

Century CUSD #100



2011-2012 Student Handbook

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INTRODUCTION

The Handbook

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

Mission Statement

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

CENTURY CUSD #100 BOARD MEMBERS
--

Garrett Wilson, President

Keith Clark, Vice-President

Guy Inman, Secretary

Pete Franco

Joey Dunkin

Marlan Hight

Randy Reagan

BUILDING ADMINISTRATION

Leslie Varble, Superintendent/ Jr-Sr High School Principal

Myndi Duke, Elementary Principal

GENERAL INFORMATION AND NOTIFICATION

STUDENT RESIDENCY

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

ADMISSION

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

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

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

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

EDUCATION OF HOMELESS CHILDREN

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

SERVICES AVAILABLE TO CHILDREN AGE BIRTH TO 3 YEARS

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

Family Rights

1. Families have the right to an evaluation.

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

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

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

3. Families have the right to consent.

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

4. Families have the right to prior notice.

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

5. Families have the right to privacy.

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

6. Families have the right to review records.

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

7. Families have the right to understand.

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

8. Families have the right to disagree.

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

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

PARENT REQUEST FOR SPECIFIC CLASSROOM TEACHER

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

ASBESTOS PLAN AVAILABLE

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

MANDATED REPORTERS

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

NOTICE OF NONDISCRIMINATION

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

EQUAL OPPORTUNITY AND SEX EQUITY

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

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

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

ACCOMMODATING INDIVIDUALS WITH DISABILITIES

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

STUDENT TEXTBOOK AND OTHER SCHOOL FEES

FEES

Full Price Breakfast	\$.40
Reduced Price Breakfast	\$.30
Full Price Lunch	\$1.00
Reduced Price Lunch	\$.50
Adult Lunch	\$1.50

Free or reduced price meals are available for qualifying students. For an application, contact the building principal.

WAIVER OF STUDENT FEES

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

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

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

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

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

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

TITLE I PROGRAM

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

Parental Involvement (Title 1)

The school annually holds a meeting for all Parents/Guardians. At the meeting, the school will discuss parental involvement, and opportunities for Parents/Guardians to get involved in the education of their children.

Parents/Guardians are encouraged to attend the meeting and participate in the discussions that occur.

Parents/Guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for Parents/Guardians to be fully involved in the educational process.

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

The school provides Parents/Guardians with access to:

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

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

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

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

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

RESPONSE TO INTERVENTION

Students will be universally screened in grades K-12. Data will be used to assist staff with implementing tiered interventions for the at-risk child.

BEHAVIOR INTERVENTION GUIDELINES

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

SEARCH AND SEIZURE

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

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

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

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

Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student

conduct rules. The search itself must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

When feasible, the search should be conducted as follows:

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

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

Seizure of Property

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

USE OF PESTICIDES

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

VISITORS

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

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

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

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

REQUEST TO ACCESS CLASSROOM

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

SEX OFFENDER NOTIFICATION LAW

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

1. To attend a conference at the school with school personnel to discuss the progress of their child.

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

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

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

A violation of this law is a Class 4 felony.

VIOLENT OFFENDER COMMUNITY NOTIFICATION

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

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

SCHOOL COUNSELING DEPARTMENT

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

STUDENT RECORDS

School student records are confidential and information from them will not be released other than as provided by law. The school and district routinely discloses "directory" type information without consent. Directory information is limited to: name, address, gender, grade level, birth date and place, parents' names and address; academic awards, degrees and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance at the school. Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the building principal.

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

1. The right to inspect and copy the student's education records within 15 school days of the day the school receives a request for access. There may be a small charge for copies, not to exceed \$.35 per page. This fee will be waived for those unable to afford such cost.
2. The right to request the amendment of the portion student's education record that the parent/guardian or eligible student believes is inaccurate, misleading, irrelevant, or improper.
3. The right to permit disclosure of personally identifiable information contained in the student's education records, except in certain circumstances. Disclosure is permitted without consent in the case of directory

information and to school officials with legitimate educational or administrative interests. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student; and in other cases permitted by law.

4. The right to complain to the U.S. Department of Education if the school or district fails to comply with the above. Federal officials can be contacted at:
Family Policy Compliance Office
U.S. Department of Education, 400 Maryland Avenue, SW Washington, D.C. 20202-4605

REQUESTS FROM MILITARY OR INSTITUTIONS OF HIGHER LEARNING

Upon their request, military recruiters and institutions of higher learning will be given access to students' names, addresses and telephone numbers. Parents who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the building principal.

SURVEYS BY THIRD PARTIES

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

TEACHER QUALIFICATIONS

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

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

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

INSURANCE

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

BUILDING USE

Students will not be allowed to enter the school building before 7:35 A.M. unless the principal gives permission. From 7:35 – 7:55 A.M. students will be allowed to eat breakfast in the cafeteria then proceed to the gym. At 7:55 A.M., students will be allowed to enter the remaining parts of the school building. After making necessary stops at the restrooms and their lockers, students are expected to go directly to their first period classes. **STUDENTS ARE NOT TO CONGREGATE IN THE RESTROOMS AND HALLWAYS.**

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

1st Offense: Verbal Warning

2nd Offense: Lunch Detention

3rd Offense: After-school detention

**all offenses will result in parental contact

4th Offense: 1/2 Day In-School Suspension (ISS)

5th Offense: 1 Full Day ISS

6th Offense: External Suspension

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

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

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

LIBRARY USE/COMPUTER LAB

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

TELEPHONE USE

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

ANNOUNCEMENTS

The hallway bulletin boards will contain daily, weekly, and various other announcements of concern. Get in the habit of reading the announcements to be better informed. The principal must approve all notices, posters, etc., before they may be posted in the school building. Club/Team announcements to be printed on the daily announcements must be submitted to the office no later than 8:00 of the morning of the announcement and MUST have the signature of the sponsor. Announcements will be read daily at the end of 1st hour.

VIDEO/AUDIO MONITORING SYSTEMS

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

WITHDRAWAL FROM SCHOOL

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

GENERAL RULES AND REGULATIONS

STUDENT CONDUCT & ACTIVITIES

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

ACADEMIC DISHONESTY

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

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

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

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

PBIS – (POSITIVE BEHAVIOR INTERVENTIONS & SUPPORT)

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

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

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

Consequences to strikes are as follows:

- ◆ **Less than 3 Strikes** – Way to Go! You can attend PBIS Party.
- ◆ **3 Strikes** – You’re Out!
- ◆ **5 Strikes** – Lunch Detention
- ◆ **10 Strikes** – After School Detention
- ◆ **15 Strikes** – ½ Day In-School Suspension
- ◆ **20 Strikes** – Full Day in-School Suspension
- ◆ **More than 20 Strikes** – Saturday Detention

CELL PHONE

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

- Cell phones are to be turned off at all times.
- Cell Phones are to be kept in lockers at all times.

Any student found to be in possession of a cell phone, during the school day, will have the phone confiscated and **parents will be required to pick phone up after school.** In addition, the following consequences will occur:

- | | |
|---|--|
| 1st Offense | Phone confiscated, one after-school detention |
| 2nd Offense | Phone confiscated, one day in ISS, after-school parent pick-up of phone |
| 3rd Offense | Phone confiscated, two days in ISS, after-school parent pick-up of phone |
| 4th Offense | Phone confiscated, three days in ISS, after-school parent pick-up of phone |
| 5 th and Subsequent Offenses | will result in external suspensions. |

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

LUNCHROOM POLICIES

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

1. No cutting in line, running, pushing, or shoving in the lunchroom. Do not throw food.
2. All food is to be eaten in the cafeteria. Food and drinks are not allowed to be consumed in any other part of the building or outside.
3. Please help keep the tables and lunchroom clean. Return all items to the kitchen.
4. Students receiving Free or Reduced Lunches must apply for these lunches through the office. Applications must be completed, returned to the office, and approved before students may receive Free or Reduced lunches.

Breakfast and Lunch Money:

1. No money will be collected in the classrooms.
2. Each breakfast and lunch will be tracked each day for each child.
3. Monthly statements will be sent home
4. Pay that amount on the first day of the following week.

PASSES

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

TARDY TO CLASS

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

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

Consequences for tardies are as follows:

1-3 Referrals	Warning
4-7 Referrals	1 after-school detention
8-9 Referrals	1/2 day in ISS (In-School Suspension)
10 Referrals	1 day in ISS (In-School Suspension)
12 Referrals	2 days in ISS (In-School Suspension)
13 Referral	1 day external suspension

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

Additional Referrals may result in additional days of external suspension. In addition, students arriving late for school may have their parking privileges revoked for a period of time determined by administration.

LATE ARRIVALS

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

LOCKERS

(Jr/Sr High School students)

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

FIGHTING/PHYSICAL ALTERCATION

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

BUS TRANSPORTATION

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

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

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

1. Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
2. Do not move from one seat to another while on the bus.
3. Keep all parts of the body and all objects inside the bus.
4. Loud conversation, singing, boisterous conduct, unnecessary noise or profanity is not allowed.
5. Enter and exit the bus only when the bus is fully stopped.
6. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
7. Use emergency door only in an emergency.
8. In the event of emergency, stay on the bus and await instructions from the bus driver.
9. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
10. Do not open windows below the marked line.
11. Keep the bus neat and clean.
12. Athletic footwear equipped with cleats or spikes are not allowed on the bus.
13. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
14. Be waiting at your bus stop on time.
15. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
16. Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
17. Eating is not permitted on the bus.

Parents will be liable for any defacing or damage students do to the bus.

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

NOTE: IF A STUDENT IS SUSPENDED FROM ONE BUS, THEN THE STUDENT IS SUSPENDED FROM ALL CENTURY BUS RIDES DURING THE SUSPENSION PERIOD.

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

BUS CHANGES

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

Students are expected to ride their assigned buses on a daily basis. The principal **may** permit bus changes during the year due to babysitting changes or emergencies as space allows on the bus. However, parent cooperation is essential to helping the school provide safe transportation for students.

Students must bring a note from home prior to the date they are requesting permission to ride a different bus to or from school or to get off the bus somewhere other than their regular stop.

The principal will notify the driver to determine if space is available to authorize the change. A copy of the parental note authorized by the principal will be provided to the bus driver. Drivers will not permit changes without the principal's prior authorization.

****The office will not accept any bus changes after 1:00pm unless there is an immediate emergency. Bus changes after this time is a safety concern. This will be enforced for the 2010-2011 school year.**

AUTOMOBILE REGULATION

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

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

1. Students agree to drive in a safe and prudent manner. Students who are reported to be driving in an unsafe manner will receive one warning in the form of a ticket. On the second report the student will receive a \$10.00 ticket or may lose parking privileges for the remainder of the year.
2. Students agree to obey all traffic control signs.
3. Students agree not to litter from their vehicles.
4. Students agree not to allow students to ride in the back of pickup trucks.
5. Students agree that their vehicle may be searched if there is reasonable cause for a search.
6. Students agree that the only time they will be in the vehicle is when entering and leaving school property or with the permission of a school administrator.
7. **Students agree that the privilege of parking on campus for the remainder of the school year may be revoked without warning for the violation of these regulations.**
8. **PARKING ON CAMPUS AFTER THE STUDENT HAS BEEN NOTIFIED OF THE LOSS OF PRIVILEGE MAY RESULT IN THE VEHICLE BEING TOWED FROM THE SCHOOL PROPERTY AT THE OWNER'S EXPENSE.**
9. The Board of Education will not be held responsible for any damage occurring to vehicles while parked on school property. All vehicles are parked at their owner's risk on school property.
10. Students who do not register their vehicle may be subject to a fine of \$10.00 or loss of parking privileges.

STUDENT DRESS

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

1. Shirts must have sleeves and completely cover the back, abdomen (stomach), and cleavage.
2. Shorts, skirts and dresses must not be more than three inches above the knee cap (even with leggings).
3. The waistline of pants, shorts, and skirts must be worn at or above the hip bone and must not reveal undergarments.
4. See-through clothing of any kind is strictly prohibited. This includes but is not limited to sheer, mesh, net, and ripped items.
5. Shoes or sandals must be worn at all times.
6. Sleepwear and slippers/house shoes are prohibited without permission from the administration.
7. Hats, combs, or any other type of head coverings may not be worn in the building without permission from the administration.
8. Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
9. Chains, studs, certain types of jewelry or any type of clothing or accessory that could be easily used as a weapon shall not be worn.
10. Coats and jackets are to be placed in lockers upon entering school and should remain in the locker until the student leaves for the day.
11. Sunglasses should not be worn in the building.

Any student not complying with this dress code is in violation of school policy and will be subject to disciplinary procedures.

DANCE RULES

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

STUDENT FIELD TRIPS

(Jr/Sr High School Students)

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

Students are not eligible for field trips if they have had an out of school suspension, been assigned a Saturday School Detention, missed more than 5 days during the semester, have any unexcused absence from school or are failing any one of their classes for the semester. The field trip sponsor is responsible for ensuring that ALL participants are eligible to attend the field trip.

STUDENT FIELD TRIPS

(Century Elementary Students)

Teachers may plan field trips as part of the instructional program. Students are expected to observe all school rules while on a field trip. Transportation will be by school bus unless the principal grants special permission. **All students will be required to ride the bus to the field trip location. Parents may sign their student out at the end of the field trip. The student will be counted absent beginning at the time signed out.** Students

participating in field trips are to obtain assignments prior to their departure. All assignments are due upon return to the normal student schedule. Any student who requires medication that is usually given during the school day will receive their medication while on field trips.

EXTRACURRICULAR ACTIVITIES

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

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

RULES AND REGULATIONS

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

ELECTIONS/SELECTIONS

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

Cheerleading

High school cheerleaders are selected during the spring semester for the following school year. Middle School Cheerleaders are selected during the Fall Semester. Tryouts are announced and practice times set by the sponsor. Each candidate will be required to pass a basic skills test to be eligible for tryouts. The cheerleading squad will be selected by judging and ratings. Selected students must maintain passing grades in all subject areas to remain eligible for cheering. Also, good behavior is expected at all times.

Homecoming King and Queen

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

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

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

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

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

Class Officers

Each class will elect four officers: president, vice-president, secretary and treasurer. Officers, along with the assistance of the class sponsors, will conduct class business. Officer candidates must have sponsor approval and a C average. Nominations will not be made for vice president. The presidential candidate finishing in 2nd place will become the vice president.

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

Student Council

There will be 20 members of the Student Council. Four student council members will be elected from the freshman and sophomore classes. Six student council member will be elected from the junior class. Freshman and sophomore members will serve one-year terms. Juniors will be elected to serve both their junior and senior years. Vacancies may be filled at the discretion of the sponsor and school administration.

To be eligible to run for office, students must attain and maintain a cumulative “C” average. Candidates must declare their intentions to run by a date specified by the Student Council sponsor prior to Election Day. A student cannot be a candidate for both student council and class officer. Candidates may be asked to make a speech to their class on Election Day. All voting will be completed by secret ballot. Student Council members are responsible for Homecoming Week festivities and other activities that benefit the student body and community as a whole.

Senior Beta

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

To maintain eligibility in Senior Beta Club, a student must maintain a 3.50 cumulative grade point average and present an exemplary character. Students who fall below the required grade point average will be placed on academic probation for one semester **and will not attend Beta Club conventions during that semester.** At the end of the probationary status, the student will either be removed from probation and given active status or be given in-active status in Beta Club. To attend state convention, a student must accumulate 25 hours of community service prior to the registration deadline for state convention. A student who does not attend state convention is not eligible to attend the national convention.

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

Junior Beta Club

Students in grades 7-9 with a 3.50 **cumulative** grade point average or higher, **demonstration of exemplary character, and leadership potential** will be eligible for Junior Beta Club. Eligibility rules for Junior Beta Club and

Senior Beta Club will be the same with the exception of service hours. Students in Junior Beta Club must accumulate 20 hours of community service prior to **the registration deadline for** the state convention to attend. A student who does not attend state convention is not eligible to attend the national convention.

Prom

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

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

Students with two in/out of school suspensions are NOT eligible to attend Prom.

Project Graduation

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

Centurion Award

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

1. Fall and spring baseball or softball
2. Basketball
3. Cheerleading

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

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

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

ATTENDANCE REQUIREMENTS

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

RESTRICTION LIST

Students who exhibit poor behavior at school may be restricted from attending extracurricular activities. **STUDENTS RECEIVING HOMEBOUND INSTRUCTION OR STUDENTS UNDER SUPENSION ARE NOT ALLOWED TO PARTICPATE IN EXTRA-CURRICULAR ACTIVTIES.** Students who have been

suspended from school 3 or more times, during the current school year, may not attend ANY extracurricular activities for the remainder of the school year. Students will be informed if they are restricted from any extracurricular activities.

DISCIPLINE POLICY

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

Student Discipline

Prohibited Student Conduct

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

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

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

4. Using, possessing, controlling, or transferring a weapon in violation of the "weapons" section of this policy.
5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Unless otherwise banned under this policy or with prior approval of administration, all electronic devices must be kept off and out of sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's IEP or 504 plan; or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.

9. Engaging in any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct. Prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, bullying, hazing, or other comparable conduct.
10. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
11. Being absent without a recognized excuse; State law and Board policy on truancy control will be used with chronic and habitual truants.
12. Being involved with any public school fraternity, sorority, or secret society, by:
 - Being a member;
 - Promising to join;
 - Pledging to become a member; or
 - Soliciting any other person to join, promise to join, or be pledged to become a member.
13. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
14. Violating any criminal law, such as assault and battery, arson, theft, gambling, and hazing.
15. Engaging in any activity, on or off campus, that: (a) poses a threat or danger to the safety of other students, staff, or school property; (b) constitutes an interference with school purposes or an educational function; or (c) is disruptive to the school environment.

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

DISCIPLINARY ACTION

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

- Conference with the student
- Verbal reprimand
- Withdrawal of privileges
- Temporary removal from the classroom
- Removal from a specific class or schedule change
- Lunch-hour detention
- After-school detention
- Saturday detention
- In-school suspension
- Out-of-school suspension
- Placement in an Alternative Educational Program
- Conference with parents
- Referral for counseling
- Referral to law enforcement agencies
- Expulsion from school

BULLYING, INTIMIDATION & (SEXUAL) HARASSMENT

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

No person shall harass, intimidate or bully another based upon a race, color, nationality, sex, sexual orientation, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status as

homeless, or actual or potential marital or parental status, including pregnancy, or other protected group status. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

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

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

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

CYBER-BULLYING

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

DEFACING SCHOOL PROPERTY

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

TOBACCO POLICY

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

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

- **1st Offense:** 3 Days In-School Suspension
- **2nd Offense:** 5 Days In-School Suspension
- **3rd Offense:** 3 Days Out of School Suspension
(Automatic loss of extra-curricular activities-See Page 18.)

Additional offenses will be subject to further disciplinary procedures.

DISCIPLINE PROCEDURES

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

Corporal Restraint

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

Lunch-Hour Detentions

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

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

After-School Detention

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

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

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

In-School Suspension (ISS) Policy

ISS is an in-school suspension program designed to improve the behavior of truant, chronically tardy, or misbehaving students. The program is designed to be both punitive and rehabilitative in nature.

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

1. Providing close supervision;
2. Increasing parental involvement;
3. Removing the student from the school population and routine.

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

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

- Students must report to the ISS at the beginning of 1st period and will remain until school is dismissed, or otherwise specified by administration.

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

Out-of-School Suspension

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

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

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

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

1. Oral or written charges and evidence supporting the charges.
2. The opportunity to explain his or her version of the incident.
3. The suspension will not exceed 10 days except from riding the school bus for safety reasons.
4. The student will be informed of the beginning and the ending dates of the suspension.
5. The parents or guardians will receive a written report of the suspension along with the reasons for the suspension and a notice of right to request a review of the disciplinary action taken.

Students with two in/out of school suspensions are NOT eligible to attend Prom.

Students with one in/out of school suspension during the school year will NOT be allowed to participate in the Homecoming Court.

Expulsion

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

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

1. Disobedience of directives from staff members or school officials and/or rules and regulations governing student conduct.
2. Possession, use, distribution, purchase, sale, or if found to be under the influence of tobacco products, controlled substances and look alike substances and/or alcoholic beverages.
3. Possession, use, distribution, purchase, or sale of drug paraphernalia.
4. Injury or threat of injury to any school district employee, official, or student.

5. Destruction and/or defacement of any school property.
6. Possession, use or distribution of a dangerous weapon.
7. Inappropriate verbal comments (bullying, vulgar, sexual etc.)
8. inappropriate physical behavior (fighting, bullying ,vulgar, or sexual)
9. Other such conduct that poses a danger to persons or property or disrupts the educational process.

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

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

DISCIPLINE OF STUDENTS WITH DISABILITIES

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

<h2>ABSENCE AND ATTENDANCE INFORMATION</h2>
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ATTENDANCE

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

ATTENDANCE POLICY

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

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

ABENCES FROM SCHOOL

A major concern in education is school attendance. In order for a student to receive the full benefits of an education, he/she must be in attendance on a regular basis. Student absences will be categorized as excused or unexcused. (see policy definitions)

STUDENT ABSENCE POLICY AND PROCEDURES

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

- ANY STUDENT WHO ACCUMULATES MORE THAN **EIGHT (8) ABSENCES** DURING THE SCHOOL YEAR WILL BE REQUIRED TO PRESENT A DOCTOR'S SLIP UPON THE 9TH ABSENCE AND ALL SUBSEQUENT ABSENCES THEREAFTER. IF NO DOCTOR'S EXCUSE IS PRESENTED THEN, FROM THE 9TH ABSENCE AND ALL OTHER ABSENCES THE ABSENCE WILL BE UNEXCUSED.
- Parents are expected to schedule student vacations during the summer or during the holiday breaks. The days prior to the school holidays are required student attendance days. Calling a student in ill in order to leave for vacation early is unexcused. All student absences will be monitored closely in order to fairly issue excused/unexcused absences.
- **THERE IS NO AUTHORIZED SENIOR SKIP DAY.** Any students organizing or participating in such events shall be subject to suspension from school for 1-3 days.
- Any student who is out of school for five successive days or more will be required to present a doctor's excuse upon returning.

POLICY DEFINITIONS

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

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

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

- Personal illness
- Family illness
- Death in immediate family
- Home emergency
- Absences pre-arranged through the school office
(i.e. scholarship interviews or military testing opportunities)
- Court appearance
- Religious holidays
- Pre-arranged college visitation
- Medical appointments

Unexcused Absence –Absence from school with insufficient cause:

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

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

1. Notification letter sent to the parent or guardian by the school officer
2. Referral to guidance counselor
3. Referral to the Regional Office Truancy Alternative Program
4. Notification of appropriate social service agencies
5. Conference with the student and/or parent/guardian
6. Notification to the Superintendent
- 7.

After 6-8 unexcused absences are recorded the following shall take place:

1. Formal meeting scheduled at school with the Regional Office Truancy Resource Worker, appropriate social service agencies, parent/guardian, student, district representative, and states attorney
2. Referrals to appropriate social service agencies for services
3. Warning letter about possible prosecution sent to parent/guardians

After 9 unexcused absences are recorded the following shall take place:

1. Second formal meeting scheduled at the county courthouse with state’s attorney, Regional Office Truancy Resource Worker, appropriate social service agencies, parent/guardian, students and district representative

After ten unexcused absences are recorded in the school office the following shall take place:

Referral to the state’s attorney for prosecution pursuant to 105 ILCS 5/6-1; 105 ILCS 5/6-10.

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

Step 1: When a student accumulates *three unexcused absences* in the school year, the school district will refer the student to the Regional Superintendent of School’s office for intervention service. A plan will be developed to get the student back in school on a regular basis.

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

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

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

RELEASE TIME FOR RELIGIOUS INSTRUCTION/ OBSERVANCE

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

STUDENT EXPECTATIONS UPON RETURNING TO SCHOOL

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

TRUANCY

Truants are defined by the State Board of Education as: "A student who has been absent from school without valid cause for 10% of the previous 180 school days."

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

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

SIGNING IN & SIGNING OUT

1. A student arriving to school after 8:00 a.m. is expected to sign in at the office. Some form of parent communication (note, phone call, personal contact) will be required explaining the reason for the lateness. Lunch detentions will be issued for unexcused late arrivals to school.
2. A student leaving before the end of the school day is expected to sign out at the office. Verbal permission (phone call, personal contact) from the parent is required before a student will be allowed to sign out. Unless approved by the Principal, a student will NOT be allowed to sign out with just a WRITTEN NOTE. No student may leave with another student without the permission of the parents of all students involved. Only persons listed on the STUDENT INFORMATION sheet may sign out a student, unless the custodial parent gives verbal permission to the principal's office.

Students failing to follow these procedures will face disciplinary action.

ATTENDANCE INCENTIVES

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

ATHLETIC INFORMATION

ATHLETICS PARTICIPATION

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

CENTURY ELEMENTARY ATHLETICS

To participate in athletics at the elementary school a student must have a **current** physical examination. Students must have on file a signed statement that he/she is covered through family insurance.

Any student who participates in basketball, track or cheerleading must maintain a passing grade in all subjects to be eligible to participate. Grades will be averaged cumulatively each week. At the weekly grade check any student failing one or more subjects will be ineligible the following week (Monday-Sunday) to practice or participate in athletic events.

Boys and girls may try out each fall for the basketball teams. There will be 5th and 6th grade boys teams and a girls team. At the beginning of each middle school season, tryouts may be held for 5th and 6th grade students to determine those players who could be added to the existing 7th and 8th grade teams. Students in 5th and 6th grades, who are chosen to play on 7th and 8th grade teams, are expected to play and practice with their class team. Also, any

elementary student playing on Middle School teams will follow the Century Jr/Sr High School policies regarding athletics.

Each fall basketball cheerleaders will be elected from grades 5 and 6. A panel of teachers and personnel will judge tryouts.

Students in grades 5 and 6 may participate in spring track activities. The school provides uniforms for these activities. Students provide their shoes and socks.

MEDICAL INFORMATION

ACCIDENT PROCEDURE

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

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

CONTAGIOUS ILLNESS/DISEASES

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

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

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

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

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

DIABETES RISK ASSESSMENT

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

EXPOSURE TO BLOOD BORNE PATHOGENS

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

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

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

FEVER POLICY

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

IMMUNIZATION EXCLUSION DATE

Board policy requires that all students must have all state-required immunizations on file at the school before permission will be granted to attend.

IMMUNIZATION, HEALTH, EYE AND DENTAL EXAMINATIONS

Required Health Examinations and Immunizations

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

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

The required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician assuring “risk-assessed” or screened for lead poisoning.

Compliance with rules and regulations regarding immunizations means:

1. All required immunizations have been completed; or
2. A schedule of immunizations has been started and the pupil must continue to receive immunizations on schedule. Failure to do so will result in the student being excluded from school.
3. A copy of the immunization record must be on file in the office.

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

reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Eye (Vision) Examination

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

Dental Examination

As of July 1, 2005 all children in Kindergarten, 2nd grade and 6th grade of any public, private or parochial school are required to have dental examinations. Each of the children shall present proof on the appropriate form of having been examined by a dentist before May 15 of the school year. If a child in grade 2 and 6 fails to present proof by May 15 then the school may hold the child's report card until one of the following occurs:

1. The child presents proof of a completed dental exam.
2. The child presents proof that a dental examination will take place within 60 days after May 15.
3. The parents obtain a waiver from the Department of Public Health or provide objection to the dental examination on religious grounds.

The Illinois Dept. of Public Health shall establish a waiver for children who show an undue burden or lack of access to a dentist. Each public, private and parochial school must give notice of this dental examination requirement to the parents and guardians of students at least 60 days before May 15 of each school year.

Exemptions

A student will be exempted from the above requirements for:

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

Physical Examinations

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

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

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

HEARING AND VISION SCREENINGS

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

Vision screening services shall be provided annually for:

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

Hearing screening services shall be provided annually for:

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

MEDICATION AT SCHOOL

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

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

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

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

The medication must be brought to school in a labeled pharmacy bottle with the student's name, name of the medication, dosage and time requirement. Pharmacies will provide an empty, labeled bottle for school use

upon request. Make sure all medication is in its original, up to date contained with the label intact. No baggies, envelopes, or out of date pill containers will be accepted.

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

MEDICAL CONDITIONS OR CONCERNS

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

Communicable Diseases

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

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease

EMERGENCY PROCEDURES

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

FIRE EVACUATION PROCEDURES

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

SEVERE WEATHER PROCEDURES

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

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

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

EARTHQUAKE SAFETY

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

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

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

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

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

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

LOCK DOWN PROCEDURES

In some situations it may be necessary for students and teachers to remain in their locked rooms for a period of time. When this is necessary the teachers will be notified that a “Lock Down” situation exists and that they are to remain with their students in their locked classrooms until further notice. In some cases, students and teachers will be asked to assume a “Safety” position along the “hallway wall” of their classrooms. The “Lock Down” will remain until the administration or designee notifies the teachers and students that an all-clear condition exists.

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

SCHOOL DISMISSAL FOR INCLEMENT WEATHER

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

CURRICULUM INFORMATION

CENTURY ELEMENTARY CURRICULUM

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

CENTURY ELEMENTARY HOMEWORK POLICY

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

Kindergarten

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

1st Grade

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

2nd grade

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

3rd grade

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

4th grade

Each Thursday students will receive a copy of their missing work for the week, attached to their packed of graded work. If a student has any missing assignments listed, they will have until the following day to complete the assignment. No missing assignments will be accepted the following week. As of Monday, all missing assignments will be treated as zeros, unless the student has an EXCUSED absence. Also, any work not turned in on the day it was due will be deducted five points, unless a student has an excused absence from the day before.

5th grade

Homework and test grades each count 50% of the overall grade. Students are expected to turn in all assignments on time. Late work will have points deducted from the grade.

6th grade

Homework, class work or projects will count 30% toward the overall grade. Tests and/or other assignments may count 70%. Students are expected to turn in all assignments on time. Failure to do so may result in a 10-point deduction from that assignment. In the event of an excused absence, students will have three school days to make up the missed work or test without penalty.

CENTURY ELEMENTARY LOCAL ASSESSMENT

Century Elementary will have a local assessment score that is related to the State Standardized Tests of ISAT. Kindergarten students are assessed using the Iowa Test of Basic Skills.

GENERAL INFORMATION

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

PLACEMENT, RETENTION, AND PROMOTION

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

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

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

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

EDUCATION OF CHILDREN WITH DISABILITIES

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

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

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

ENGLISH LANGUAGE LEARNERS

The school offers opportunities for English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain. Parents/guardians of English Language Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child’s placement in, and information about, the District’s English Language Learners programs.

ALTERNATIVE PROGRAMS

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

HOME AND HOSPITAL INSTRUCTION

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

TRANSFER STUDENTS

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

SEX EDUCATION INSTRUCTION

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

PROGRESS & QUARTERLY GRADE REPORTS

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

GRADING SCALE

The scale used for the issuing of grades is:

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

HONOR ROLL

High Honor Roll – GPA 3.75

Honor Roll – GPA/Above 3.25-3.75

STUDENT CLASSIFICATION

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

FRESHMAN = 0 CREDITS

JUNIORS = 12 CREDITS

SOPHOMORE = 6 CREDITS

SENIORS = 18 CREDITS

JR-SR HIGH SEMESTER FINAL EXAMINATIONS

All students are required to take semester exams on the designated days for both the first and second semester. Failure to take final examinations as required will result in no credit given and a failing grade recorded for the course. Students will not be excused from finals for any reason (i.e. dentist or doctor appointment, etc.). The semester exam will have a value of no more than 10% of the semester grade .

SEMESTER EXAM EXEMPTION POLICY

Seniors will be exempt from taking a Second Semester final exam in a course if the senior has at least a B average for the Second Semester in the course and four or fewer absences (excused only) for the second semester in the course and no suspensions. In addition, all financial obligations must be cleared. **As an incentive to performing well on state testing, any senior and or 7-9 grade student who met state requirements on the ISAT or PSAE (passed the test) taken their 6-8th and junior year will be exempt from first semester finals provided they are passing the class.**

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

GRADUATION REQUIREMENTS

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

English			
Econ	4 credits	Science	
Dr. Ed.	½ credit	Math	3 credits
P.E.	½ credit	Health	3 credits
Fine/Voc. Arts	4 credits	Social Studies	½ credit
Keyboarding/Comp.	1 credit	(1 must be U.S. History)	2.5 credits
	1 credit	Two years of Intensive Writing	

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

EARNING OF CREDIT

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

ESCROW ADMISSION

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

1. Be ranked in the upper 40% of the graduating class, be at least 16 years old, and be enrolled in the college prep curriculum.

2. Have successfully completed the COMPASS or ASSET examination with the required score to enter ENG 111, MATH 114, or any other academic class and be performing on a required reading level.
3. Must submit a copy of his/her high school transcript.
4. Must submit a completed Admission Application.
5. Have the Escrow application signed by a high school official.
6. Take no more than eight semester hours per semester.

TECH PREP

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

1. Be a junior or a senior
2. Take the ASSET or COMPASS test at Shawnee Community College
3. Meet the SCC requirements
4. Maintain a "C" average in order to gain college credit

EARLY DISMISSAL FOR WORK

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

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

COLLEGE VISIT DAYS

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

GRADUATION

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

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

Dress for Ladies

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

Dress for Gentlemen

1. Dress pants (Khakis are fine), no shorts
2. White Dress shirt

3. Dress shoes (no sneakers, flip flops, tennis shoes, sandals, boots, sports shoes)

Valedictorian/Salutatorian Requirement

To be eligible for valedictorian or salutatorian, a student must have taken the College Preparatory Coursework for Illinois Public Universities and Illinois Community Colleges.

Early Graduation

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

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

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

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

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

Century Jr/Sr High School Regular Bell Schedule

Junior High & 9th Grade		Senior High	
1st	8:00-8:48	1st	8:00-8:48
2nd	8:51-9:39	2nd	8:51-9:39
3rd	9:42-10:30	3rd	9:42-10:30
Advisory	10:33-11:01	Advisory	10:33-11:01
Lunch	11:03-11:33		11:03-11:51
<i>Grades 7-9</i>		4th	
4th	11:36-12:24	Lunch	11:54-12:24
5th	12:27-1:15	<i>Grades 10-12</i>	
6th	1:18-2:06	5th	12:27-1:15
7th	2:09-2:57	6th	1:18-2:06
		7th	2:09-2:57

Century Jr/Sr High School 2:00 Early Dismissal Bell Schedule

Junior High & 9th Grade		Senior High	
1st	8:00-8:44	1st	8:00-8:44
2nd	8:47-9:31	2nd	8:47-9:31
3rd	9:34-10:18	3rd	9:34-10:18
4th	10:21-11:05	4th	10:21-11:05
Lunch	11:08-11:38		11:08-11:52
<i>Grades 7-9</i>		5th	
5th	12:27-1:15	Lunch	11:55-12:25
6th	12:28-1:12	<i>Grades 10-12</i>	
7th	1:15-2:00	6th	12:28-1:12
		7th	1:15-2:00

Century Jr/Sr High School 12:00 Early Dismissal Bell Schedule

Junior High & 9th Grade		Senior High	
1st	8:00-8:28	1st	8:00-8:28
2nd	8:31-8:59	2nd	8:31-8:59
3rd	9:02-9:30	3rd	9:02-9:30
4th	9:33-10:01	4th	9:33-10:01
5th	10:04-10:32	5th	10:04-10:32
6th	10:35-11:03	6th	10:35-11:03
Lunch	11:03-11:29	7th	11:06-11:34
<i>Grades 7 & 8</i>			
7th	11:32-12:00	Lunch	11:34-12:00
		<i>Grades 9-12</i>	

Internet Access

Students utilizing the internet during the current school year will be required to sign an agreement statement and have their parents/guardians to sign this agreement. A copy of the agreement statement is found in the appendices of the handbook.

NOTE: On days when the current librarian and/or the computer instructor are not available to supervise internet usage, the internet access will not be available for student use.

Internet Policy

The Century Board of Education is pleased to offer students of Century Jr/Sr High School the opportunity for access to this buildings computer network for internet use. This opportunity is provided as a privilege for students who utilize this service in responsible and considerate endeavors for accessing information. Parent permission is required for students.

Individual users of this school's internet connection are responsible for his/her behaviors and communications over the network. The assumption that users will comply with the district standards and honor the signed agreement is presumed.

Network storage areas may be treated like school lockers. School officials may review files and communications to maintain system integrity. Users should not expect that files stored on the school server will be completely private.

Within reason, freedom of speech and access to information will be honored. However, violations of our policy regarding inappropriate materials may result in the loss of further access opportunities, as well as disciplinary or even legal action.

The internet is provided for research purposes. Certain specific rules apply to the internet:

- A. Each student must have internet release form on file before they will be allowed to use the internet.
- B. No internet access will be allowed without teacher supervision.
- C. No pornographic sites.
- D. No song lyric sites (unless a specific assignment has been given by an instructor).
- E. No "hate" sites.
- F. No gang material sites.
- G. Certain sites which may be considered objectionable (at teacher's discretion).

There will be no "second chances" regarding internet usage. If a student violates one or more of the specific internet rules, they will be immediately written up with possible detention, suspension, or elimination of internet privileges for the remainder of the school year. If a student has received the punishment of elimination of internet privileges for the remainder of the school

CENTURION CODE OF CONDUCT

	Centurions are Respectful	Centurions are Responsible	Centurions are Safe
Classroom	<ul style="list-style-type: none"> • Listen and follow directions • Use kind words and gestures • Observe dress code • Observe personal space 	<ul style="list-style-type: none"> • Bring appropriate books and materials to class. • Be on time • Complete assignments 	<ul style="list-style-type: none"> • Keep hands and feet and other objects to yourself. • Use appropriate voice
Hallway	<ul style="list-style-type: none"> • Use kind words and gestures • Observe dress code • Stay on the right side of hallway • Use appropriate language 	<ul style="list-style-type: none"> • Eat and drink in lunchroom ONLY • Keep a clean locker • Pick up after yourself 	<ul style="list-style-type: none"> • Walk • Use appropriate voice • Keep hands, feet, and other objects to yourself.
Cafeteria	<ul style="list-style-type: none"> • Use kind words and gestures • Observe dress code • Wait your turn in line • Do not budge 	<ul style="list-style-type: none"> • Clean your area when finished • Push chairs to tables 	<ul style="list-style-type: none"> • Use appropriate voice • Clean spills promptly • Keep hands, feet, and other objects to yourself.
Restrooms	<ul style="list-style-type: none"> • Use kind words and gestures • Observe dress code • Flush toilets • Use facility appropriately • Respect others privacy 	<ul style="list-style-type: none"> • Keep restrooms clean • Use time wisely 	<ul style="list-style-type: none"> • Use appropriate voice • Keep hands, feet, and other objects to yourself. • Wash hands
Parking Lot	<ul style="list-style-type: none"> • Use kind words and gestures • Observe dress code • Respect others' property • Use appropriate language and actions 	<ul style="list-style-type: none"> • Use appropriate entrances/exits • Observing school driving rules 	<ul style="list-style-type: none"> • Observe appropriate speed
Morning/Lunch Gym	<ul style="list-style-type: none"> • Use kind words and gestures • Observe dress code • Use appropriate language 	<ul style="list-style-type: none"> • Stay in assigned area • Food and Drink in lunchroom ONLY 	<ul style="list-style-type: none"> • Use appropriate voice • Keep hands, feet, and other objects to yourself.

Library/Computer Lab	<ul style="list-style-type: none"> • Use kind words and gestures • Observe dress code • Respect others' property • Use appropriate language and actions • Use equipment appropriately • Observe personal space 	<ul style="list-style-type: none"> • Sign in/out • Use materials and time wisely • Use appropriate computer programs and websites 	<ul style="list-style-type: none"> • Use appropriate voice • Keep hands, feet, and other objects to yourself.
Bus	<ul style="list-style-type: none"> • Use kind words and gestures • Observe dress code • Use appropriate language and actions • Observe personal space 	<ul style="list-style-type: none"> • Follow bus safety rules • Keep bus clean 	<ul style="list-style-type: none"> • Use appropriate voice • Keep hands, feet, and other objects to yourself. • Stay seated and follow driver's instructions
Office	<ul style="list-style-type: none"> • Use kind words and gestures • Observe dress code • Use appropriate language and actions • Respect office staff and visitors 	<ul style="list-style-type: none"> • Use time wisely • Stay in appropriate student areas 	<ul style="list-style-type: none"> • Use appropriate voice • Keep hands, feet, and other objects to yourself.
Assembly/Field Trip	<ul style="list-style-type: none"> • Use kind words and gestures • Observe dress code • Use appropriate language and actions 	<ul style="list-style-type: none"> • Follow school rules and guidelines • Follow chaperone's directions • Be a good participant/audience 	<ul style="list-style-type: none"> • Use appropriate voice • Keep hands, feet, and other objects to yourself.
After School Events	<ul style="list-style-type: none"> • Use kind words and gestures • Observe dress code • Use appropriate language and actions 	<ul style="list-style-type: none"> • Follow school rules and guidelines • Follow chaperone's directions • Be a good participant/audience • Must be supervised by an adult at all times 	<ul style="list-style-type: none"> • Use appropriate voice • Keep hands, feet, and other objects to yourself.



Century Unit School District #100

4721 Shawnee College Road
Ullin, IL 62992

High School Phone: 618.845.3518 **High School Fax:** 618.845.3476

Elementary Phone: 618.845.3572 **Elementary Fax:** 618.845.3586

URL: www.century.pulski.k12.il.us

Parent-Student Handbook Statement of Receipt

I acknowledge that I have received a copy of the 2011-2012 Parent-Student Handbook for Century Jr/Sr High School. The signatures below indicate that this book has been received, and acknowledge that if a parent or student has any question that they may call the school.

Student Signature: _____

Date: _____

Grade: _____

Parent Signature: _____

Date: _____



Century Unit School District #100

4721 Shawnee College Road
Ullin, IL 62992

High School Phone: 618.845.3518 **High School Fax:** 618.845.3476
Elementary Phone: 618.845.3572 **Elementary Fax:** 618.845.3586
URL: www.century.pulski.k12.il.us

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Family Educational Rights and Privacy Act (FERPA)

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

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

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

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about the directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, Student handbook, or newspaper article) is left to the discretion of each school.

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

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

