Within 10 school business days after receiving the Superintendent's decision, the Complainant or the accused may appeal the decision to the Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board.

Within 30 school business days after an appeal of the Superintendent's decision, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within five school business days after the Board's decision, the Superintendent shall inform the Complainant and the accused of the Board's action.

For complaints containing allegations involving the Superintendent or Board member(s), within 30 school business days after receiving the Complaint Manager's or outside investigator's report, the Board shall mail its written decision to the Complainant and the accused by registered mail, return receipt requested, and/or personal delivery as well as to the Complaint Manager. This policy shall not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

Appointing a Nondiscrimination Coordinator and Complaint Managers

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

The Superintendent shall appoint at least one Complaint Manager to administer this policy. If possible, the Superintendent will appoint two Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

The Superintendent shall insert into this policy and keep current the names, office addresses, email addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers.

Nondiscrimination Coordinator:

Chuck Lane, Supt.

2100 E Calumet St., Centralia, IL 62801-6511

clane@centraliahs.org

(618) 532-7391

Complaint Managers:

Chuck Lane, Supt.

2100 E Calumet St., Centralia, IL 62801-6511

clane@centraliahs.org

(618) 532-7391

Reid Shipley, Principal

2100 E Calumet St., Centralia, IL 62801-6511

rshipley@centraliahs.org

(618) 532-7391

PARENT/STUDENT/SCHOOL COMPACT

The new section of Title I regulations requires that a voluntary agreement between the home and school be developed. This agreement will outline how parents, staff and students will share responsibility for improving student achievement. The law requires this compact between the school and parents be signed and turned in when student enters Centralia High School. It will be kept on file until the student graduates.

Education of Children with Disabilities

The School District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals with Disabilities Education Act (IDEA) and implementing provisions of the School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. The term *children with disabilities*, as used in this policy, means children between ages 14 (or has graduated from 8th grade) and 21 (inclusive) for whom it is determined, through definitions and procedures described in the Ill. State Board of Education (ISBE) *Special Education* rules, that special education services are needed. Children with disabilities who turn 22 years old during the school year are eligible for such services through the end of the school year.

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 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the ISBE *Special Education* rules. For those students who are not eligible for services under IDEA, but because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), representation by counsel, and a review procedure.

The District may maintain membership in one or more cooperative associations of school districts that shall assist the District in fulfilling its obligations to the District's students with disabilities.

If necessary, students may also be placed in nonpublic special education programs or education facilities.

SAFE SCHOOL ZONE

Centralia High School has been identified as a Safe School Zone. Safe School Zone laws increase, in some cases double, the penalties for drug offenses committed on or within 1,000 feet (roughly 2 blocks) of school property, as well as on school buses. For example:

- Any student 15 years or older can be tried as an adult for dealing a controlled substance (crack, cocaine, LSD, etc.) in or near a school and can receive a prison sentence of up to 30 years.
- Dealing marijuana in a Safe School Zone carries a prison sentence of up to 15 years.
- The school can request that law enforcement officials search for illegal drugs on school grounds, including lockers, using specially trained drug-sniffing dogs.
- Safe School Zone laws also increase the penalties for weapon violations committed on school property.
- A minor age 15 or older can be tried as an adult for carrying or possessing a weapon on school property.

- It is a felony to bring weapons including knives, mace, blackjacks, pistols, revolvers, and other firearms onto school property.

SECTION 1 - ATTENDANCE

Attendance and academic performance are closely related. All students are expected to attend school regularly. Our attendance policy is designed to develop students' punctuality, self-discipline, and responsibility. School is the primary occupation of students, and as in any occupation, attendance is expected. Absences will not be taken lightly.

IMPORTANT: Absences are now noted on transcripts. Transcripts are sent to employers and colleges. Employers and colleges note excessive absences negatively as do committees that award scholarships. Absences do affect your future.

ATTENDANCE POLICY:

It is the responsibility of the parents to notify the attendance office each day that the student is absent. The attendance office will be open at 7:30 a.m. and the telephone number is 532-1836.

Messages may be left 24 hours a day, 7 days a week. Absences must be cleared upon the students return to school or the absence will be unexcused and disciplinary action will be taken. The final determination of an excused absence is decided by the administration and not the parent.

All absences will fall into one of the following categories:

1. **Excused Absences -** Absences resulting from illness (including mental or behavioral health of the student), death in the family, doctor/dentist appointment, family emergencies, religious holidays, students who are parents, expectant parents, or victims of domestic or sexual violence, or court appearance where the student's presence is required as set forth in the Illinois School Code. The explanation for these types of absences is the responsibility of the parent/guardian.
2. **Unexcused Absences -** Absences including truancy, or other unjustifiable absences as determined by the administration. Examples are oversleeping, working, missing the bus, car problems, no transportation and babysitting. Unexcused absences are subject to disciplinary action. Students with excessive absences will be reported to the proper authority.
    - Students will be marked "**unexcused**" if not in attendance on school days during periods of bad weather when school is in session. If all buses are able to complete their bus routes, students will be expected to be at school. The superintendent will determine school cancellations.
    - All absences not verified by phone, note, or documentation within 24 hours will be subject to discipline in accordance with the Unexcused Absence Discipline Policy.

ATTENDANCE POLICY AND ACADEMICS:

1. On the sixth unexcused absence per class per semester, students will become eligible to receive NO CREDIT for the remainder of the semester. A student's grades reflect academic achievement, class participation, and presence in class. Students that are unexcused have made a conscience choice not to be present and not to participate.
2. Suspension days will NOT count towards the six unexcused per class.
3. Any falsified/altered doctor's notes, medical notes, etc. will result in consequences at the discretion of the administration, in addition to the possibility of being turned over to the school resource officer. Consequences for these actions can be found in the consequences section of the student handbook.
4. When a student's change of residence is due to the military service obligation of the student's legal custodian, the student's residence is deemed unchanged for the duration of the custodian's military service obligation if the student's custodian made a written request. The District, however, is not responsible for the student's transportation to or from school. If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located

outside of the District, but will be living within the District within six months after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of State law, and must not be charged tuition.

The Attendance Policy will not change or have any effect on the discipline policy for unexcused absences.

EXCESSIVE ABSENCES:

Students will be permitted a maximum of six (6) days absence (excused or unexcused) per class, per semester without an acceptable form of documentation (dr. note, court note, funeral note, etc.). From that point forward, a student's absence will only be excused if an acceptable form of documentation is turned in to the Attendance Office on the day of the student's return to school. Failure to do so will result in the absence(s) being considered unexcused and consequences for unexcused absences will apply.

TRUANCY AND THE REGULAR ATTENDANCE PROGRAM:

A student is considered truant anytime he/she is absent all or part of a day without the permission of the student's parents and of the school. Students who leave without approval will be considered as truant. Any unexcused absence from an assigned class or stipulated location shall be considered an act of truancy, unless otherwise specified.

After 9 unexcused absences (5% of the last 180 days of school), Centralia High School is obligated to report the student to the Regional Office of Education as chronically truant. All documentation and attendance information from CHS will be shared with the ROE and utilized should the student and family proceed to diversion or court. Students considered to be Chronic Truants will be required to provide documentation for any absence that they may have until no longer considered a Chronic Truant by the Regional Office of Education. Failure to provide documentation for any absence will be considered unexcused and will receive disciplinary consequence for such. 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

TARDINESS:

It is of the utmost importance to the work of each class that ALL students are on time. Each teacher will keep a record of all student tardies. As a rule, if a student arrives later than 15 minutes to class, they should be considered absent. After the third tardy to a class in a semester, the teacher shall contact home informing the parent/guardian of their student's excessive tardies. On the fourth tardy and every tardy thereafter during the semester, the student will be referred to the Attendance Office for disciplinary consequences.

CONSEQUENCES FOR DAY TRUANCY (FOUR OR MORE CLASS PERIODS):

The Unexcused Full Day Absence Policy will run on a semester-by-semester basis.

1st Offense - 1 day ISS for each unexcused day of absence
2nd Offense - 2 days ISS for each unexcused day of absence
3rd Offense - 3 days ISS for each unexcused day of absence
4th Offense- possible placement in LISS

All further violations will be handled on an individual basis.

CONSEQUENCES FOR HOURLY TRUANCY (THREE OR LESS CLASS PERIODS):

The Unexcused Partial Day Absence Policy will run on a semester-by-semester basis.

1st Offense - 1 ASD
2nd Offense - 2 ASD
3rd Offense - 1 day ISS
4th Offense - 2 days ISS
5th Offense - 3 days ISS

All further violations will be handled on an individual basis.

Note— please see the section on "Make-up Work" in the handbook for time constraints.

STUDENTS CANNOT LEAVE THE SCHOOL CAMPUS or LEAVE CLASS WITHOUT PERMISSION. STUDENTS LEAVING CAMPUS OR CLASS FOR ANY REASON MUST OBTAIN PERMISSION/PASSES BEFORE THE START OF THE SCHOOL DAY. LEAVING SCHOOL OR CLASS WITHOUT PERMISSION WILL RESULT IN DISCIPLINARY ACTION.

1st Offense - 2 days of ISS

2nd Offense - 4 days of ISS

3rd Offense - 3 days of OSS and/or change of placement to long term ISS

ARRIVAL AND DEPARTURE TIME:

Students may enter the building at 7:40 a.m. The school day ends at 2:50 p.m. and students must leave the building by 3:00 p.m. unless students are under teacher or a school sponsored supervision. Students enrolled in Early Bird PE may enter the building at 6:45 a.m. and MUST exit the building by 2:05 p.m. unless the student has a 7th hour class.

STUDENT CHECK-IN/CHECKOUT:

If a student needs to check out during the school day for an appointment, it is the responsibility of the parent to notify the Attendance Office prior to the checkout time. Parents may call the Attendance Office at 532-1836 or a note may be sent with the student. It is best to call the Attendance Office as early as possible in order for the student to pick up his/her campus pass on time. Parents are not required to sign a student out as long as a phone call or note has been sent. The Attendance Office has voice mail 24/7, so it is possible to call at any time. Passes may be picked up before school, between classes (with permission from the teacher) or at lunch. Check out passes will not be sent to the student. At the time of checkout, the student is required to check out through the Attendance Office before leaving campus. If the student is returning to school on the same day, the student must check back in through the Attendance Office before going to class.

COLLEGE DAYS:

Students are allowed two college days during their junior year and two college days during their senior year. These are not counted as absences. **All college days must be authorized through the attendance office. A maximum of five students will be allowed college days on any one day unless approved by the administration.**

ADMISSION:

A student may enter Centralia High School upon presentation of a certificate of graduation from an eighth grade school or upon presentation of a transcript of credits, an acceptable Illinois Student Transfer Form (Illinois transfers only), a copy of the student's birth certificate, proof of a current physical examination, an up-to-date immunization form, and 2 forms of proof of residency. A student must be living with a legal guardian in the CHS district to be granted admission.

CHANGE OF ADDRESS:

Changes in student addresses or phone numbers **must** be reported to the guidance office immediately.

REGISTRATION PROCEDURES:

Student class schedules are prepared during the spring and fall for the next school year. Prior to the opening of fall semester, a registration period is held. A pre-school letter explaining the details of registration will be mailed to each home. Fees are to be paid at the time of registration unless special arrangements are made in the Main Office. The Parent//Student/School Compact must also be returned and signed at the time of registration. The class schedule will give the student the following information: courses to be taken, the period each class is to meet, the location of each class, lunch hour, and locker assignment. Each student should familiarize him/herself with this information and arrange to be at the proper place at the proper time.

RESTRICTIONS ON RE-ENROLLING:

Re-enrollment shall be denied to individuals over the age of 17 years who have dropped out of school and who could not, because of lack of credits, attend classes during the normal school year and graduate before his/her 21st birthday. A person denied re-enrollment would be provided information about alternative educational programs, including adult education programs that lead to graduation or a G.E.D. certification.

TRANSFER STUDENTS AND STUDENTS RE-ENROLLING:

In accordance with our Attendance policy:

- A student not enrolled in school at a previous site must enroll at Centralia High School within the first six (6) days of a new semester in order to be eligible for credit.
- A student transferring to Centralia High School from another public or private high school must officially initiate enrollment at CHS within six (6) school days of their last attendance date at their previous school to be eligible for credit.
- Transfer students must be enrolled at Centralia High School for a minimum of one semester directly prior to graduation.

The Administration has the final say as to a student's eligibility for credit or graduation.

WITHDRAWAL OR TRANSFER FROM SCHOOL:

The Guidance Department and Attendance Office should be informed as soon as possible of plans to withdraw from school or to transfer to another school. Proper clearance is necessary before records will be released.

SECTION 2 - ACADEMIC POLICIES AND GRADING INFORMATION

GRADUATION REQUIREMENTS: Students must earn 24 credits in order to graduate from Centralia High School.

The following credits are required:

English	**4 credits**
Social Studies	**2 credits** (One half of the two credits must be in Social Studies Civics, and one credit must be in US History taken Junior year)
Mathematics	**3 credits** (Algebra I and Geometry content required)
Science	**2 credits** (One of the two credits in Science must be Biology)
Vocational/Fine Arts these areas) or Foreign Language	**1 credit** (This credit may be earned from **one of**
Physical Education	**4 credits** (One semester will be in Health Education)
Consumer Education ies I or Voc Studies II)	**½ credit** (Business & Tech Concepts or Voc Stud-
Constitution Test passed (while enrolled in high school)	**U.S. Constitution and Illinois Constitution must be**
ACT Test	**State requires all Illinois students to complete**
FAFSA	**State requires all Illinois students to complete**

All students eligible for a diploma from Centralia High School are expected to participate in the commencement program. Students who are eligible to receive a high school diploma at the end of seven semesters of high school study will be allowed to participate in the graduation ceremony. Any student who graduates at mid-term may also participate in the graduation ceremony if they choose to do so. **Students will not be allowed to use summer school credit, correspondence courses, lab classes or college courses to graduate early.** Students who can earn enough

credits through the regular course of study, approved correspondence course work, summer school, or other administratively approved plans and be eligible to graduate at the end of their eighth semester may participate in the commencement exercise. Students who cannot earn enough credits (i.e. fifth year seniors) to graduate must wait until the next graduation ceremony. All non-graduates will also be required to attend classes through the remainder of the school year, and will be held accountable for any class expectations including the taking of exams. Students with a cumulative GPA of at least 3.75 after the first seven consecutive semesters will be designated as graduating with honors. Students must be enrolled four semesters at Centralia High School their junior and senior year to be eligible for Valedictorian or Salutatorian recognition.

Valedictorian and Salutatorian will be calculated based on eight semesters.

All graduates must complete the following before walking through the graduation ceremony:

1. All fines and fees must be paid.
2. All detention, ISS, or OSS time must be served.
3. All exams and course work must be completed and approved (No Incompletes).

CURRICULUM REQUIREMENTS:

Each student at CHS must be enrolled in at least one English, Math, Science, and Social Science courses during their freshman, sophomore, and junior years. Students will be placed in RtI Math and English Lab courses according to students' grades and in accordance with the School Improvement Plan. Students who qualify for PE exemptions under PA 98-116 should contact the Guidance Office. Early Bird P.E. is reserved for junior and senior students wanting to take an extra class 7th hour or leave campus after 6th hour. Students who do not opt to take a 7th hour class are dismissed after 6th hour and are required to leave the building and not to be in any other class for any reason. Failure to abide by this may result in loss of early bird privileges or other consequences deemed necessary by administration.

GRADING POLICY:

1. **Summer school, after-school programs, lab classes and credit recovery courses will not be counted in the student's GPA. Such courses will be entered as Pass/Fail.**
2. **Grades for two-hour classes will be calculated as 2 courses for GPA, credits, AWL, athletic eligibility, etc.**
3. **8th grade Algebra grade will not be entered into the system, printed on the transcript, nor counted towards the GPA.**
4. **Foreign exchange students will not be counted in the class rank.**
5. **To qualify for honor roll a student must have a GPA of 3.325 and for high honor roll a GPA of 3.895. Honors will be calculated to the nearest thousandth.**
6. **Any student with a "D" in any course (regular or honors) will not be eligible for honor or high honor roll.**
7. **Final Grades:**
   - **A student in an honors class with two "D's" and an "F" will be given a "D-" for the final grade.**
8. **To be eligible for Valedictorian or Salutatorian, students must take a minimum of seven academic/graded classes each of their four years. Credit recovery courses, courses receiving a grade of Pass/Fail, or credits received outside of CHS will not be considered as part of the seven courses per school year.**

Centralia High School teachers will use the following grading scale:

Percent	Grade	Regular	Weighted
98.5-100	A+	4.33	5.33

91.5-98.4	A	4.00	5.00
89.5-91.4	A-	3.66	4.66
87.5-89.4	B+	3.33	4.33
81.5-87.4	B	3.00	4.00
79.5-81.4	B-	2.66	3.66
77.5-79.4	C+	2.33	3.33
71.5-77.4	C	2.00	3.00
69.5-71.4	C-	1.66	2.66
67.5-69.4	D+	1.33	2.33
61.5-67.4	D	1.00	2.00
59.5-61.4	D-	0.66	1.66
0-59.4	F	0.00	0.00

SEMESTER EXAMS:

Semester exams will be held the last three days of each semester unless otherwise designated by the administration. Failure to take an exam due to an unexcused absence will result in receiving an "F" for the class for the semester. Any combination of two "F's" in one class during the semester will result in an "F" for the semester. (Example: "A" for the 1st Quarter, "F" for the 2nd Quarter, and an "F" for the Semester Exam is automatically an "F" for the Final 1st Semester Grade.)

EXAM WAIVER POLICY

1. All students will be required to take First Semester Exams regardless of grades or attendance unless they are a senior and qualify under the ACT Semester Exam Incentive Waiver.
2. A student will **NOT** have to take Second Semester Exams if he/she:
   A. has 3 days or less of absences for the entire school year
   B. has no more than one unexcused absences for the entire school year
   C. has no days of out-of- school suspension or Long Term In School Supervision for the entire school year
   D. has no more than 2 days of ISS for the entire year

   (The above requirements are on a per hour basis.)

   E. has no more than two Saturday Detentions for the entire year
   F. has no more than four After-School Detentions for the entire year
3. Days missed due to school related events (athletic events, field trips, band concerts, etc.) will not be counted as absences.
4. College days will not be counted as absences if proper request and documentation protocol is followed.
5. Personal days earned through state standardized testing incentives will not count as absences

if proper request protocol is followed.

6. Doctor's notes, court dates, illness, funerals, hospitalization, and other absences, even though they may be excused will be counted against the 3 days of absences.
7. If a student is exempt from a semester exam and chooses to still take the exam, the grade on the exam will be used only if it betters the semester grade.
8. If a student is exempt from a semester exam, the student's semester grade will be calculated by averaging the quarter grades together using the grading scale provided in the handbook for a final semester grade.
9. Any student transferring into CHS after the first day of student attendance will not qualify for any exam exemptions and must take all semester exams.
10. Students who fail either quarter of a given class must take that class's final exam regardless of exemption status.
11. The administration has the final say regarding semester exam exemption for anything not covered in this policy.

STATE ASSESSMENT INCENTIVES – *To be determined upon state mandated testing.*

HONOR ROLL:

Grades for each quarter will be averaged on a point basis. Students with an average of 3.895 or higher will be designated as receiving high honors. Students with an average of at least 3.325, but less than 3.895, will be designated as receiving honors, providing no grade is less than "C".

DEPARTMENTAL HONORS:

Students receiving seven semesters of "A" in any discipline, and demonstrating good character, will be eligible to receive departmental honors at the annual Rotary Honors Night.

ATTENDANCE AWARDS:

Awards for perfect attendance will be given each year. Perfect attendance is defined as being present every hour of every attendance day of the school year. Students with four years of perfect attendance will be recognized at Commencement Exercises. Please note: An excused absence does not mean the absence is not counted against perfect attendance. You are recognized as absent.

CHEATING/PLAGIARISM POLICY:

Students are expected to do their own work and cite sources where appropriate. At no time is copying, cheating, plagiarizing, or sharing of assignments appropriate. A student's integrity should always supersede the quest for points. Students are responsible for their own learning. Cheating/plagiarism/copying are unacceptable actions and violators will be given disciplinary consequences.

CREDIT RECOVERY:

CHS offers on-line credit recovery classes for students needing additional credit towards graduation. Students applying for on-line courses will be responsible for his/her own fees for each course. Students will be given priority based on year in school, credits lacking towards graduation requirements, and availability. Information and registration for on-line credit recovery courses can be obtained through your guidance counselor.

Students are allowed a maximum of 2 correspondence course credits (American School of Correspondence).

Students will not be allowed to use summer school credit, correspondence courses, or college course work to graduate early.

Students may use a maximum of one summer school credit towards Academic Watch List, Driver's Education, or athletic eligibility.

GRADE CALCULATION:

Specific courses, known as honor courses, will rank at 1.0 (with a minimum grade of a "D") higher than regular classes. Counselors have a list of both honors and basic ranking classes and will be able to advise students accordingly. The quarter grade will count for 2/5 of the semester grade and the final exam will count for 1/5 of the semester grade. To calculate the semester grade, the formula is 2/5+2/5+1/5=semester grade. Graduating seniors exempt from second semester finals will not have the 1/5 figured into the final grade unless they decide to take the semester final to improve their semester grade. (See EXAM WAIVER POLICY)

Home-schooled Students:

No homeschool or online courses/credits will be accepted unless pre-approved by a CHS administrator.

HOMEBOUND INSTRUCTION:

Students who are unable to attend school, due to medical reasons, for a period of more than two weeks are eligible for homebound instruction arranged through the Attendance Office. The attending physician must provide certification on the proper form before homebound instruction will begin. **Students on homebound instruction will not be allowed to attend any extracurricular events: prom, homecoming, athletic events, May Fete, plays, etc.**

PROGRESS REPORTS:

Progress reports will be sent to each student at mid-term of each grading period. These reports will contain the student's grade to date and any relevant comments.

REPORT CARDS:

Report cards will be issued first and third quarters and first and second semesters.

SCHEDULE CHANGES:

Schedule changes are strongly discouraged. However, when schedule changes are considered, no schedule changes will be made after the fifth day of a semester. No level changes will be considered for students currently making a grade of "B" or above in a class. Changes within a department may be allowed after five days into the semester only when the course level has been determined inappropriate for that student. Senior and junior students may drop a class without receiving a semester grade only during the allotted time and if they are not currently enrolled in a study hall. Students must be enrolled in a minimum of six courses (300) minutes. A student that has an approved Physical Education exemption may not drop a class and take a study hall.

TRANSFER OF CREDIT:

High school credits may be accepted for transfer only from high schools that are accredited by the State Board of Education. Fourth or fifth year students may earn up to a total of two units of transfer credit from an accredited correspondence school or a junior college baccalaureate course. These credits must be turned in and verified by May 1st. In all cases, administrative approval is required for registration for a transfer course. These credits are not accepted for early graduation purposes.

WEIGHTED COURSES:

Students are **not** to take weighted course out of sequence without administrative approval.

SECTION 3 - GENERAL INFORMATION

ADVERTISING AND DISTRIBUTION OF MATERIALS:

There shall be no advertising displayed or printed material of any nature distributed on the campus of Centralia High School without the prior approval of the school's administration. Only companies with written authorization will be allowed to solicit community financial support.

ANNOUNCEMENTS:

Daily announcements are broadcast on the school-wide intercom at the beginning of second peri-

od. Weekly announcements will be posted on the bulletins boards in the building. Announcements may also be found on our website: www.centraliahs.org

AI Acceptable Use Policy:

Centralia High School acknowledges that technology is ever-changing and plays a major role in our classrooms. Artificial intelligence (AI) is becoming more prominent in the realm of education. Centralia High School will provide the following outlines for the acceptable and non-acceptable use of AI technology within the school setting.

The use of AI tools will be permitted for the following activities:

-Brainstorming and refining ideas.

-Fine-tuning research questions.

-Finding information on a certain topic.

-Drafting an outline to organize thoughts.

The above uses of AI tools will be subject to each teacher's discretion. Each teacher has the right to further implementation or restriction of AI tools within their specific curriculum.

Non-Acceptable Use of AI Tools

Centralia High School realizes the benefits of AI in education; we also recognize that there are risks involved with the use. The misuse of AI technology is not limited to school devices, and any misuse causing a disruption to the learning environment will be investigated on a case by case basis.

College Board and Dual Credit courses may have additional restrictions and limitations regarding the use of AI. Below are some examples of prohibited uses of AI tools. The below examples are not all-encompassing, and not limited to the following misuses.

Student Learning

Using AI tools for bullying, harassment, or any form of intimidation is strictly prohibited. This aligns with the current Centralia High School bullying and harassment policy, which will be enforced as necessary. The misuse of AI technology, WHETHER ON A SCHOOL OR PERSONAL DEVICE, resulting in a disruption to the learning environment, will be subject to the disciplinary consequences found in the Centralia High School student handbook.

Plagiarism/Cheating

Students should not copy from any source, including generative AI, without adequate citation. Students should not submit AI-generated content as their original work. Existing consequences and procedures for plagiarism within our academic policies will also be applied to AI generated content. Students should acknowledge that AI is not always factually accurate, nor is it seen as a credible source, and STUDENTS SHOULD BE ABLE TO PROVIDE EVIDENCE OF THE CLAIMS.

Special Considerations: Security, Privacy, and Safety

All AI systems utilized by the school will be evaluated for compliance with relevant laws and regulations, including those related to data protection, privacy, and students' online safety. School personnel and students are prohibited from entering confidential or personally identifiable information into AI tools.

Centralia High School is subscribed to an AI detection software that will help identify the misuse of AI technology.

Enforcement and Consequences

Violations of these rules will be handled in accordance with Centralia High School's disciplinary policies. Administration will have the final say regarding any misuse and consequences for AI technology.

ASSEMBLIES:

Students are to attend all assemblies held in the cafeteria or gymnasium. Students are to sit in assigned areas. Students are expected to be courteous to speakers or performers. Poor behavior will not be tolerated and may restrict your attendance at future assemblies and programs.

ACCEPTABLE USE POLICY:

Each student and parent/guardian must read, understand and sign a Student Computer and Internet Usage form outlining the rules of computer usage at CHS. These forms must be turned in at registration. Violation of these rules may result in suspension of computer privileges or disciplinary action by the school. The school utilizes a service called GAGGLE that monitors all school docs, emails, files, etc. Any inappropriate content, language, etc. will result in computer privileges being suspended/revoked. Additional consequences may be applied at the discretion of the administration based on the nature of the offense (i.e. threats, harassment, inappropriate content, etc.).

BOOK BAGS AND PURSES:

The carrying of any type of bag (i.e. purses, book bags, string bags, messenger bags or backpacks) on school property is prohibited between the hours of 8:10 a.m. and 2:50 p.m. Students are NOT to carry bags of any kind in the hallways or have them in the classroom during regular school hours. No straps are to be on any pencil bag, trapper, etc. that are allowed in the classroom during the day.

BREAKFAST AND LUNCH:

Students may purchase breakfast and lunch in the Cafeteria. These purchases may only be done with the use of the student's ID card. Breakfast will stop being served at 8:00 a.m. Students wishing to put money on their ID for breakfast or lunch must do so in the Cafeteria Office by 10:00 a.m. Failure to have a current ID for lunch will result in the student receiving a sack lunch.

Students are also allowed to bring a lunch from home but food delivered to the school (i.e. McDonald's, Pizza Hut, etc.) will not be allowed.

BREATHALYZER AND ALCOHOL SCREEN

When school officials have reasonable suspicion that a student has used or is under the influence of any chemical including narcotic drugs, cannabis, inhalants, hallucinogenic drugs, amphetamines, intoxicants, stimulants, depressants, look-a-like drugs, designer drugs, alcoholic beverages, or any controlled substances, the student may be asked to submit to breathalyzer and/or alcohol screen saliva analysis. This procedure will be done in the presence of two certified staff members. This policy applies during normal school hours and at all school-related functions on and off campus. Refusal to submit to the test will result in the student being disciplined as under the influence and consequences issued as detailed in the handbook.

BULLYING, INTIMIDATION AND HARASSMENT (SEXUAL HARASSMENT)

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important district and school goals. Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.

3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

BUS TRANSPORTATION:

In the interest of safety and in compliance with state law, students shall conduct themselves on the bus in a manner consistent with established standards for in-school student behavior. Students who misbehave on the school bus may receive disciplinary consequences or have their riding privileges suspended for, but not limited to, the following:

1. Refusal to show a current school ID to the bus driver when requested to do so.
2. Moving on the bus while the bus is in motion.
3. Willfully boarding or disembarking at unassigned stops.
4. Willful disobedience of the bus driver's directives.
5. Use of profanity.
6. Willful defacement or destruction of the bus property.
7. Smoking on the bus.
8. Willful threat or injury to a bus driver or another passenger.
9. Prohibited student conduct as defined by the Student Discipline Policy

Parents who provide transportation to and from school because free transportation was not available may be eligible to receive money from the state to offset some of their transportation expense. Video surveillance cameras are installed on the busses and may be used if necessary to monitor student behavior.

CELLULAR COMMUNICATION, HEADPHONES, CAMERA'S, VIDEO DEVICES, MP3 PLAYERS, ETC.:

In order to maintain a quiet and orderly learning environment, students are not allowed to have on their person, use, or have turned on any electronic communication and/or cellular telecommunication device while at Centralia High School upon entering into the building. These would include any electronic device that incorporates voice communication, video communication, accesses the internet, or functions as a cellular phone, or camera (i.e. cell phones, pagers, cellular radio devices, laptop computers, tablet computers, eReaders, walkie-talkies, cameras, video recorders, Smart glasses etc.).**Only school issued headphones will be permitted between the hours of 8 a.m. and 3 p.m.** Smart Watches with stand-alone cellular/internet capabilities (i.e. Apple Watch, Samsung Galaxy Watch, et.) are considered electronic devices and are **not** allowed. Smart Watches **without** stand-alone cellular/internet capabilities (i.e. Fitbit, etc.) will be permitted. Students must store all electronic devices in their locker during school hours and they must be turned off. Centralia High School is NOT responsible for lost or stolen electronic devices and expects students to exercise due care and common courtesy when using cell phones during extracurricular time. Students who take pictures or videos of school events or personnel can be subject to disciplinary consequences and, in some cases, **police action**.

DANCES:

To attend a Centralia High School dance, a student must be currently enrolled at Centralia High School and show a current CHS I.D. card. To attend the Homecoming or Prom dances the following criteria also applies: 1) Any CHS student requesting to bring a date who is not a CHS student must have completed and turned in, **by the required due date**, a "Centralia High School Dance Request Form." Forms may be picked up from the dance sponsor(s) or from the counter in the Main Office. Non-CHS students attending Prom or the Homecoming dance must have a picture I.D. and be under 21 years of age in order to enter the dance. 2) Any high-school age student who is not enrolled in a public or private school, or any other institution recognized by ISBE is not permitted to attend Homecoming or Prom. 3.) Students who are not a date of a CHS student and not enrolled at CHS will not be allowed to enter. 4.) A student's date must be under the age of 21 and be a graduate of Centralia High School. 5) Only one date per each CHS student will be allowed. 6.) Students must be under the age of 21 and passing 5 ISBE accredited classes in order to attend a dance (prom or homecoming) as a date of a CHS student.

DRESS CODE:

Students at Centralia High School are expected to be neat and clean in appearance and clothing is expected to be appropriate to the school situation. The following guidelines are to be adhered to:

- **Pants** must not be excessively baggy or sagging. The waistband must be worn at the waist.
- **Shorts, skirts and dresses** must be modest in length and must reach or extend below a point 3 inches above the knee.
- **All shirts, tops and dresses** must have sleeves and should cover the shoulders. See-through or mesh tops must be worn with a shirt underneath that cover the chest, torso, back and shoulders. Open-backed shirts are not allowed unless an appropriate undershirt is worn.
- **Cleavage and midriffs** must be covered at all times.
- **Clothing should not be excessively tight.**
- **Undergarments** must not be showing.
- **Clothing with holes determined by the administration to be obscene or disruptive to the teaching/learning process will not be allowed. Holes in the jeans should be no more than 3 inches above the knee. Duct tape or any other covering is not acceptable to**

hide the holes and will not be given out by school officials.

- **Pajama bottoms and Flannel pants** are not allowed.
- **Shoes** must be worn at all times. Due to health and safety concerns, closed toed shoes may be required in certain lab classes at the discretion of the teacher.
- **Glasses/Sunglasses** are not to be worn inside the building unless medically prescribed.
- **Tattoos** that display drugs, sex, vulgar language, alcohol or tobacco products must not be visible at any time.
- **Wallet chains, chains, ropes, oversized medallions, spiked, heavy or extraordinarily ornate jewelry** will not be allowed on campus.
- **Garments, jewelry, belt buckles, tattoos, etc.,** that tend to promote the idea of alcohol, illegal substances/use, display vulgar or suggestive language/symbols, or promote animosity between groups or individuals are not acceptable. Violation of this rule will result in the students surrendering the item or being sent home to change. Any jewelry or piercing that may be deemed a hazard or unsafe to the learning environment of a class may be asked to be removed for the safety of the students and/or other students in the classroom (i.e. p.e., welding, carpentry, Health Occs, etc.).
- **Coats** may not be worn in the building during the regular school day. They must be put in the students' lockers prior to the 8:10 bell
- **Hoodies/Jackets are allowed so long as they are single-lined with no fur, flannel, fleece, etc.**
- **Tights, Leggings, Jeggings, etc. may be worn. Spandex shorts are not allowed.**
- **Hats** are permitted outside if they are worn in the appropriate manner (the brim directly forward or directly backward) but must be removed and placed in lockers immediately upon entering the building.

♦Student Appearance

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The District does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

- **Wearing, possessing, using, distributing, displaying or selling** any clothing, jewelry, emblems, badge, symbol, sign, tattoo, or anything which the administration deems as evidence of membership or affiliation in any gang, fraternities or sororities is not permitted (i.e. Insane Clown Posse, Sub-Debs, Tri-Chi ,shaved eyebrows)
- **No head coverings (except those worn for religious or medical purposes). Headbands should not exceed 3 inches in width. No ties, bows, etc. All Headbands should be solid in color.**
- The district allows a student to modify his or her athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of his or her religion or his or her cultural values or modesty preferences. A student is not required to receive the prior approval of the school board for such modification.

Please note-The administration is the final judge on what is or is not appropriate. Matters of personal appearance which might reasonably be classified as bizarre, or creating a distraction, affecting the learning environment in the classroom, and/or having a negative effect on education will be prohibited.

DRIVER'S EDUCATION:

Driver's Education is considered primarily a sophomore level course at CHS. Per Illinois guidelines, in order to be enrolled in Driver' Education a student must have received a passing grade in at least eight courses during the previous two semesters. After all sophomores have been consid-

ered, the following requirements will be used for freshman to fill any possible vacancies in the Driver's Education program during the second semester only.

These requirements are for the 1st semester:

1. A Freshman must not have more than 6 absences in any class/period.
2. A Freshman must not have more than 2 After-School Detentions.
3. A Freshman must have no Saturday Detentions.
4. A Freshman must not have any In-school supervision days or Out-of-School Suspensions.
5. A Freshman must not be on the Academic Watch List.

Students who are enrolled in Driver Education will be removed on the 7th absence, according to Illinois State Law.

Students removed from Driver's Education for attendance and/or behavior reasons will be penalized 2 semesters before re-enrolling in Driver Education. (Not including the semester in which the student was currently enrolled.) **All policies are subject to change upon Administrative decision.

EXTRACURRICULAR EVENTS:

Students who have withdrawn from CHS are not allowed to attend any extracurricular events until: he/she has enrolled in another public or private school, obtained a GED, or his/her class has graduated.

FIELD TRIPS:

Students may attend field trips if they meet the eligibility standards set up for participants in extracurricular activities. Student who are failing a class are not eligible to go on field trips if that trip removes them from the class that they are failing.

FOOD, SODA, CANDY:

Food, soda, and/or candy are not permitted in class without the prior approval from an administrator. These items can be possessed in the halls only in a sealed container or package. Open and unsealed items will be confiscated. **Water bottles must be approved through the nurse be clear and sealed when entering the building. Any other water bottle must be empty when entering the building, (i.e. Stanley's, Yeti's, coffee mugs, etc.).**

GANGS, GANG ACTIVITY, HATE GROUPS:

Centralia High School is to be considered a neutral zone. Any act/acts of gang activity or any public school secret society will be considered gross insubordination and subject to suspension and/or expulsion. This includes the following behavior committed by a student on school grounds, school buses, or at a school-sponsored event, or traveling to and from school:

1. Wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblems, badge, symbol, sign, tattoo, shaved eyebrows or anything which is evidence of membership or affiliation in any gang.
2. Committing any act or omission or using any speech, either verbal or nonverbal (including gestures, handshakes and hand signals), showing membership or affiliation in a gang.
3. Using any speech or committing any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to:
    a. Requesting any person to pay protection or otherwise intimidating or threatening any person.
    b. Committing any other illegal act or other violation of school district policy.
    c. Causing graffiti to be exhibited on school property or personal belongings.

GUM:

Gum is **not** permitted to be used on campus.

HEAD LICE:

Students found to have live head lice/eggs can go home at the end of the day, be treated, and return to class after beginning appropriate treatment. Nits may stay in hair after treatment, but successful treatment will kill crawling lice. Additional guidelines from the Illinois Dept. of Public Health for cleaning clothing and the home to prevent further infestation will be supplied to the student by the Health Office.

HOMELESS STUDENTS

Students who feel they qualify as being homeless should inquire in the Attendance Office as to what services are available.

IDENTIFICATION CARDS:

Your current student identification card must be carried at all times, and must be shown at the request of any faculty member or school personnel. The I.D. card will be required for lunch privileges, admission to school activities, and school library services. If you lose your I.D. card, report the loss immediately to the Main Office. The I.D. card will be replaced in the Main Office at a cost of $10.00. Failure to carry or present your I.D. card may result in disciplinary action.

ILLNESS AT SCHOOL:

If you become ill at school, ask the teacher in charge for a pass to the Health Office. **Do not go to the health office between classes or without a pass signed by a teacher.**

INSURANCE:

The coverage purchased by our school system is SUPPLEMENTAL COVERAGE based on all students being covered. Payment of claims is made only in excess over any family or employer group insurance or plan that must contribute its maximum first. Our program of coverage is designed to pick up shortages and, if no other coverage is available to pay the MEDICAL BILLS ONLY to the limits of the policy.

LIBRARY/MEDIA CENTER:

Hours: 8:00 – 3:00 PM/Monday - Friday

Students may come to the library during their supervision period, with a class that has been scheduled, between classes, or on a pass from a teacher. Please remember this is a library, so keep your voice level low.

The following is expected of students while they are in the library:

- Visiting will not be tolerated - this is not a student lounge
- No food, drinks or candy in the library at any time
- Backpacks, book bags, nor lunch bags are permitted in the library
- Students are expected to sit at separate tables when the tables are available
- Students must use a current ID card in the library. Cards with obliterated photos or names will not be accepted.
- Students using the library's computers are subject to the terms of the Acceptable Use Policy of Centralia High School.

Centralia High School students may check out books from the CHS library for a period of three weeks. Reference books may be checked out on an overnight basis. They must be returned between 8:00 a.m. and the beginning of first period the following school day.

The library maintains a web page with access to the electronic databases for students to use at school or at home. Students may pick up a login/password sheet from the library to be able to access the databases at home. Vendor restrictions do not allow posting of logins or passwords online.

Students may check out materials from other libraries in the Illinois Heartland Library System. These materials must be placed on hold at one of the two terminals located in the library.

Centralia High School Library materials (or interlibrary loan materials) kept beyond the due date are subject to a fine of $.05 per day per book. Any overdue books and / or any fines must be paid before a student will be allowed to renew a book or check out another item. Additionally, chrome books may not be used in the library during supervision or lunch until overdue books are returned and fines are paid. Reference materials are subject to a $.25 per class period fine until returned.

Students with overdue materials will receive notice by a weekly list sent to the teachers indicating only the name of a student who has a late book. It is the student's responsibility to return the library book and pay any fines incurred in a timely manner. Failure to return books and / or pay fines could result in your skyward account being locked.

LOCKS AND LOCKERS:

Upon initial enrollment, each student is provided with a hallway locker and lock. The sharing of lockers is prohibited. Students are not permitted to change lockers without administrative approval. It is important that students do not share their locker combinations with any other student. Lockers should also be locked at all times with a ***school-issued lock***. The physical education teacher will assign each physical education student a locker. This physical education locker should be used for the storage of materials applicable to physical education or athletics only. **Lockers are the property of the school district; therefore, school officials have the right and the authority to search any student locker if they deem necessary.** Centralia High School will NOT accept responsibility for lost or stolen personal belongings, or items, which have been checked out to students (including but not limited to textbooks, library books, etc.) Lockers are not safes and expensive personal items SHOULD NOT be left unattended in lockers. Failure to follow these guidelines will result in disciplinary action.

LOST AND FOUND:

Items found at school should be brought to the main office where the owner may obtain them upon identification.

MAKE-UP WORK:

It is the student's responsibility to arrange with the teacher for make-up work. The student shall contact the teacher on the day of returning to class following an absence. The amount of time granted to complete the make-up work shall be one day per each day of absence or extended at the teacher's choice. If the student has an unexcused absence from any one class, credit for make-up work will be given at 0% of the true worth. At the end of the grading period, if a student has not cleared his incomplete within two weeks, the grade will be recorded as "F" unless extenuating circumstances have occurred and/or administrative personnel have approved extension of time. **Students missing class due to participation in extracurricular activities or field trips are required to check with their teachers before leaving for the event to collect any homework or assignments due the following day. These students will be responsible for turning in any required work or taking any test or quiz scheduled for the day of their return. Failure to do so may result in a "0" or other grade reduction for that assignment, quiz or test.**

MESSAGES:

The Attendance Office will accept messages from a parent/ guardian and give them to a student. The relaying of messages from someone other than a parent/guardian must be cleared through the administration. *No messages will be taken or delivered after **6th hour.***

MEDICATIONS:

It is the policy of Centralia High School District 200 that as a regular and normal practice, medications shall not be administered to a student at school or when such student is involved in school activities. The Board of Education recognizes, however, that individual situations or emergency circumstances that occur at school or during school sponsored activities may require that the student be on long-term management program that requires the student to self-administer a drug. **No School District employee shall 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. In such case, school personnel and the student shall observe the District's procedures for student self-administration of medication (copy of complete policy available in Health Office).

The use of doctor prescribed inhalers or epinephrine injectable for students will be permitted after completion of "School Medication Authorization Form" and "Self-Administration of Emergency Medications Form." So as to protect the safety of students taking prescribed medication, other students, and to prevent theft or loss of medication, students shall not possess prescribed or over-the-counter medication of any kind (including aspirin, or aspirin substitutes such as Tylenol) in any school buildings during the school day. Each student having or possessing any prescribed medication shall, as soon as possible after entry into any school building, immediately deliver the medication to the health office, which shall retain the medication during the school day, monitor and observe the self-administration of the medication.

The district excludes students for health examinations and immunization requirements after the October 15 exclusion date of the current school year or by an earlier date of the current school year established by school district with proper notification.

The school district includes informational materials regarding influenza and influenza vaccinations developed, provided, or approved by the Department of Public Health under Section 2310-700 of the Department of Public Health Powers and Duties Law of the Civil Administrative Code of Illinois when the board provides information on immunizations, infectious diseases, medications, or other school health issues to the parents or guardians of students.

MOVING ABOUT THE CAMPUS/USE OF PASSES:

Anytime it becomes necessary for you to be somewhere other than your assigned class, you will be required to carry a pass issued and signed by a teacher or be subject to disciplinary action.

PESTICIDES MANAGEMENT POLICY:

CHS has an Integrated Pest Management Policy, which incorporates building maintenance, sanitation, physical barriers and, as a last resort, the safest and most effective means of pesticide. This policy complies with the law passed in 1999 requiring that public schools notify parents at least 48 hours prior to the application of pesticides on school property. Excluded from this notification requirement are disinfectants, sanitizers, and insecticide and rodenticide baits. Although we have no intention of spraying or fogging with pesticides during the school day when students are in attendance, we are creating a voluntary registration. Contact the school office if you are asking to be notified two days before an airborne pesticide application. In the event of an extreme emergency where pesticides must be used immediately, we will notify you as soon as possible.

PHYSICAL EDUCATION UNIFORMS:

Each student is required to have a standardized physical education uniform. The uniform may be purchased in the physical education department at the beginning of each semester or the Main Office at a cost of $16.00 ($8.00 for shirt and $8.00 for shorts.)

PLEDGE OF ALLEGIANCE/NATIONAL ANTHEM:

Students are required to be respectful during the *Pledge of Allegiance* and *National Anthem* while at school**.** Students are **not** required to say the pledge or place their hand over their heart. Students causing a disruption, a distraction during the Pledge or Anthem will be dealt with according to the discipline policy.

RANDOM DRUG TESTING POLICY

The CHS drug-testing program is intended to be a part of the overall physical and mental educational and conditioning programs of CHS. Its purpose is not disciplinary in nature, but rather is intended as a medical diagnostic aid in disclosing possible drug related problems and as an extension of our educational drug programs. Drug usage is obviously inconsistent with participation in interscholastic activities and the program includes appropriate procedures for dealing with such problems.

Student participation in extracurricular/school sponsored activities is considered a privilege

and not a right. This program will be applied to all students interested in participating in interscholastic sports and/or extracurricular clubs and organizations. Any student wanting to drive to school and park on the school's parking lot will also be included in the program. Students included in any of these groups will have their names added to the drug testing pool and will be tested using the guidelines and procedures stated in the random drug testing policy.

The purpose of the program is to prevent drug use, to educate eligible students as to the serious physical, mental, and emotional harm caused by drug abuse, to alert eligible students with possible drug problems to the potential harm, to prevent injury, illness, and harm as a result of drug abuse, and to maintain CHS as an environment free of drug use. The program is not primarily intended to be punitive in nature.

All students participating in extracurricular athletics, clubs, and organizations or requesting a student-parking permit must have a signed consent form on file with Centralia High School before the student will be allowed to participate in the activities outlined in the random drug testing policy.

RECIPROCAL REPORTING WITH LAW ENFORCEMENT:

Illinois School Code requires a reciprocal reporting system between law enforcement agencies and schools. Therefore, it is the policy of Centralia High School to share information regarding illegal or controlled substances, weapons, gang activity, serious crime or felony, or any information that might be beneficial with local law enforcement agencies. Information will be shared only to designated representatives of those agencies whose knowledge of such information is necessary to carry out the purposes of this policy.

SCHOOL DAY:

The normal school day consists of seven class periods plus lunch. Senior and junior students may elect to take one study hall period per year. Seniors may be excused from classes for purposes of work if they have earned sufficient credit and with the approval of the principal.

SECURITY CAMERAS:

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.

SEARCH AND SEIZURE

In order to maintain order, safety, 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 There 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 there 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 there.

The building 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 school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

Seizure of Property

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

SOCIAL MEDIA

Students who use social media (Facebook, Twitter, Instagram, etc.) to post derogatory or threatening material in regards to Centralia High School, staff members, or students can be subject to disciplinary consequences and possible arrest. This applies to any posts made regardless of time, date, or location.

SORORITIES/FRATERNITIES/SECRET SOCIETY:

Centralia High School, in accordance with article 31 of the Illinois School Code, does not recognize fraternities, sororities or secret societies which are compiled wholly, or in part, of public school pupils, and which seek to perpetuate itself by taking in additional members from the pupils enrolled in such school on the basis on the decision of its membership rather than upon the free choice of any pupil. It is prohibited for an outside sorority/fraternity/secret society to promulgate itself by utilizing any school day or any special school function (dances, athletic events, etc.) for membership drives, initiation rites, advertising their special events or fund raising promotions.

SPECIAL EDUCATION SERVICES:

Any referral for an evaluation to determine eligibility for special education services must be made in writing by the student themselves, their parents or school personnel. Written referrals should be given to the administration or the student's counselor. With parental consent, the evaluation will be carried out by school personnel and staff from Kaskaskia Special Education District. If a student is found to be in need of special education services, an individualized education plan (IEP) will be developed by the staff and the student's parents/guardian. "Children with disabilities" means children between the ages of 3 and 21 for whom it is determined, through definitions and procedures described in the Illinois Rules and Regulations to Govern the Organization and Administration of Special Education, that special education services are needed. An eligible student who requires continued public school educational experience to facilitate his or her successful transition and integration into adult life is eligible for such services through age 21, inclusive, which, for purposes of this Article, means the day before the student's 22nd birthday, unless his or her 22nd birthday occurs during the school year, in which case he or she is eligible for such services through the end of the school year. An individualized education program must be written and agreed upon by appropriate school personnel and parents or their representatives for any child receiving special education.

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, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. 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.

Section 504

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (I) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

For further information, please contact:

__Guidance Office_____ (name)

__618-532-7391 Ext. 3020____ (phone number)

__Guidance Office_____ (office location)

STUDENT FEES AND TEXTBOOK RENTAL:

Centralia High School operates a textbook rental plan. This means that each student is provided with the basic textbooks, plus most of the consumable items necessary for which a fee is charged. The amount of this fee is determined prior to the opening of school each fall and is based on the cost of the text materials to the school. The student is held responsible for the care of books and will be charged for lost books and any undue depreciation. The fee includes textbook rental and a lock for the hallway locker. Students participating in the free lunch program may be eligible to have all book fees waived. School-issued Physical Education uniforms are required and may be purchased in the Main Office or from the student's physical education teacher at a cost of $16.00. Students will be issued a new ID card at the start of each school year. However, replacement cost for a lost or damaged ID card is $10.00 and may be purchased in the Main Office. Pupils who drop from school will be given no refunds.

The district has adopted a written policy for the administration of school fee and fine waivers and waives school fees and any fines for the loss of school property assessed by the district on children whose parents are unable to afford them, including but not limited to: (I) children living in households that meet free lunch or breakfast eligibility guidelines established by the federal government and (ii) homeless children and youth. The policy/procedures include standards for the determination of eligibility, procedures for notification of parents or guardians, with such notice of waiver eligibility given with every bill for fees or fines, and the procedures for resolving disputes regarding the waiver of school fees.

STUDENT PARKING:

All vehicles parked on CHS property during the regular school day must have an appropriate CHS parking permit posted in the vehicle. Students failing to follow rules and regulations as outlined in the CHS Parking and Vehicle Regulations pamphlet will be subject to violation stickers placed on windows, revocation of their parking permit, the towing of their vehicle or other disciplinary action. Students are only allowed to park in the North (back) parking lot in spaces between two white stripes. Students should be aware also that the school reserves the right to reasonable search of any vehicle entering or parking on school grounds. Students who are identified as a subject in a hit and run accident and fail to report this to staff and/or administration will be subjected to having their parking privileges revoked at the discretion of the administration.

STUDENT RECORDS:

Centralia High School adheres to guidelines relating to confidentiality of student information provided by Public Law 93.380. Specifically, the guidelines state that schools must seek prior written consent of the parent to release their child's records. Centralia High School District #200 may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the District to include this type of information from your student's education records in certain school publications. Examples include:

- A playbill, showing student's role in a drama production;
- The annual yearbook;
- Honor Roll or other recognition lists
- Graduation programs;
- Sports activity sheets, such as wrestling, showing weight and height of team members.
- Web Page

Parents also have the right to inspect their child's records, to challenge the contents, to remove college entrance exams from their transcript, and to limit parental consent to certain designated records. If parents wish to review their child's records, they may do so by calling the Guidance Office and setting up an appointment with a counselor. The Principal is the official custodian of the student records.

TELEPHONE USE:

A phone is available in the Attendance Office for student use. Students may only use the phone before school, during their supervision period, lunch period, or after school. Classroom phones are off limits to students at ALL times unless there is an emergency.

TOYS/RECREATIONAL ITEMS:

Frisbees, playing cards, skateboards, games, laser pointers or any other article or object that interferes with the educational process will not be permitted in school or on school grounds. Faculty members may take any such items with a possibility of disciplinary action.

USE OF SCHOOL BUILDING:

Students are NOT allowed in any part of the school before 8:00 a.m., except the attendance office to clear an absence, the cafeteria, or engaging in an activity under the direct supervision of a faculty member. Students should not be in the school building after 3:20 p.m., weekends, or at any other time unless they are at a school-sponsored function or under the direct supervision of a faculty member.

VISITORS:

Visitation of the school by parents and patrons of the District is encouraged. It is helpful if arrangements are made prior to the visitation. Students should not bring visitors to school. All visitors must obtain a permit from the office of the principal before being permitted to remain on campus. If you need to speak with a teacher, please call and make an appointment or stop in the office and make an appointment to see the teacher during his/her preparation time.

WEATHER:

Parents will be notified by phone through the Sky alert system when school will be closed for bad weather or other emergencies. Using Skyward Family Access, parents can select how to be contacted in an emergency: phone, email, and/or text message. Parents can also update preferences and contact information anytime and as often as they like using the Family Access port. We also alert our local radio stations, WILY/1210 AM, WRXX/95.3 FM, WJBD/1350 AM, or WJBD 100.0 FM, in the case of a delayed school start or school cancellation. **Please note: Centralia High School is District #200.** Please listen for any changes in schedule due to inclement weather.

SECTION 4 - DISCIPLINARY MATTERS

Gross Disobedience and Misconduct Gross disobedience or misconduct is any conduct, behavior or activity which causes, or may reasonably lead school authorities to forecast, substantial injury or disruption or material interference with school activities or the rights of other students, school personnel or related personnel. Students may be suspended or expelled for gross disobedience or misconduct which occurs on school grounds, at school-sponsored activities, in connection with student transportation, on public or private property adjacent to school grounds as identified by the Superintendent or the building Principal as property on which student activities have a reasonable relationship to school or at any place where the misconduct has a reasonable relation-

ship to school. An articulated description of student discipline infractions, including those considered gross disobedience or misconduct, and the guidelines for their respective disciplinary actions may be found in the Student/Parent Handbooks for each campus. These Handbooks are reviewed annually, updated/revised as needed, and are considered to be the Administrative Regulation to carry out Policy 7.190. They are the same for each campus. Disciplinary action for students guilty of gross disobedience or misconduct may range from an official warning to expulsion from school. As permitted by law, the Board may expel students for gross disobedience or misconduct for a definite period of time not to exceed two calendar years, as determined on a case-by-case basis. Upon recommendation of the Superintendent, a student charged with gross disobedience or misconduct may be referred for an expulsion hearing. Pursuant to the Illinois School Code, the hearing shall either: (1) be conducted by the Board, or (2) be conducted by a Board appointed hearing officer.

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. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone.

Making an explicit threat on an Internet website, or other form of electronic communication, 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 or employment status or status as a student inside the school.

DEFINITIONS OF ACTION TAKEN FOR MISCONDUCT:

1. **Immediate Action:** The initial verbal or written reprimand, counseling, detention, restricted privileges, or other reasonable corrective action taken by school personnel.
2. **Mediation:** A process of intervention used to resolve conflicts between individuals. Voluntary participation may result in reduction of disciplinary actions.
3. **Restricted Privileges:** The denial of any privilege normally afforded to students.
4. **Student Searches:** If there is reason to suspect that a student may have drugs, weapons, tobacco, electronic cigarettes or other evidence on or about his/her person, he/she shall be directed by an administrator to empty his/her pockets, the contents of any bag or purse, and the like. If necessary, the student may be physically restrained to conduct the search, and the police may be called to assist in the search. It shall be deemed an independent act of gross insubordination or misconduct for a student to fail to submit to a search when reasonable suspicion exists that the student may have drugs, weapons, tobacco, electronic cigarettes, electronic devices, or other evidence on or about his/her person, locker, or automobile.
5. **After-School Detention (ASD):** Students will be assigned to serve detention after school for one and a half hours in a classroom set by the administration. ASD will be held two days a week.
6. **Saturday Detention (SD):** Student will be assigned to attend detention on Saturday mornings from 9:00 a.m.-12:00 noon.
7. **In-School Supervision (ISS):** Student will be removed from regular classes and assigned to the ISS for a designated number of days. Students may receive 100% of their earned grade for work completed and turned in to the ISS supervisor on the day(s) they are assigned to In-school Supervision. Failure to complete assigned work while in ISS may result in receiving a

"0" for the day's assignment.

8. **Long Term In-School Supervision (LISS):** Student will be removed from regular classes and assigned to the LISS at the annex for a designated number of days based on the severity of the incident. Students may receive 100% of their earned grade for work completed and turned in to the LISS supervisor on the day(s) they are assigned to Long Term In-school Supervision. Failure to complete assigned work while in LISS may result in receiving a "0" for the day's assignment. Please see additional policy for rules of LISS.
9. **Out of School Suspension (OSS):** The term "suspension" means any disciplinary action whereby a student is separated from classes/school for a period of ten (10) days or less. In all suspensions of up to 10 days, the student shall be told the charges against him/her. An explanation of evidence the authorities have and an opportunity to present his/her version will be afforded the student. This information should precede the student's removal from school. If prior notice is not feasible, as when the student's presence endangers persons or property, or threatens disruption of the academic process thus justifying immediate removal from school, the necessary notice and hearing should follow as soon as practicable. The principal shall be notified of all suspensions within 48 hours. Parents or guardians shall be notified of every suspension within 48 hours and shall be informed of the reasons for the suspension and of their right to review of it. This information shall be sent to the student and his parent/guardian by mail. The school administration or parents/guardians may request and receive a formal hearing. The Hearing Officer shall be the principal or, in the principal's absence, the superintendent. If a formal hearing is requested by the school administration or parents/guardians, a date, time, and place of review shall be established. A procedure statement will be given to the parents.

   Any student suspended from school shall have the right to make up all major assignments, tests and previously announced quizzes on the day of their return. It is the responsibility of the student and his/her parents to contact teachers via email or phone to arrange for homework to be collected and picked up by the parent. Homework is due upon the day of return from suspension. A student has the same number of days to make up a test or quiz as the amount of days the student was suspended (i.e. If the student has a 5 Day OSS, the student has 5 days, upon his/her return to make up a test or quiz).
10. **Expulsion:** The term "expulsion" means disciplinary action taken by the Board of Education whereby a student is separated from school attendance for a period in excess of ten (10) days. Expulsion shall take place only after the parents have been requested to appear at a meeting of the Board, or with a hearing officer appointed by it, to discuss their child's behavior. The request shall be made by registered mail and shall state the time, place and purpose of the meeting. At the meeting, the Board shall state the reasons for dismissal and the date on which the expulsion is to become effective and conduct an Expulsion Review Hearing. The school administration shall set time and location for the review. In no case shall this hearing be held later than ten days following the initial suspension. At the hearing, the school administration shall proceed first and the student may then respond. All witnesses shall be subject to inquiry by both parties and either party may call no more than five witnesses. The review proceeding must be held in executive session at the request of either party. The rules of evidence shall not apply to review proceedings. The decision of the Board shall be final. All students under 16 years of age shall be referred to special agencies for assistance in cases where expulsions might occur. In cases of extreme insubordination or misconduct, expulsion procedures shall be followed. **If a student is deemed a "chronic" or "continual" discipline problem, the administration may suspend and recommend the student for expulsion.**

DISCIPLINARY PENALTIES:

The administration at Centralia High School reserves the right to use its discretion in regards to student discipline. Decision will be made with the safety of all students and the protection of the learning environment in mind.

The penalties for infractions may be lesser or greater depending on the severity of the mis-

conduct. If a specific penalty is not listed, it will be up to the discretion of the administration. When breaches of school disciplinary rules and regulations occur, it is the responsibility of involved teachers and administrators to work with the student, his or her parents and other support personnel to help the student correct his or her behavior. All disciplinary actions shall be directed toward protecting the welfare of school community, as well as helping the student develop self-discipline. When determining the response for a specific breach of discipline, school personnel will consider the nature of the act, the student's previous school history, his or her age and maturation, any mitigating circumstances, and the effect of his or her actions on the welfare of the school community. Disciplinary infractions and responses to those infractions may include, but are not limited to, the following areas:

Alcohol Possession/Use-On Campus or at a School Function (Home or Away)

Up to 10 days OSS with possible arrest and recommendation to the Board of Education for expulsion.

AUP/Headphones/Chromebook

1st Offense- 2 ASD

2nd Offense- 4 ASD

3rd Offense- 1 ISS

4th Offense- 3 ISS

Assembly Misconduct

1st Offense - 2 ASD

2nd Offense - 2 days ISS and loss of assembly privileges

More severe consequences may be earned for gross misconduct.

Bullying, Intimidation and (Sexual) Harassment

Threats made against anyone working at or attending Centralia High School are grounds for immediate suspension with a recommendation to the Board of Education for expulsion. (See page 14)

Bus Misconduct

1st Offense - 1 day suspension from bus

2nd Offense - 5 day suspension from bus

3rd Offense - 10 day suspension from bus

4th Offense - Indefinite suspension from bus (possibly remainder of the year)

Cafeteria Misconduct (including leaving trays / litter)

1st Offense - 1 ASD

2nd Offense - 2 ASD

3rd Offense - 1 day ISS (In-School Supervision and possible removal from cafeteria

Cheating/Plagiarism

1st Offense - 1 ASD, student will receive a zero on the assignment, and will lose dual credit (if applicable).

2nd Offense - 2 ASD and an "F" for the class for the quarter for which the violation occurred.

Defiance of School Personnel

1st Offense - 1 day ISS

2nd Offense - 2 days ISS

3rd Offense- 3 days ISS

Disciplinary action for this category is also decided by the severity of the insubordination.

Display of Affection

1st Offense - 1 ASD

2nd Offense - 2 ASD

3rd Offense - 3 ASD

4th Offense - 1 day ISS

Disruptive Classroom Behavior / Classroom Misconduct

1st Offense - 1 ASD

2nd Offense - 2 ASD

3rd Offense - 3 ASD

4th Offense - 1 day ISS

5th Offense - 3 days ISS

Dress Code Violations

1st Offense - Warning and correction in dress

2nd Offense - Correction in dress and 1 ASD

3rd Offense - Correction in dress and 2 ASD

Electronic Device Violation (Cell phones, Smart Watches. Smart Glasses)

1st Offense - 2 ASD AND student may claim at the end of the day

2nd Offense - 4 ASD AND must wait for parent to claim

3rd Offense - 1 day ISS AND must wait 24 hours to claim

4th Offense - 3 days ISS AND must wait 48 hours to claim

*Refusal to submit electronic device to staff upon request will be considered gross insubordination.

Emergency Drills - Disruptive behavior during an emergency drill will not be tolerated. All emergency drills are to be taken seriously.

Up to 10 days OSS with possible arrest and recommendation to the Board of Education for expulsion.

False Documentation/Fake Dr. Notes

1st Offense- 2 Days ISS

2nd Offense- 3 Days OSS

3rd Offense- 5 Days OSS/Possible Placement in LISS

All offenses subject to being turned into the school resource officer at the discretion of the administration.

Illegal Drugs, Look-Alike Drugs, Drug Paraphernalia - Possession and/or Use:

Up to 10 days OSS and/or possible placement in LISS with possible arrest and recommendation to the Board of Education for expulsion.—The Board Policy states "for purposes of this policy, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, regardless of whether the item is: (a) on the student's person, or (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, automobile, or (c) in the school's student locker, desk, or other school property, or (d) any other location on school property or at a school sponsored event.

Failure to Attend or Complete After-School Detention (ASD)

Students who fail to serve ASD will be reassigned 1 Saturday Detention for each day of ASD missed.

Failure to Attend or Complete Saturday Detention (SD)

1st Offense - 1 day ISS

2nd Offense - 2 days ISS

3rd Offense - 3 days ISS

4th Offense - 4 days ISS

5th Offense - 5 days ISS

IN ALL CASES, STUDENTS MUST STILL SERVE THEIR ASSIGNED SATURDAY DETENTION.

Failure to Report to Attendance Office with Behavior Referral

1st Offense - 1 day ISS

2nd Offense - 2 days ISS

3rd Offense - 3 days ISS

Failure to Turn in Progress Reports

1st Offense - 1 ASD

2nd Offense - 2 ASD

3rd Offense - 3 ASD

False Fire Alarm

Up to 10 days OSS with possible arrest and recommendation to the Board of Education for expulsion.

Fighting/Student Conflict

Up to 10 days OSS and/or possible placement in LISS with possible arrest and recommendation to the Board of Education for expulsion.

Multi-person involvement and/or mob action, or fights resulting in significant physical injury may also result in suspension with recommendation to the Board of Education for expulsion.

Food, Beverages or Gum in Classrooms or Hallways

1st Offense - 1 ASD

2nd Offense - 2 ASD

3rd Offense - 3 ASD

Gang Policy Violation

Up to 10 days OSS with possible arrest and recommendation to the Board of Education for expulsion.

Horseplay/Running in Halls

1st Offense - 1 ASD

2nd Offense - 2 ASD

3rd Offense - 3 ASD

ISS Violation:

1st Offense - 1 ASD

2nd Offense - 2 ASD

3rd Offense - 3 day ISS and possible placement in LISS.

Littering

1st Offense - 1 ASD

2nd Offense - 2 ASD

3rd Offense - 3 ASD

Parking Lot/ Roadway Misconduct

1st Offense -Warning

2nd Offense- 1 Week Parking Tag revoked

3rd Offense-1 Quarter Parking Tag revoked

4th Offense-Parking tag revoked remainder of school year.

Policy is subject to administrative discretion depending on the severity of the offense.

***Pledge of Allegiance/National Anthem* Violations**

1st Offense - 1 ASD

2nd Offense - 2 ASD

3rd Offense - 3 ASD

4th Offense - 1 day ISS

5th Offense - 3 days ISS

Tardiness per semester (1st-3rd tardy-teacher discretion)-

Students are considered "tardy" if they are less than 15 minutes late to class (First hour only). If the student is later than 15 minutes, the absence will be considered "unexcused".

3rd tardy - parent contacted by teacher by phone or mail

1st Referral
(4th tardy) - 1 ASD

2nd Referral
(5th tardy) - 2 ASD

3rd Referral
(6th tardy) - 3 ASD

4th Referral
(7th tardy) - 1 day ISS

Theft

Up to 10 days OSS with possible arrest and recommendation to the Board of Education for expulsion.

Tobacco possession:

1st Offense - 3 days ISS

Any further violations may result in up to 10 days OSS with possible arrest and recommendation to the Board of Education for expulsion.

Electronic Cigarette / Vape use or possession and Tobacco use:

1st Offense - 3 Days OSS

2nd Offense - 5 Days OSS

3rd Offense - 10 days OSS and/or placement in LISS with possible arrest and recommendation to the Board of Education for expulsion.

If the vape is found to contain an illegal substance, the "Illegal Drug Policy" will be enforced.

Tobacco Paraphernalia / Lighters / Matches

1st Offense - 2 ASD

2nd Offense - 1 days ISS

Trespassing

No one, student or non-student, should be on school property after school hours unless attending a school sponsored function. Anyone caught on school property without appropriate school supervision, day or night, will be subject to arrest and disciplinary action by Centralia High School District #200.

Under the Influence

A student is under the influence of drugs, alcohol, or other intoxicating substances if his/her behavior or character is modified in any degree as a result of ingestion, inhalation, or other means of consumption. It shall not be necessary that a student be deemed "drunk' or "drugged" to be consider being under the influence.

Up to 10 days OSS and/or possible placement in LISS with possible arrest and recommendation to the Board of Education for expulsion.

Weapons Possession/Use

Up to 10 days OSS with possible arrest and recommendation to the Board of Education for expulsion.

Vandalism

1st Offense - 3 days ISS/financial restitution/possible arrest

2nd Offense - 5 days ISS/financial restitution/possible arrest

Any further violations may result in up to 10 days OSS with possible arrest and recommendation to the Board of Education for expulsion.

***Major vandalism will result in immediate referral to the Board of Education for expulsion, financial restitution, and possible arrest.**

Vulgar Language

1st Offense - 2 ASD

2nd Offense - 4 ASD

3rd Offense - 2 days ISS

4th Offense - 3 days ISS

CENTRALIA HIGH SCHOOL PHYSICAL EDUCATION DEPARTMENT

Policies and Procedures

Physical Education Uniforms:

1. All physical education students (except those in Adaptive P.E.) **MUST** wear a CHS issued P.E. uniform
2. Regular P.E. students must wear socks and shoes appropriate for physical activity.
3. Uniforms MUST have the student's name written on both the shirt and shorts. Any other writing is not allowed.
4. Students may not alter the uniform in any way (i.e. cut off sleeves, cut out neckline, etc.)
5. In cold weather students may wear sweatpants or a sweatshirt under their uniforms. However no other clothes such as jeans or coats may be worn.
6. Failure to have an appropriate uniform will result in the following options:

Refusal to Dress/Rent

See defiance of school personnel.

Uniform Rental

1st Offense - **R**ental of a uniform at 50¢ per item, 25 push-ups, or 50 sit-ups

2nd Offense - **R**ental of a uniform at 50¢ per item, 25 push-ups, or 50 sit-ups

3rd Offense - **R**ental of a uniform at 50¢ per item, 25 push-ups, or 50 sit-ups

4th Offense - 1 ASD

5th Offense - **2** ASD

6th Offense - **3 ASD**

7th Offense - **No credit will be given for the class**

NOTE: A Refusal to Dress/Rent Violation will still be recorded as a rental in the Teachers' records.

Rental uniforms must be procured from the teacher's office in the locker room before the tardy bell rings and must be returned to the same office at the end of the hour. You are required to leave your school I.D. card as collateral for the rental uniform. Failure to do so may result in referral to the Attendance Office for disciplinary consequences or a fine for a

replacement uniform.

Criminal Activity

Anyone, student or non-student, committing a criminal offense, of any kind, on school property will be subject to arrest and disciplinary action by Centralia High School District #200.

Off-Campus Conduct:

A student's off-campus conduct, that results in material and/or substantial disruption or poses a true threat to students, staff, or the school and interferes with the school's educational functions, may result in students receiving a detention(s) and/or major disciplinary consequences depending on the frequency and severity of the violation.

Off-Campus Websites:

A student using a home-based or an off-campus computer, such that the use results in material and/or substantial disruption to the school and/ or true threat will constitute grounds to investigate whether the use violates applicable law or school rules. Should such misuse be determined, the student may receive detention(s) and/or major disciplinary consequences depending on the frequency and severity of the violation.

Threats of Violence:

If a student makes a threat of violence (written, verbal, etc.) towards other students or adults then the following procedures will be followed. Threats of violence should be either 1) threats witnessed by an adult; 2) threats witnessed by peers, which can be corroborated through individual interview; and/or 3) student admission.

1. The building administrator and/or designee should investigate the incident thoroughly, report the incident to law enforcement, contact the parent, and contact the parent of the intended victim. Also at this time, the student will be subject to the disciplinary code.
2. The building administrator may contact a social worker or psychologist regarding the incident. The social worker or psychologist will make a determination of the need for further crisis assessment.
3. The student could be expelled for up to two years.

After-School and Saturday Detention Rules and Expectations

1. Students with After-School Detention must serve for one and half hours in a set classroom after school. Students with Saturday Detention must serve from 9:00 a.m. to 12:00 p.m.
2. Student may not go to their lockers before, during, or after Saturday Detention.
3. Students arriving late will **not be admitted** and additional disciplinary action will be taken.
4. No student will be allowed to enter the Detention room without appropriate school materials (i.e. school textbooks, reports, library books, etc.) Students must spend the entire time of the detention doing appropriate work. Students are not allowed to bring magazines or newspapers.
5. No student is allowed out of his/her seat for any purpose during detention unless given permission by the detention supervisor.
6. Students are not allowed to talk at any time during detention unless recognized to do so by the detention supervisor. No distracting noises will be tolerated.
7. There will be no sleeping allowed at any time. If caught sleeping, student will be asked to leave and no credit will be given for time served.
8. The detention supervisor will assign seats as desired.
9. Students are not to put on coats or stop studying before the supervisor dismisses detention.
10. Attendance will be taken by signing the attendance sheet given to you by the supervising teacher.
11. School dress code expectations also apply to Detention.
12. Electronic devices are not to be seen or used during detention time.

13. No food or drink is allowed.
14. Students leaving early will not receive credit for time served and will receive disciplinary consequences.
15. A students may receive one Detention waiver per year. Waivers will be given on a case-by-case basis at the discretion of the administration.

In-School Supervision Rules and Expectations

1. ISS will be served in the In-school Supervision room on the date and time assigned by the administration. If a student is absent on a day in-which he/she was assigned ISS, he/she will be required to be in ISS on the day they return unless otherwise directed by an administrator.
2. Students must be in the In-school Supervision room by the 8:10 a.m. tardy bell ring and will remain until the dismissal bell. Entry into the ISS room will not be granted after the first period bell. Failure to report **ON TIME** will result in further penalty (detention, suspension, etc.).
3. Students may receive 100% credit for work missed during ISS if it is completed and turned in to the ISS supervisor by the end of the day it was assigned. The ISS supervisor will deliver the work to the students' teachers at the end of each day. Failure to do so will result in the student receiving a "0" for any work assigned during that day.
4. Students not having anything to do during ISS will be given work by the ISS supervisor and the work will be completed by the end of the supervision day. Failure to complete work assigned by the ISS supervisor will result in continuation of ISS until work is completed or further disciplinary action.
5. Students are responsible for bringing all books, assignments, and school related materials/supplies with them before entering the ISS room. **NO LOCKER PASSES WILL BE ISSUED** after entering the ISS room.
6. Students must remain in their assigned seat and are not allowed out of their seat unless permission is given. The Supervisor will determine seating positions.
7. The ISS Supervisor will determine when bathroom breaks will occur and will supervise students when leaving the ISS room. Bathroom breaks will be given once in the morning, at lunch, and once in the afternoon.
8. Students will conduct themselves in an appropriate fashion during the entire supervision. Normal classroom behavior is expected. **NO TALKING, NOISE MAKING, DISRUPTIVE BEHAVIOR, NOTE WRITING, SLEEPING OR RESTING IS PERMITTED**. There is no drawing of inappropriate pictures or damaging/defacing school property. The dress codes and all other Student Handbook rules apply. Failure to comply with any of the ISS rules could result in the student being removed from the ISS room.
9. If a student is sent out of ISS due to inappropriate behavior or leaves the ISS room without permission, he/she may be suspended for gross insubordination.
10. **No electronics** of any kind (CD players, MP3 Players, IPods, radios, computers, hand-held games, cell phones, etc.) are allowed in the ISS room. All of these types of items will be taken on sight and disciplinary consequences will be given.
11. Computer use in the ISS room is limited to class work only.
12. No food, candy, gum or drinks will be allowed in the ISS room except at lunch. **ISS students will be restricted to eating lunch from the Hot Lunch line or Salad Bar line only.** Lunch will be eaten in the ISS room. Students may bring lunch from home, but it must be brought to the ISS room at the beginning of the day and given to the supervisor to hold until lunchtime.
13. Students may not leave books in the ISS room from one day to the next. A fine will be issued for all books left in the ISS room at the end of the day.

Long Term In-School Supervision (LISS) Rules and Expectations

1. NO EXTRACURRICULAR ACTIVITIES.

2. Student letter sent home for placement in LISS.
3. All decisions on placement and return will be on an individualized basis and terms/length of placement will be at administrator's discretion.
4. There may be a hearing for all major drug offenses, gross insubordination/violence/threats etc. Examples include but are not limited to drugs, intoxication on school grounds, chronic truancy, and chronic defiance/insubordination.
5. Students must be in the Long Term In-school Supervision room by the 8:10 a.m. tardy bell ring and will remain until the dismissal bell. Entry into the LISS room will not be granted after the first period bell. Failure to report ON TIME will result in further penalty (detention, suspension, etc.).
6. Students may receive 100% credit for work missed during LISS if it is completed and turned in to the ISS supervisor by the end of the day it was assigned. The LISS supervisor will deliver the work to the students' teachers at the end of each day. Failure to do so will result in the student receiving a "0" for any work assigned during that day.
7. Students are responsible for bringing all books, assignments, and school related materials/supplies with them before entering the LISS room.
8. Students must remain in their assigned seat and are not allowed out of their seat unless permission is given. The Supervisor will determine seating positions.
9. The LISS Supervisor will determine when bathroom breaks will occur and will supervise students when leaving the LISS room.
10. Students will conduct themselves in an appropriate fashion during the entire supervision. Normal classroom behavior is expected. NO TALKING, NOISE MAKING, DISRUPTIVE BEHAVIOR, NOTE WRITING, SLEEPING OR RESTING IS PERMITTED. There is no drawing of inappropriate pictures or damaging/defacing school property. The dress codes and all other Student Handbook rules apply. Failure to comply with any of the LISS rules could result in the student being removed from the LISS room.
9. If a student is sent out of LISS due to inappropriate behavior or leaves the LISS room without permission, he/she may be suspended for gross insubordination.
10. No electronics of any kind (CD players, MP3 Players, IPods, radios, computers, hand-held games, cell phones, etc.) are allowed in the LISS room. All of these types of items will be taken on sight and disciplinary consequences will be given.
11. Computer use in the LISS room is limited to class work only.
12. No food, candy, gum or drinks will be allowed in the LISS room except at lunch. LISS students will be restricted to eating lunch from the Hot Lunch line or Salad Bar line only. Lunch will be eaten in the LISS room. Students may bring lunch from home, but it must be brought to the LISS room at the beginning of the day and given to the supervisor to hold until lunchtime.
13. If a student's class schedule requires hands-on activities (ex. Building trades, welding, health occupations, foods, etc.) their schedule may be changed to better accommodate the LISS learning environment without losing credit.

SECTION 5 - SCHOOL AND COMMUNITY RELATIONS

Any person may attend school-sponsored or related activities, functions and meetings; extracurricular activities and athletic events to which the public is invited or by operation of law is entitled to attend, given these activities are held upon grounds of Centralia High School District 200. No person shall do any of the following acts while in attendance at school-sponsored or related activities, functions and

meetings, extracurricular activities and athletic events held upon grounds of or sponsored by the Centralia High School District 200:

1. Do any act, which is insulting or provoking in nature against any official, employee or agent of the District.
2. Do any act which causes personal injury or which is intended to cause personal injury or which the person knows or should know creates a substantial risk of injury to any person.
3. Do any act which causes damage to property or which is intended to cause damage to property or which the person knows or should know creates a substantial risk of damage to property of any person.
4. Do any act that is intended to disrupt the performance or continuance of any school-sponsored or related activities, functions and meetings, extracurricular activities and athletic events.
5. Do any act that is intended to impede or disrupt the proper observance of, or participation in, any school-sponsored or related activities, functions and meetings, extracurricular activities and athletic events.
6. Enter upon or remain in any area not reserved for spectators or persons otherwise in attendance at school-sponsored or related activities, functions and meetings, extracurricular activities and athletic events or enter or remain in any area that serves as proper ingress or egress to any school-sponsored or related activities and athletic events.

Penalty: Any person who violates sections 1, 2, 3, 4, 5, or 6 of the Policy may be:

A. Restricted by the Board President, Superintendent, Building Principal, or their designees, to observance of, or attendance at, any school-sponsored or related activities, functions and meetings, extracurricular activities and athletic events from a particular place or area.

B. Removed from or ordered evicted from any building, grounds or place at which any school school-sponsored or related activities, functions and meetings, extracurricular activities and athletic events from a particular place or area.

C. Prohibited from further attendance at any school school-sponsored or related activities, functions and meetings, extracurricular activities and athletic events for up to one (1) year.

In the case of the imposition of Penalty C of this Policy, the following procedure shall apply: Within ten (10) days from the commission of any act prohibited by this Policy, the board President, Superintendent, Building Principal, or their designees, may in writing, deliver to the Board of Education or Superintendent, as applicable, a complaint against any person alleging the commission of any act prohibited by this Policy; that Penalty C of the Policy shall be sought to be imposed; and for what length of time Penalty C should be in effect if imposed. A copy of the complaint shall be delivered by mail or in person to the person alleged to have committed the act, together with a copy of this Policy. If the person alleged to have committed the act prohibited so requests, a hearing shall be held as soon as it is practicable before the Board of Education, Superintendent, or their designees, as applicable except that the person designated may not be the person who was the complainant. The complainant and the person alleged to have violated this Policy may appear at the hearing. No formal rules of procedure or evidence will apply. At the hearing, it shall be determined: 1.) Whether the person did, in fact, commit the alleged act; 2.) Whether Penalty C is appropriate; and 3.) If Penalty C is appropriate, for what length of time it should be imposed. For determining 2.) And 3.) Above, the following shall be taken into account:

A. The nature and severity of the act.

B. Whether or not the person who committed the act prohibited under this Policy has committed other acts prohibited under this Policy, either before or after the act, that is subject of the hearing.

C. The age, intelligence and maturity of the person who committed the prohibited act.

D. Whether the person's presence at any school-sponsored or related activities, functions and meetings, extracurricular activities and athletic events constitutes a threat to any other

persons, property or the events.

Upon completion of the hearing, the Board of Education or Superintendent, or their designees, as the case may be, shall determine whether the prohibited act was committed: whether Penalty C is appropriate; and if Penalty C is appropriate, for what length of time it should be imposed. The person accused of the act shall be notified in writing of said determination. If the complainant or the person who committed the prohibited act is dissatisfied with the decision of the Superintendent or his designee, that person may file a written notice of appeal of the decision with the Secretary of the Board of Education. Upon receipt of such a notice, the Secretary shall cause the matter to be placed upon the agenda of the next regularly scheduled meeting of the Board of Education; at which time the Board of Education shall consider the matter de novo according to the same rules and procedure as set forth in this Policy for the initial hearing before the Superintendent or his designee. Nothing in this Policy shall prevent the application of other disciplinary rules of the Board, including, but not limited to, those rules relating to detentions, suspensions or expulsions and criminal sanctions.

SECTION 6 - EXTRACURRICULAR CODE OF CONDUCT

Participants shall at all times abide by the rules of their activity or sport. Unsportsmanlike behavior is prohibited. Participants' conduct in and out of school shall not reflect negatively on their school or create a disruptive influence on the discipline, good order, moral or educational environment in the school. Participants who violate this conduct code are subject to dismissal from the activity at the discretion of the sponsors, coach or building principal. Participants are also subject to such other penalties permitted by the rules of the activity sponsor or coach. The district allows a student to modify his or her athletic or team uniform for the purpose of modesty in clothing or attire that is accordance with the requirements of his or her religion or his or her cultural values or modesty preferences. A student is not required to receive the prior approval of the school board for such modification. The conduct code applies both in and out of season of the sports or activities in which each student/athlete participates, during summers, holidays and vacations, on and off campus, and whether or not misconduct occurs at a school or school-sponsored activity. Students will not be allowed to participate in extracurricular activities unless school officials are provided with an Extracurricular Activity form signed by both the parent and the student. This Extracurricular Code of Conduct is adopted by the Board of Education of Centralia High School District No. 200 to apply to students participating in competitive and performing extracurricular activities in grades 9-12. This policy applies in addition to other policies concerning student conduct and imposes additional requirements on students. The Board determines that it is necessary for the maintenance of discipline and to promote exemplary conduct that additional rules apply to extracurricular activities unique to those activities. The Board determines that participation in extracurricular activities is a privilege. There is no right of students to participate in athletic competition, or to participate in particular sports, cheerleading activities, or any school governed extracurricular activity. If a student fails to comply with the rules and requirements set forth in this policy, the privilege to participate in extracurricular activities may be lost in accordance with this policy.

The rules set forth in this policy apply to the student commencing with entrance into the ninth grade and continue to apply to the student until the completion of his or her high school career. **The conduct code applies both in and out of season of the sports or activities in which each student participates, during summers, holidays and vacations, on and off campus, and whether or not misconduct occurs at a school or school-sponsored activity.** The conduct code applies to a student participating in extracurricular activities for the duration of his or her high school career. The extracurricular organizations governed by this code include all athletic programs, cheerleading, Drama Club, Band Choral Alliance, Student Council, Scholar Bowl, WYSE, F.B.L.A, May Fete, Homecoming, Prom, or any other activity/organization the administration deems as "extracurricular". Other school-sponsored clubs and organizations may, in the discretion of the activity sponsor, elect to follow this Code. Students desiring to participate in any such extracurric-

ular activity are required to have on file in the school office an Extracurricular Activity Form. Such forms shall be provided to students and parents or guardians and shall include the *Conduct Code for Participants in Extracurricular Activities.* Students participating in extracurricular activities and a parent or guardian shall sign the form indicating that they have read and understood this Policy regarding participation in extracurricular activities.

RANDOM DRUG TESTING POLICY VIOLATIONS AND EXTRACURRICULAR CODE OF CONDUCT VIOLATIONS WILL BE CUMULATIVE IN NATURE AND CONSEQUECNES WILL RUN CONCURRENTLY.

GENERAL RULES

1. The student shall be responsible for the protection of his/her personal effects. The student's personal property should be properly secured and locked up at all times when the student is not present.
2. Horseplay by extracurricular participants at a school or school-sponsored activity is prohibited.
3. Student participants shall conform to rules specified by the activity sponsor and/or coach of the extracurricular program in which the student participates. These activity sponsor or coaching rules may include rules regarding grooming. Activity sponsors and coaches are authorized to impose discipline with regard to extracurricular programs, at their discretion, for violation of school rules or those additional rules imposed by the activity sponsor or coach.
4. Stealing of athletic, extracurricular activity or other school equipment or the property of others is prohibited. Extracurricular participants who steal property or equipment will be dismissed from such extracurricular activity.
5. Use of tobacco (smokeless or smoking) at any time during the calendar or academic year is prohibited.
6. The building principal, activity director and/or activity sponsor may impose penalties for violations of rules in this section, except coaches and activity sponsor may impose penalties for violations of rules established by them. Oral notification of penalty is sufficient, but students shall be permitted to meet with the coach or activity sponsor to discuss the situation prior to the time the penalty is imposed.
7. If a student engages in behavior that could constitute a criminal offense at any time during the calendar year, the student may be disciplined under this Policy in accordance with the schedule listed below for alcohol and drugs. Behavior of a more severe nature may in the sole discretion of the school district result in a more severe disciplinary action.
8. Use, possession, distribution, purchase, sale or being under the influence of alcohol or illegal drugs, look alike drugs, or the use, possession, distribution, purchase or sale of drug-related paraphernalia at any time during the calendar or academic year is prohibited. Immediate dismissal from extracurricular activities may result from the sale of drugs or drug related paraphernalia.
9. A student must be at school at least one-half day to be able to participate in an extra-curricular activity unless it is a pre-arranged absence approved by administration/athletic director.
10. A student must have on file with the school 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.
11. A student must have on file with the school a signed agreement by the student's parent or guardian authorizing random performance-enhancing substance testing and recognizing the dangers of drug use.

FOR ANY INFRACTIONS INVOLVING ALCOHOL, ILLEGAL DRUGS, LOOK ALIKE DRUGS, DRUG-RELATED PARAPHERNALIA, VAPES, TABACCO, OR CRIMINAL OFFENSES.

First Violation

1. A meeting may be held with the student, a parent or guardian, the activity sponsor, if any,

and/or the building principal or athletic director.

2. If it is determined by the CHS administration that the student is guilty of an infraction, then the student will be suspended from participation for 20% of athletic contests of the sport in which the athlete is involved, which may carry over into the next sports season or next school year. In addition, the student will be suspended from participating in non-athletic extracurricular activities (i.e. Student Council, Spanish Club, National Honors Society, etc.) for thirty days, including parking privileges. The student, parent, or guardian shall be notified in writing of the penalty imposed.
3. If it is determined by the CHS administration that the student is guilty of an infraction and the student is involved in a short-term activity (i.e. May Fete, Homecoming, Prom, Musical, etc.) at the time of the infraction, the student will be removed from the activity.

Second Violation: If a student commits a second infraction during his or her high school career, the following procedures shall apply:

1. A meeting may be held with the student, a parent/guardian, the activity sponsor, and/or the building principal or athletic director.
2. If it is determined that the student committed an infraction, then the student will be suspended from all athletic participation for one year from the date of suspension. In addition, the student will be suspended from participating in non-athletic extracurricular activities (i.e. Student Council, Spanish Club, National Honors Society, etc.) for one calendar year, including parking privileges. Students needing to enter a prescribed treatment program must do so with any cost incurred being the sole responsibility of the student.
3. If it is determined by the CHS administration that the student is guilty of an infraction and the student is involved in a short-term activity (i.e. May Fete, Homecoming, Prom, Musical, etc.) at the time of the infraction, the student will be removed from the activity. The student or parent shall be notified in writing of the penalty imposed.

Third Violation: If a student commits a third infraction at any time during his/her high school career:

1. A meeting may be held with the student, a parent/guardian, the activity sponsor, the building principal and/or athletic director, and the superintendent or his designee.
2. If it is determined that the student has committed a third infraction, then the student will be prohibited from participation in any extracurricular activity for the remainder of his/her high school career. The superintendent shall call the parents of the student involved to be notified in writing.

*****Students involved in athletic and non-athletic activities will be subject to the appropriate suspensions for all events*****

FOR ALL ABOVE VIOLATIONS INVOLVING ALCOHOL, ILLEGAL DRUGS, LOOK ALIKE DRUGS, DRUG-RELATED PARAPHERNALIA, VAPES, TABACCO, OR CRIMINAL OFFENSES THE TWO POLICIES WILL RUN CONCURRENTLY.

Dual sport athletes will serve the full penalties for both sports. The suspension time served will be rendered invalid if the athlete does not complete the sports season in which the suspension is served in good standing.

CHS reserves the right to request local law enforcement test any and all substances for illegal content.

Further Procedures

A. The procedures and rules of conduct for students participating in extracurricular activities set forth above shall apply irrespective of whether at the time of the infraction the student was participating in an extracurricular activity. For example, if a student commits an act which would be an infraction under this extracurricular code in the fall semester, but participates for the first time in the extracurricular activity in the spring semester, the procedures and penalties for the first violations shall apply immediately as of the time the student first begins to participate in activities under this

extracurricular code of conduct.

B. Appeals: Any student participant and/or parent guardian shall have the right to appeal any action taken pursuant to this policy by contacting the activity sponsor or coach within three (3) days of receiving notice of the imposition of any sanction of penalty. A five (5) member advisory council consisting of an administrator, the sponsoring activity director, the sponsor of the activity, and two others as designated by the superintendent, will review the student's case. The decision shall be final unless the Board elects to review the case in which event the decision of the Board shall be final.

C. The permanent dismissal of a student will be reviewed annually for purposes of considering the student's reinstatement by the five (5) member advisory committee described here in above upon written request by the student.

ACADEMIC WATCH LIST:

Students must pass a minimum of five classes in a grading period to avoid being placed on the academic watch list for the following quarter. The quarter grade will be used for the 1st and 3rd grading periods and the semester grade will be used for the 2nd and 4th grading periods. Students placed on the academic watch list will not be able to attend or participate in any extracurricular activities including sports. Students placed on the academic watch list will not be able to attend or participate in any extracurricular activities including sports, school dances (prom and homecoming), and club/organization meetings. This also includes field trips, performances, band/choir concerts, school productions, May Fete, etc. regardless of the event occurring during or outside of the regular school day. Any of the above events that would ordinarily be for a classroom grade, the student may be required to complete an alternative assignment in lieu of participating in the event. **Students who violate this policy will be subject to disciplinary consequences.**

ATHLETIC GRADING POLICY

In order to be eligible for CHS athletics, a student must pass five academic hours the previous semester. All other IHSA policies will still be in effect for student athletes.

CHS INTERSCHOLASTIC ATHLETICS

We have a rich history of athletic success at our high school and are very proud of this distinction. Our goal is to maintain this excellence and all athletes are expected to abide by the rules and regulations established by the athletic department. The program of interscholastic athletics includes football, cross-country, basketball, wrestling, track and field, golf, tennis, baseball, soccer, swimming, and volleyball, softball, bowling and cheerleading. Any student who maintains eligibility by the Illinois High School Association is welcome to participate.

Participants on the fall Cheerleading and Dance Teams will receive a letter for participation in that school activity. Participants on the winter Cheerleading and Dance Teams will receive a letter for participating in a competitive sport for the purposes of earning recognition as a 3-sport athlete.

DUAL SPORT ATHLETES

Any athlete wishing to participate in two sports during the same season must have the written approval of both coaches. The dual sport athlete form must be completed and a primary sport chosen.

GOING OUT FOR/CHANGING SPORTS

All returning students will have no more than **one week** to go out for a sport from the beginning of that season's start date. If he/she chooses not to try out in that time frame, participation will not be allowed for that season. Students who begin participating in one sport will not be allowed to change to a different sport after attending tryouts, practice, or games unless he/she was "cut" from the first sport.

Freshmen and first-year CHS students will have one week from the start date of that season (or first day of student attendance in the fall semester) to go out for a sport. This is the same period that will be allowed for first-year students to change sports.

This policy does not overrule a coach who will not allow a student to try out who has not been participating from the first day of the season.

If a student is ineligible at the beginning of a season, the coach may use his/her own discretion as to whether that student may participate after becoming eligible.

CLUBS AND ORGANIZATIONS

Club and organizational sponsors have the right to set rules, in addition to the extra-curricular code of conduct, and guidelines for the club/organizations they represent. Students are expected to follow these rules as though they were in a classroom setting. The sponsor has the right to disallow a student from participating in the club/organization for behaviors the sponsor deems inappropriate.

ART CLUB: The Art Club is for those students who appreciate art and may want to improve their skills. Activities include one fund-raiser per year and educationally oriented field trips.

DRAMA CLUB: Being a consistent member of Drama Club will enable you to use your voice, to speak your opinions, to move with confidence, and to think logically and critically. Drama Club has a proud tradition of presenting the plays of Shakespeare as well as modern plays.

FELLOWSHIP OF CHRISTIAN ATHLETES: FCA is a non-denominational organization open to all athletes and other students interested in athletics at CHS.

FUTURE FARMERS OF AMERICA/AG. CLUB: The National FFA Organization is dedicated to making a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success* *through agricultural education. The FFA operates under a Federal Charter granted by the 81st Congress of the United States, and is an integral part of public instruction in agriculture. Ag Club is open to students not enrolled in agriculture classes that wish to participate with local activities related to the FFA chapter.

FLAG CORPS: The Centralia High School Flag Corps is an integral part of the Marching Showcase that entertains at home varsity football games and other public events.

FUTURE BUSINESS LEADERS OF AMERICA: FBLA is open to all students interested in learning about business-related careers.

HISTORY CLUB: History Club is an organization for individuals interested in exploring the past through events like game night, trivia night, field trips, and movie night at many other fun activities.

LITERARY CLUB: Literary Club is designed to provide an outlet for those students who demonstrate an interest in going beyond the normal English requirements at Centralia High School. Students meet at least one day per month. During these meetings, club members discuss literature, poetry, film, and their favorites. Club members are usually interested in creative writing and share their original work with others. In the coming years, club members will be working on a new literary magazine where they will learn about literary criticism, editing, and publishing. Club activities include monthly meetings at CHS, public readings of their original material, reading passages and poems from favorite authors, and hosting professional authors.

NATIONAL HONOR SOCIETY (NHS): At the end of the fall semester, juniors are chosen by a faculty committee for membership into the NHS. Based on a student's cumulative grade point average of 3.895, a junior is invited to complete an application in order to be considered for membership in the National Honor Society. A student is not considered unless he/she does this. Completing the application does not guarantee selection. The faculty council will base their decision on **the** information provided, input from the entire faculty, and their best judgment of a student's character. The four areas of scholarship, leadership, service, and character are the basis for selecting members of the Society.

NATIONAL MATHEMATICS HONOR SOCIETY (NMHS): Mu Alpha Theta, the National High School Mathematics Honor Society, was formed in 1957. We are dedicated to inspiring a keen interest in mathematics, developing strong knowledge in the subject, and promoting the enjoyment of mathematics in high school. More than 113,500 students nation-wide are Mu Alpha Theta members at more than 2,300 schools.

SCHOLAR BOWL: Scholar Bowl is an academic interscholastic competition governed by the IHSA. It involves both individual and team competition in all academic and vocational areas except foreign language.

SPANISH CLUB: Spanish club is comprised of past and present students of Spanish.

STUDENT COUNCIL: The purpose of Student Council is to:

- relate student body opinions of school affairs to the proper authorities
- promote good student relations with the faculty, administration, and school board
- encourage participation in school activities
- develop student leadership
- promote good school -community relations
- conduct school elections and campaigns
- strive to set a good example for the student body, including participation in school activities

Elections for sophomore, junior and senior class officers and representatives are held in April for the following school year.

TECHNOLOGY AND ENGINEERING CLUB: It is the mission of the Centralia High School Technology and Engineering Club to work with the local and regional community to secure training and educational experiences that will promote science, technology, engineering, mathematics, and advanced manufacturing to enhance career opportunities for our students. Activities include robotics, drafting, 3D printing, and more.

YEARBOOK CLUB: The high school yearbook presents a snapshot of life at CHS. This pictorial publication includes the classroom and related activities, as well as extracurricular activities and events.

CLUB 180: Club 180 is a support group for students wanting to improve some area of their lives. Students are invited by referral and meet on the 2nd and 4th Thursdays of each month. The group focuses on issues such as goal setting, self-esteem, time management, and organizational skills. "Successful we are together" is our mission statement.

SPECIAL PROGRAMS

RENAISSANCE: The Renaissance program acknowledges the educational achievements and outstanding contributions of the students and staff members through a process of reinforcement, recognition, and reward.

CENTRALIA HIGH SCHOOL ACTIVITIES

Holiday Basketball Tournament
Junior/Senior Prom
Senior Picnic
Rotary Honors Program
Freshmen Mentoring
Homecoming Week/Dance
May Fete
Student Council Appreciation Week
Renaissance Academic Pep Assembly