

WELCOME TO CHARLESTON HIGH SCHOOL

2011-2012

DISTRICT ADMINISTRATIVE OFFICES	639-1000
Mr. Jim Littleford, Superintendent of Schools.....	639-1006
Mr. Todd Vilardo, Associate Superintendent	639-1007
HIGH SCHOOL ADMINISTRATIVE OFFICES	639-5000
Mrs. Diane K. Hutchins, Principal	639-5006
Mr. Trevor Doughty, Assistant Principal.....	639-5007
Ms. Elizabeth Watson, Athletic Director.....	639-5026
Ms. Kay Heath, Secretary	
Ms. Cathy Kuncel, Secretary	
Ms. Carol Lawson, Secretary	
Ms. Jean Ann Strong, Secretary	
GUIDANCE OFFICE	639-5020
Ms. Joelyn Akers, Guidance Counselor	
Ms. Sara Kramer, Guidance Counselor	
Ms. Cindy McKinney, Secretary	
MEDIA CENTER	639-5012
Ms. Leigh Ann Cloud, Media Director	
NURSE'S OFFICE	639-5015
Ms. Karen Guinto, Nurse	
CUSTODIAN'S OFFICE	639-5069
Mr. Brian Doty, Head Custodian	
Mr. Robert Farris	
Ms. Marilyn Ferguson	
Mr. Mike Lang	
Mr. Donnie Taylor	
Mr. Collin Wallace	

Attendance Hotline.....**639-5021**

Name _____

DISCLAIMER

The right for school districts to adopt and enforce all necessary rules for the management and government of schools is granted by the Illinois Compiled Statutes (105 ILCS 5/10-20.5). This handbook, however, is not intended to create a contractual relationship with the student; rather, it is intended to describe the school, its current practices, procedures, rules, and regulations. This handbook cannot be, nor even presumes to be, all-inclusive. Therefore, during the course of the school year, the building administration may establish written rules and regulations that are not included herein and that are not inconsistent with those established by the Board of Education and the Superintendent of Schools.

FOREWORD

This handbook is provided to the students and their families to acquaint them with rules, regulations, procedures, and other relevant information necessary for the orderly functioning of the school. It has been structured to help promote student progress as well as an interest of modeling appropriate school government. In addition, this handbook provides for the psychological and physical safety of the students through appropriate rules and regulations.

When breaches of school disciplinary rules and regulations occur, it is the responsibility of involved teachers and administrators to work with the student, his/her parent(s)/guardian(s), and other support personnel to help the student correct his/her behavior. Disciplinary actions are directed toward protecting the welfare of school community as well as helping the student develop self-discipline. When determining the response for a specific breach of discipline, school personnel may consider the nature of the act, the student's previous history, his/her age and maturation, any mitigating circumstances, and the affect of his/her actions on the welfare of the school community. Disciplinary responses may include, but are not limited to, the actions described in this handbook.

PHILOSOPHY

Charleston High School strives to provide all students with the opportunity to acquire the very best education according to their needs and abilities. Upon leaving Charleston High School, students should have an employable skill and/or an adequate preparation for further training in order that they may become responsible, productive citizens. The school also attempts to develop in all students an understanding of and appreciation for our American heritage.

It is essential in a democratic society to stimulate and to develop ideals as well as clear, logical, independent thought and expression. As a complement to these goals, students are guided toward an understanding of and respect for the dignity and worth of the individual, regardless of race, creed, religion, national origin, sex or economic status. The school attempts to foster interest and participation in the study and solution of community problems and in national and international situations. Charleston High School strives to use all possible resources, especially those of the community, to meet these goals.

All students are expected to develop self-discipline based on respect for others. Charleston High School encourages this development by reinforcing and rewarding independent, responsible behavior. The faculty assists by providing the necessary guidance and direction to aid individual students in becoming responsible working citizens in a democratic society.

As a student at Charleston High School, you are expected to be aware of and to accept your individual responsibilities in the following:

I. The Teaching - Learning Process

You deserve the best instruction that Charleston High School is capable of providing. For the efforts of the teachers to be as successful as possible and for you to work and achieve to the best

of your ability, you must cooperate with the teachers. Like farming and healing, teaching is a cooperative art because it involves cooperation with nature to help it produce results. Teachers help the activity of learning that goes on in the minds of the students. Learning is a natural process, and unless students work at gaining knowledge and understanding, "...no genuine learning ever occurs, no matter what teachers try to do to make it occur" (Adler).

II. Respecting the Rights of Others

Every right you have has attached to it an obligation. Your rights must be balanced against the rights of others, and their rights must be balanced against yours. Also, the purpose of the school and the requirements of the educational process must be weighed in deciding individual rights and consequences. That is why our society has laws and why a school has rules. However, if you are one of those students who want to take full advantage of rights and opportunities at this school, while at the same time respecting the rights of others, Charleston High School will support and help you.

III. Accepting Responsibility for Your Actions

You will be held responsible only for the things YOU do or fail to do. What others do or do not do is of little importance in determining whether or not you have accepted your responsibility as a student citizen of Charleston High School. If you choose to follow bad examples set by other students at Charleston High School, you will be held responsible for your actions and your actions only. The decision will be yours, and so will the consequences. Your first responsibility, then, is to decide how you should conduct yourself while you are at school. Your second responsibility is to be prepared to accept the consequences of your actions.

MISSION

MAXIMIZE LEARNING FOR ALL STUDENTS.

VISION

EXCELLENCE THROUGH EDUCATION.

WITHIN OUR LEARNING COMMUNITY, WE VALUE

RESPECT, INTEGRITY, COOPERATION, COMPASSION, HONESTY, HARD WORK.

GOALS

- **CHARLESTON HIGH SCHOOL WILL IMPROVE THE LITERACY OF ITS STUDENTS BY MEETING STATE AYP GOALS FOR STATE READING STANDARDS AS MEASURED BY PSAE TEST.**
- **CHARLESTON HIGH SCHOOL WILL IMPROVE THE NUMERACY OF ITS STUDENTS BY MEETING STATE AYP GOALS FOR STATE MATHEMATICS STANDARDS AS MEASURED BY PSAE TEST.**

NONDISCRIMINATION NOTICE

Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, or economic and social conditions, or actual or potential marital or parental status. No student shall, on the basis of sex, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied access to educational and extracurricular programs and activities (Board Policy 7.10).

Any student may file a discrimination grievance or sex equity complaint by using the Uniform Grievance Procedure. Contact the administration to initiate this process. A student may appeal the Board of Education's resolution of the complaint to the Regional Superintendent of Schools (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

STUDENT CONDUCT

Student control at Charleston High School will always be compatible with the philosophical beliefs and objectives of the school. The handling of discipline cases is directed toward developing the best possible solution for the individual pupil while protecting the welfare and rights of the total school population. The grounds for disciplinary action apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to, the following:

1. On school grounds before, during, or after school hours or at any other time when the school is being used by a school group;
2. Off school grounds at a school activity, function, or event or any activity or event which bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function or event; or
4. Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes or an educational function (Board Policy 7.190).

DISCIPLINE POINT SYSTEM

Charleston High School uses a system that allows for a range of discipline points to be assigned to students who violate the current practices, procedures, rules, and regulations of the school. The point system is an attempt to teach students responsibility for their actions and to help them learn what is acceptable and unacceptable behavior in the school community and society in general. Students having extreme difficulties adjusting to school may be referred to counseling. Disciplinary point records are maintained for each student in three regards: (1) individual classroom points, (2) study hall points, and (3) building and grounds points.

Individual Classroom Points - Although individual classroom point ranges may vary, the procedure for administering the point system is as follows:

1. The student is informed of the misbehavior and given an opportunity to improve before a more severe discipline is imposed.
2. Upon accumulation of ten (10) disciplinary points during a semester in a particular class, the classroom teacher shall send a letter to the student's parent(s)/guardian(s).
3. Upon accumulation of twenty (20) disciplinary points during a semester in a particular class, the classroom teacher shall send a letter to the student's parent(s)/guardian(s). The classroom teacher will notify the parent(s)/guardian(s) by telephone if the student has been removed from the course due to discipline points (see **NOTE** below).
4. The parent(s)/guardian(s) may request a conference with the teacher and counselor/administration.

NOTE: At the accumulation of twenty (20) discipline points per semester in a particular class, the teacher may request that the student be removed from class and placed in study hall for the remainder of the semester. The student will be accorded a due process prior to the removal, including the right to explain his/her version of the events that lead to the removal to an administrator or the administrator's designee (other than the teacher seeking the student's removal). The removed student shall be required to make arrangements with his/her teacher on a daily basis to complete the course requirements for the course from which the student was removed. The student shall suffer no

academic penalty solely by reason of having been removed from class.

A student who is truant from a removed-from-class study hall or continues to accumulate points may be assigned to the Alternative Education Room and/or suspended.

Study Hall Points – Students who are assigned to study hall are expected to bring books and/or work for the period. Points will be given for unacceptable behavior. An accumulation of points may result in the following:

Point Accumulation: May result in:

10	Detention(s)
20	Detention(s)/A.E.R.
30	Detention(s)/A.E.R./Suspension

Building and Grounds Points - The point system will apply to behavior outside the classroom, on school grounds, or anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes or an educational function. Points shall be accumulated by semester of attendance. Teachers, administrators, and all staff members (including secretaries, custodians, aides, etc.) will be responsible for administering this policy.

An accumulation of discipline points may result in consequences being assigned to the student including, but not limited to, the following:

- Personal Counseling/Warning
- Detention
- Notification of Parent(s)/Guardian(s)
- Alternative Education Room
- Seizure of Contraband
- Referral: Outside Agencies
- Notification of Juvenile Authorities
- Removal from Classroom
- Withholding of Privileges
- Out-of-School Suspension
- Restitution
- Expulsion

An accumulation of points may result in the following:

Points Accumulation: May result in:

10 or more	Detention(s)
20 or more	Detention(s)/A.E.R./Suspension
30 or more	A.E.R./Suspension
40 or more	A.E.R./Suspension/Expulsion

An accumulation of over 40 points may result in expulsion proceedings.

PROHIBITED STUDENT CONDUCT

A student's gross disobedience or misconduct includes any activity or behavior which might reasonably lead school authorities to forecast substantial disruption or material interference with

school activities, whether these activities take place in the school, on school property, on a school bus, at a school sponsored function, or activities or behaviors which may be reasonably related to the school program. For purposes of this policy, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, regardless of whether or not the item is (a) on the student's person, or (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, automobile, or (c) in a school's student locker, desk, or other school property, or (d) any other location on school property or at a school-sponsored event. The penalty applicable to a determination that a student has committed any of the following may range from the assignment of a minimum of 20 disciplinary points (with appropriate applicable consequences), to expulsion (or any consequence in between) and notification of law enforcement authorities. Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including, but not limited to, the following:

Tobacco Prohibition - In accordance with state law, city code, and school board policy, no student shall use, possess, distribute, purchase, or sell tobacco or tobacco materials on school property at any place or at any time. "Tobacco" shall mean cigarette, cigar, or tobacco in any other form, including smokeless tobacco which is any loose, cut, shredded, ground, powdered, compressed or leaf tobacco that is intended to be placed in the mouth without being smoked. Discipline for a violation may range from one day in the Alternative Education Room to a two-day suspension per occurrence and confiscation of the tobacco or tobacco related item. For students under the age of 18, a report shall be filed with the Charleston Police Department, and parent/guardian notification shall be made (P.A. 86-821, 86-1028; 105 ILCS 5/10-20.5b; City Code 5-2-2:E).

Controlled Substances/Alcohol Prohibition – Except with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor, the possession, use, distribution, purchase, or sale of any alcoholic beverage, drug paraphernalia, controlled substance, look-alike, tobacco, or tobacco product or any other substance when taken into the human body is intended to alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the foregoing, regardless of the true nature or the appearance of the substance, is prohibited in school buildings, on school buses, and on all other school property or school related events at any time. This prohibition shall include all school-sponsored or school related activities, whether held before or after school, evenings, or weekends, and shall additionally include a prohibition of use by a student athlete in any instance where the school can demonstrate a reasonable connection to the school program. For purposes of this policy, students who are under the influence of prohibited substances are not permitted to attend school or school functions and are treated in the same manner as though they had prohibited substances in their possession. Any student who manufactures, sells, delivers, transfers, possesses, uses or is under the influence of any alcoholic beverage, marijuana, any controlled substance or related drug paraphernalia, other than as prescribed by a physician, or any other intoxicating substance on school grounds, at any school-sponsored event or on any other occasion the school shall have legitimate interest in regulating shall be subject to disciplinary consequences, including expulsion from school.

Breathalyzer and Alco Screen - A student may be asked to submit to a breathalyzer or Alco screen saliva analysis when school officials have a reasonable suspicion the student has used or is under the influence of any chemical as defined above. The administration of the breathalyzer or Alco screen will be done in the presence of a minimum of one (1) certified staff member and one (1) other adult.

Weapons – No student shall use, possess, control, transfer, purchase, or sell explosives, firearms, knives, or any other object that can reasonably be considered a weapon on school grounds or at school-sponsored events. A "weapon" means (1) any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code, (2)

any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, clubs, or (3) "look-alikes" of any weapon as defined above. Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen, is considered to be a weapon if used or attempted to be used to cause bodily harm. The administration may grant an exception to this policy, upon the prior request of an adult supervisor, for students in particular programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm. Students found to be in violation of this policy shall be reported to law enforcement authorities and be expelled for at least one calendar year, but no more than two calendar years.

Insubordination – Students can expect that staff members will treat them with respect. In turn, all students are expected to treat staff members with respect. Insubordination, an act of disrespect, is the willful failure to comply with the directions of school personnel, including disobeying the rules and regulations governing student conduct. Insubordination toward a staff member or school official will not be tolerated. This may include failing to follow staff members' directives, failing to provide accurate identification when requested by staff members, and other instances when the student's behavior is such that it interferes or disrupts school purposes or educational functions. Discipline for insubordination may range from a verbal warning to a school suspension.

Aggressive Behavior – Aggressive behaviors such as violence, physical contact or closeness, force, noise, coercion, threats, intimidation, fear, profane or abusive language, fighting, bullying, bullying using a school computer or school computer network, stalking, hazing, sexting, or other comparable conduct toward any student or staff person or urging other students to engage in such conduct is prohibited. When school personnel have determined that a student has demonstrated any of these aggressive behaviors, school officials will notify the student's parent(s)/guardian(s) and may notify law enforcement officials. The student also may be referred for intervention from available district and community-based resources. In addition, the student may receive disciplinary consequences ranging from discipline points to suspension and/or expulsion. All persons actively involved in a fight, as determined by school officials, may be suspended immediately for a minimum of the remainder of the school day.

If an aggressive disagreement should develop between students, or if a student is provoked or assaulted, that student shall retreat from the situation and seek immediate assistance from a teacher, counselor, or administrator in an effort to resolve the situation in a civil manner. Students, who provoke a fight, do not disperse from a fight when directed to do so, or interfere with school personnel in their attempt to break up a fight may receive the same consequences as for fighting.

In addition, students are encouraged to use the **National School Violence Tip Line (1-800-477-0024)** to report someone thinking about or planning an act of violence against anyone.

Theft – The act or attempt of pilfering or theft of another's property, including school property, and/or the taking of money, books, or other property through the use of deceit, threat, force, or coercion is prohibited. Any student found in violation of this policy may receive from a minimum of 20 discipline points to suspension/expulsion. All students who are victims of theft should immediately report to the office and complete a "Theft Report Form."

Vandalism – The act or attempt of willful destruction or defacement of school property or the property of another individual is prohibited. Any student found in violation of this policy may receive discipline points to suspension and/or expulsion. In addition, the Board may seek restitution from students and their parent(s)/guardians(s) for vandalism or other student acts which cause damage to school property. (Board Policy 7.170; 740 ILCS 115/1 et seq.).

Truancy – Unexcused absenteeism (truancy) is prohibited. According to Board Policy (7.180), students are to remain in their assigned buildings and on the school's grounds continuously from the time of reporting to the time of departure for the day, unless permission to leave is granted by the building administrator or a designee, or is otherwise excused. A high school student may be

excused during the student's lunch period. The truancy statutes and Board policy will be utilized for chronic and habitual truants (105 ILCS 5/26-2a). Repeated truancy may result in assignment to Saturday School, the Alternative Education Room to suspension and/or expulsion. See the "Attendance" section in this handbook for our attendance policy and procedures.

Gangs and Secret Societies – A "gang" is defined as any group of two or more persons whose purposes include the commission of unlawful acts or violation of school rules and regulations. Charleston High School believes that the presence of organized gangs, gang activities and other undesirable groups have the potential to cause major disruption of and/or material interferences with the school environment and school activities. **Therefore, no student on or about school property or at any school activity shall**

- wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other item which is evidence of membership or affiliation in any gang;
- commit any act or behavior, use either verbal or non-verbal gestures, hand-shakes, drawing, tattoos, etc. indicating membership or affiliation in a gang;
- use any speech or commit any act or behavior in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting membership, intimidating, threatening, committing any illegal act or violating school district policies.

Furthermore, students are prohibited from being a member of or joining or promising to join, or becoming pledged to become a member of, soliciting any other person to join, promise to join, or be pledged to become a member of any public school fraternity, sorority or secret society.

Violation of this policy will result in discipline ranging from verbal warning or assignment of points to suspension and/or expulsion. Law enforcement officials may be notified.

INTERFERING OR DISRUPTING SCHOOL PURPOSES OR EDUCATIONAL FUNCTIONS

The following behaviors are recognized by the Board of Education as acts that constitute an interference or disruption of school purposes or educational functions:

Book Bags, Back Packs, and Coats – Book bags and back packs shall be left in student lockers and shall not be worn or carried from class to class. A coat may be restricted and a student may be asked to remove it from class or the hall if in the opinion of the classroom teacher or administration, the item is disruptive or possesses a health or safety concern. Any student found to be in violation of this policy may receive from 5 to 10 discipline points and applicable consequences.

Bus Conduct – Students' behavior is expected to be acceptable during the transporting of the student to and from school. If a student's behavior is not acceptable, the privilege of riding the school bus may be withdrawn, and it becomes the responsibility of the parent(s)/guardian(s) to transport the student. Discipline for a bus violation (conduct report) will range from a verbal warning and/or a conference with the parent(s)/guardian(s) to suspension of bus privileges. According to Board Policy (7.220), gross disobedience or misconduct providing grounds for suspension from riding the school bus includes, but is not limited to, the following:

1. Prohibited student conduct as defined in the student discipline policies within this handbook.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of the bus driver's directives.

6. Such other behavior as the administration deems to threaten the safe operation of the bus and/or its occupants.

The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

Cellular Telephone/Video Recording/Electronic Paging Devices – In order to maintain a quiet, orderly, and safe learning environment and not violate the rights of others, students are **not allowed to use or have turned on** any cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device while in school or on school property during regular school hours (7:50 a.m. – 3:20 p.m.) unless authorized and approved by the administration or supervising staff member. However, students **may possess** cell phones and other such devices at school, but such devices must be **turned off** and **out of sight** during the school day (i.e. stored in lockers, purse, vehicle). The school is NOT responsible for lost or stolen cell phones or other such devices. Charleston High School expects students to exercise due care and common courtesy when using cell phones and other such devices during extra-curricular time (i.e. turn them off during concerts, dances, plays, etc.). A student who allows any such device to become disruptive to the classroom or school learning environment will have the device taken and may receive 5 to 20 classroom/building and grounds discipline points and applicable consequences. **Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone.**

Displays of Affection – Excessive displays of affection may cause a substantial disruption to the educational process. Handholding is permitted; however, excessive displays of affection are prohibited anywhere on school campus. Any student found in violation of this policy may receive from 5 to 20 discipline points and applicable consequences.

Failure to Report – A student who willfully fails to report to the Attendance Office or other designated office or location when requested to do so by any school employee may receive from 5 to 10 building and grounds discipline points and applicable consequences. A student who fails to report to an assigned tutorial as directed by a staff member may receive 5 classroom discipline points and applicable consequences.

False Alarm – The willful making of a false alarm of fire by outcry, mechanical alarm, or other device is prohibited. Any student found in violation of this policy shall be reported to the police (720 ILCS 5/26-1). The consequence for such an offense may result in expulsion from school. If a student should accidentally set off an alarm, he/she must report to the office immediately and give the location of the triggered alarm.

Food/Drink in Corridors/Classrooms – Food and drinks are to remain in the cafeteria and not to be taken to corridors or lockers. Any student found in violation of this policy may receive 5 to 10 discipline points and applicable consequences.

Forgery/Cheating – The act of falsely or fraudulently making or altering school correspondence including, but not limited to, assignments, assessments, letters, passes, and telephone messages or calls. Any student found in violation of this policy may receive from 10 to 20 discipline points and applicable consequences.

Group Violations – Students who are present in a group whose member(s) are violating school policy may be held accountable and may receive the same disciplinary action as those individuals who are participating in the violation.

Laser Pointers – Unless under a staff member's supervision and in the context of instruction, using or possessing a laser pointer is prohibited. Discipline for violating this policy may range from a verbal warning to a school suspension.

Littering – Students, staff, and visitors appreciate a clean school. Students are expected to help in maintaining our school facilities. A student found guilty of littering the school grounds may

receive 5 to 20 discipline points and applicable consequences.

Loitering – Because of the concern for avoiding damage to property and the prevention of traffic hazards posed students, loitering at any time in the following areas is prohibited: all parking lots, between school buildings, areas surrounding the vocational building, gymnasiums, west doors of the new gym, the media center exit, and west stairwell. Any student found in violation of this policy may receive from 5 to 10 points and applicable consequences.

Presence in an Unauthorized/Unassigned Area – Students are expected to be in their assigned classrooms on time. A student may receive 3 classroom discipline points for each time that he/she is tardy. During the school day, a student may receive 5 building and grounds discipline points for being outside of their scheduled area without a pass issued from school personnel (this includes abusing hall pass privileges and failing to sign in/out of the Attendance Office). A student's schedule that allows him/her to be released early from school must leave the school grounds for the duration of that time. Students who fail to adhere to this procedure may be assigned building and grounds discipline points and/or be placed in a study hall during that class period. After classes end for the day, students are not allowed in the building except for school-related activities such as athletics, clubs, meetings, rehearsals, tutoring/studying, and detention. Students using school facilities outside the regular school day must be directly supervised by a district staff member. Any student found in violation of this policy may receive from 5 to 20 discipline points and applicable consequences.

Skate Boards – Because of concern for student safety, skateboards and similar items are not allowed on school property. Discipline for a violation may range from verbal warning to suspension.

Student Attire – Students are expected to dress in a manner appropriate for school. Students whose manner of dress poses health or safety concerns for the student or others, or whose manner of dress materially disrupts the educational process, interferes with the maintenance of a positive teaching/learning climate, or compromises reasonable standards of health, safety, and decency may be counseled to alter their dress by school officials, or under extreme circumstances such students may be subject to discipline (ILCS 5/10-22.25b).

1. Hats/head coverings (including hoods) and sunglasses are not to be worn inside the building and should be left in lockers.
2. Shoes are to be worn at all times during the day.
3. Offensive or suggestive slogans on clothing are not acceptable.
4. Chains or any item worn on pants, deemed to be destructive or damaging to school property, are not acceptable.

Discipline for dress code violation will range from a verbal warning to a three (3) day suspension from school per occurrence.

Student Language/Expression – The administration reserves the right to prohibit expression that may cause substantial disruption to school activities or violate the rights of others. Prohibited is the use of vulgar and offensive terms, as judged by the school administrators. Also prohibited is the use of any words, expressions, or demonstrations that are considered obscene; are libelous or slanderous; injures, harasses or invades the privacy or other people; or disrupts the orderly operation of the school or school activity. Any student found in violation of this policy may receive from 5 to 20 discipline points and applicable consequences.

Unauthorized Parking/Driving – Student parking is permitted only for junior and senior students who have a valid CHS vehicle permit displayed on their vehicle (see "Parking and Vehicle Regulations"). All other students are prohibited from driving or parking on school grounds. A student violating this policy may be subject to consequences including, but not limited to, fines, vehicle immobilization, towing (at owner's expense), revocation of this privilege, or other disciplinary consequences.

SUMMARY OF PROHIBITED STUDENT CONDUCT

Prohibited student conduct and respective consequences are listed below. For a more detailed description of expectations, definitions, and explanations, see the previous section outlining prohibited student conduct.

Summary of Assignment of Points for Gross Disobedience or Misconduct (minimum 20 points):

1. Tobacco (using, possessing, distributing, purchasing, or selling).
2. Controlled Substances/Alcohol (using, possessing, distributing, purchasing, or selling).
3. Weapons (manufacturing, selling, distributing, transferring, possessing, or using).
4. Insubordination.
5. Aggressive behavior (forcing, coercing, threatening, intimidating, bullying, urging).
6. Theft (act or attempt).
7. Vandalism (act or attempt).
8. Repeated Truancy.
9. Gangs/Secret Societies.

Summary of Assignment of Points for Interfering or Disrupting School Purposes or Educational Functions (range of points):

1. Book bags, back packs, and coats (5 to 10)
2. Bus Conduct (verbal warning-to-suspension)
3. Cellular Radio Telecommunication/Electronic Paging Devices (5 to 20)
4. Displays of Affection (5 to 20)
5. Failure to Report (5 to 10 (bldg & grounds or classroom))
6. False Alarm (police report-to-expulsion)
7. Food/Drink in Corridors/Classrooms (5 to 10)
8. Forgery/Cheating (10 to 20)
9. Group Violations (same as those participating in violation)
10. Laser Pointers. (Verbal Warning-Suspension)
11. Littering (5 to 20)
12. Loitering (5 to 10)
13. Presence in an Unauthorized/Unassigned Area (5 to 20)
14. Skate Boards (verbal warning-to-suspension)
15. Student Attire (verbal warning-to-suspension)
16. Student Language/Student Expression (5 to 20)
17. Unauthorized Parking/Driving (warning-to-suspension)

CONSEQUENCES FOR MISCONDUCT

Consequences for misconduct may include, but are not limited to, the following:

Personal Counseling – Personal counseling may include, but is not limited to, a conference between the student and an administrator, teacher, counselor, or other staff member who bears a reasonable interest in the student's behavior; a meeting with a student and his or her

parent(s)/guardian(s); a peer mediation or conflict resolution session; a counselor or counselor intern referral; other interpersonal communication between a student and staff member for the purpose of improving the student's attendance and/or behavior.

Notification of Parent(s)/Guardian(s) – Under a variety of circumstances, school personnel will notify a student's parent(s)/guardian(s) for the purpose of maintaining positive communications between the school and the home with the intent that such notification will improve the student's attendance and/or behavior. Such contact may be in the form of a personal conversation, telephone call, e-mail, or other written communication.

Seizure of Contraband - Illegal or banned items such as weapons, drugs, cell phones, pagers, electronic games, gambling or drug paraphernalia, tobacco products, pornography, hate literature, or other items that adversely affect the welfare and safety of the school community may be confiscated by the staff/administration. Confiscated items will be marked and secured in the Assistant Principal's Office. Confiscated items that are not in violation of criminal law will remain secured as stated until the student's parent/guardian can pick up and sign for the item(s). Items not claimed within two calendar weeks after the close of the school term will be disposed of. Confiscated items that are in violation of criminal law will be turned over to the local law enforcement agency. Receipts for confiscated items in police custody will be filed with the Assistant Principal, and such confiscated items may be recovered by contacting the Charleston Police Department.

Notification of Juvenile Authorities – Whenever prohibited conduct involves illegal drugs (controlled substances), look-alikes, alcohol, weapons, aggressive behavior, or behavior that is a substantial disruption of the school environment, the local law enforcement agency may be notified.

Withholding of Privileges – Withholding of privileges may include, but is not limited to, computer/internet access, media center access, driving/parking privileges, classroom/study hall sign-out privileges, and open-campus lunch privileges. The administration shall be involved in and approve all cases in which privileges are withheld, with the exception of the loss of classroom/study hall sign-out privileges.

Restitution – Restitution is an act of restoring something to its rightful owner/original condition or giving an equivalent for some loss. Students may be required to make restitution by means of restoring, replacing, or reimbursing a loss or injury.

Detention – Detention is a disciplinary consequence designed to improve student attendance and behavior *with minimal disruption to the student's school day*. Detentions may be given for a variety of misconduct including, but not limited to, tardiness, classroom disruption or misconduct, truancy, and various types of misconduct on school grounds. Students will be given 24 hours notice to make arrangements for their own transportation. If transportation arrangements cannot be agreed upon, the parent(s)/guardian(s) must contact the Assistant Principal in advance of the detention so that an alternative disciplinary measure can be arranged.

Students are to report to the Lecture Room (211) by 3:25 p.m. Detention lasts until 4:10 p.m. A certified staff member supervises the detention period. Detentions are to be attended on the day for which they are assigned. In the event that different staff members assign two or more detentions on the same day(s), the student is responsible for attending the number of detentions assigned on consecutive school days.

Students who are tardy, truant, misbehave, fail to cooperate, leave detention without permission, exhibit gross misconduct, fail to follow the detention procedures, etc., will be subject to additional disciplinary consequences. The original assignment will stand, and disciplinary action may result, including, but not limited to, assignment to the Alternative Education Room or suspension. If a student is suspended, absent with valid cause, misses detention, or school is cancelled for any day of an assigned detention, the assignment shall continue once school resumes until all assigned detentions have been attended.

Alternative Education Room (A.E.R.) – The Alternative Education Room is a special classroom designed to address truancy and/or misbehavior of those students who have failed to abide by the rules and regulations of Charleston High School. It extends remedial instruction, tutorial help, guidance, one-on-one attention, and direction needed to address student truancy and/or misbehavior. It is established to offer direction and intervention needed to deal with such behavior. The classroom atmosphere is a structured, quiet environment with minimal diversions and is supervised at all times.

A student may be assigned to the A.E.R. because of an accumulation of building and grounds points or special needs determined by a teacher, counselor, and/or administrator. The A.E.R. is a place where students can renew their respect for the educational opportunities of the traditional classroom. The A.E.R. is intended to be a temporary placement that serves as a deterrent to truancy and misbehavior, and also addresses the problems that lead to out-of-school suspensions. Assignments to the A.E.R. are usually made on a full-day basis. **While assigned to the A.E.R., students will be permitted to do their schoolwork.** It is the student's responsibility to report to all of his/her teachers and secure assignments and teachers' signatures prior to reporting to each day assigned to the A.E.R.

Students who are tardy, truant, misbehave, fail to cooperate, leave the A.E.R. without permission, exhibit gross misconduct, or fail to follow the A.E.R. procedures will be subject to additional disciplinary consequences. In this case, the original A.E.R. assignment will stand, and additional action may result, including, but not limited to, additional assignment to the A.E.R. or suspension/expulsion. Students who are assigned to a full day in the A.E.R. must report to the Assistant Principal's office at 8:55 a.m. for each day assigned. Students with an Early Bird class must attend the Early Bird class, and then attend the A.E.R. Students must remain in the A.E.R. during periods 1-7, including lunch, for full-day assignments. A sack lunch, lunch money, or a lunch card must be brought to the Assistant Principal's Office at 8:55 a.m. on each day assigned to the A.E.R. Time away from the A.E.R. assignment must be made up on the next day of student attendance. If the student is suspended, absent with valid cause, or school is cancelled for any day of the A.E.R. assignment, the assignment shall continue once school resumes until all assigned days have been attended.

Saturday School - Students may be assigned to Saturday School as a disciplinary consequence. Failure to attend Saturday School without presentation of a physician's excuse the following Monday will warrant suspension from school.

Referral to Alternative Schools/Community Agencies – Students may be referred to alternative schools and community agencies when, in the opinion of school officials, such a referral or placement would be in the best interest of the student and/or the school community. Alternative schools and community agencies include, but are not limited to, Bridges, Golconda Job Corps, Lincoln's Challenge, Pathways to the Future, C.E.A.D. Council's Juvenile Court Diversion Program, Regional Office of Education/Youth Services. Under certain circumstances, students may be assigned to the Bridges program.

Removal from the Classroom – Each classroom environment is managed in accordance with individual teachers' policies and the discipline point system. If a student's behavior becomes immediately detrimental to the well being of the rest of the class, he/she may be sent to the Administrative or Guidance Offices. As provided herein, the student may be removed from class, suspended, or recommended for expulsion (105 ILCS 5/10-22.6).

Out-of-School Suspension – Suspension is a disciplinary consequence that is utilized when the student has committed a severe single infraction, has had repeated incidents of violating school rules, or when the safety and health of the student or other students has been endangered.

A student disciplinary suspension is a temporary removal from school or from riding a school bus for a maximum of 10 days for any one offense. Only the Superintendent, Principal, and Assistant

Principals are authorized to suspend students. The Board of Education may suspend a student from riding a school bus in excess of 10 days for safety reasons.

During the period of an out-of-school suspension, a student is not to be within school buildings, on campus, or in attendance at practice/participation in any school activities or functions (including, but not limited to, athletic events, concerts, dances, plays, sporting events, or any other extra-curricular event) without prior permission of the administration. Violation of this condition may result in additional disciplinary action and possibly prosecution for trespassing. A parent/guardian conference must be held before the student will be reinstated to school. **Students are permitted to complete their schoolwork during the suspension period, but they must request it in accordance with the procedures in the "Requesting Homework" section in this handbook. If schoolwork is completed according to each of his/her teacher's directions/due dates, credit will be given.** Depending upon the nature of instruction (that which requires classroom attendance such as discussions, labs, group presentations, guest speakers, etc.), the student may be provided with alternative assignments at the discretion of teachers. Students should be aware, however, that in some cases, instruction that requires classroom attendance cannot be made up.

Expulsion – The Board of Education may expel students for gross disobedience or misconduct. Expulsion is the removal of a student from school for a period exceeding ten school days, but not exceeding two calendar years. The student and his/her parent/guardian will be requested to appear before the Board of Education. During the expulsion period, a student is not to be within school buildings, on campus, or in attendance at practice/participation in any school activities or functions (including, but not limited to, athletic events, concerts, dances, plays, sporting events, or any other extra-curricular event) without prior permission of the administration. Violation of this condition may result in additional disciplinary action and possibly prosecution for trespassing.

Corporal Punishment – Corporal punishment is prohibited. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include, and certified personnel are permitted to use, reasonable force as needed to maintain safety for other students, school personnel, or persons, or for the purpose of self-defense or the defense of property. *Physical restraint may be used when necessary to protect the student or other individuals and/or property from harm.*

Appeal - If a student believes that points and/or consequences have been unfairly assigned, then an appeal may be made first to the staff member involved, then, if necessary, to the school's administration.

For students with an Individualized Education Plan (I.E.P), that plan will govern serious disciplinary actions.

ATTENDANCE POLICY

According to Illinois law, whoever has custody or control of a child who is enrolled in any of grades 1 through 12 shall cause such child to attend school the entire time it is in session during the regular school term (105 ILCS 5/26-2). For purposes of this policy, "parent" is defined as the parent, legal guardian, or other person having legal custody of the student. **According to Board policy, a student's parent must: (1) upon their child's enrollment, provide telephone numbers to the school and update them as necessary, and (2) authorize all absences and notify the school in advance or at the time of the child's absence (7.70).**

Procedures – Anytime a student is absent from any part of the school day, the student's parent must notify the school **by 10:00 a.m.** on the day of the absence or **at the time** of any such absence. This notification may be made in person or by calling **639-5000**. Such notification must include the following:

1. the name of the parent, legal guardian, or other person having legal custody of the student,
2. the student's name,

3. the date(s) and time/period(s) absent, and
4. the **valid cause** of the absence.

Valid cause includes the following:

1. illness,
2. observance of a religious holiday,
3. death in the immediate family,
4. family emergency, or
5. other circumstances approved by the administration (105 ILCS 5/26-2a).

Notification Time Limit - In the event that a parent does not notify the school on the day of an absence, the school must have notification of any absence by 9:30 a.m. upon the student's return to school. If notification is not received by 9:30 a.m., such an absence may be considered truancy. Parents who do not have access to a telephone must notify the school in person or in writing as stated above. Such notification must be submitted to the Attendance Office by 9:30 a.m. upon the student's return to school. If such notification is not received by 9:30 a.m., the absence may be considered truancy.

Mid-day Absence – Students who become ill or need to leave school during the school day (medical or otherwise) must report directly to the Attendance Office. If parental notification of the student's approaching absence has not been received, then every attempt will be made to contact a parent at home or at work. Once permission and transportation arrangements have been made with a parent, the student must sign out. **No student will be excused from school unless permission and transportation arrangements are first made with a parent.** A student who becomes ill during school should never spend the class period alone in a restroom or any other part of campus. Students who are absent from school due to an appointment (medical or otherwise) must bring written verification (i.e., appointment card, physician's note, court document) of the appointment to the office when the student returns to school or by 9:00 a.m. upon the student's return to school. Failure to follow these procedures will result in the assignment of five (5) building and grounds discipline points and the absence being considered truancy.

Closed Campus – According to Board policy, students are to remain in their assigned areas and on the school's grounds continuously from the time of reporting to the time of departure for the day (7.180). A high school student may be excused during the student's lunch period. Any student who leaves school during his/her lunch period, becomes ill, and proceeds or stays home must have a parent notify the school **immediately** upon the student's arrival home. If such notification is not received within 30 minutes of the end of the student's lunch period, such absence may be considered truancy and five (5) building and grounds discipline points may be assigned.

Arriving/Tutorial - Morning tutorial is a fifteen-minute block of time that is designed to enable students to meet with teachers as needed or requested and to allow students to use the library or other school facilities. Students who arrive at school before 8:35 a.m. should utilize tutorial by meeting with a teacher or studying in the cafeteria until the start of first period. Some students will be assigned to attend tutorial due to their grades. Teachers may also require students to meet with them during tutorial period. **A student may receive five (5) discipline points in class for failure to attend an assigned tutorial.**

Late Arrival - Anytime a student arrives at school after 9:10 a.m. or returns to school following a mid-day absence, he/she must sign-in at the Attendance Office and receive an admit slip to class. **Failure to follow this procedure may result in five (5) building and grounds disciplinary points.** Oversleeping is NEVER an acceptable excuse for being late to school. Student motor vehicle trouble is NEVER an acceptable excuse for being absent from or tardy to class. Lateness due to parent vehicle trouble will be accepted one time per year. Thereafter, five (5) points will be assigned for any lateness due to motor vehicle trouble, and the absence will be considered

truancy.

Late To Class - If a student is late to his/her class due to an unexcused reason, he/she will receive **three (3)** classroom discipline points. If the student is over 10 minutes late to class without valid cause, the absence will be considered truancy for that period.

Following an Absence - It is the responsibility of the student, during tutorial period on the first day of attendance following an excused absence, to arrange for make up of all missed schoolwork. **Failure of the student to see his/her teacher the first day back, make appropriate arrangements, or to make up work as determined by the teacher may result in a grade of zero (0) for missed work.**

A student's attendance record may affect admission into specific courses/programs at CHS. **Students who are absent from school for any part of a school day shall be ineligible for any activity on that day unless the absence has been approved in writing by the Principal or designee.** Please refer to the "Extra-Curricular Activities" and "Athletic Code" sections in this handbook for additional information regarding absences and extra-curricular eligibility.

Requesting Homework – When a student is excused from attending school for an extended period of time, his/her parent may call to request that homework be compiled. In order for school personnel to have a reasonable time to compile homework, a call must be placed by 10:00 a.m. on the first day of the student's absence. Homework must be picked up on the requested day between 3:20 p.m. and 4:00 p.m. in the office. Please phone to make individual arrangements if this time is not possible. *If schoolwork is completed according to each of his/her teacher's directions/due dates, credit will be given.* Depending upon the nature of instruction (that which requires classroom attendance such as discussions, labs, group presentations, guest speakers, etc.), the student may be provided with alternative assignments at the discretion of teachers. In some cases, instruction that requires classroom attendance cannot be made up.

Anticipated Absences – The anticipated absence procedure has been designed to accommodate special family needs. Students and parents may plan for an absence by obtaining an "Anticipated Absence Form" in the Attendance Office. Students are to complete the form, attach a note from his/her parent explaining the reason for the absence, and hand deliver the form to the Attendance Office prior to the day of the absence. *If schoolwork is completed according to each of his/her teacher's directions/due dates, credit will be given.* Depending upon the nature of instruction (that which requires classroom attendance such as discussions, labs, group presentations, guest speakers, etc.), the student may be provided with alternative assignments at the discretion of teachers. In some cases, instruction that requires classroom attendance cannot be made up. Forms must be completed and hand delivered to the Attendance Office prior to the anticipated absence or the student may receive five (5) building and grounds discipline points and may lose credit for work missed.

Excessive Absences – A student may accumulate nine (9) days of absences within a semester. Following the ninth absence, a student may be required to have written verification (i.e. physician's note) for each subsequent absence during the remainder of that semester. Failure to submit such written verification **in person** by 9:00 a.m. upon the student's return to school will result in the absence being considered truancy and disciplinary consequences may be assigned. **Note:** one to three class periods absent is recorded as one half-day of absence; four or more class periods absent is recorded as one full-day of absence.

Final Exams – Teachers invest much time in preparing their students for final exams each semester. Students are expected to be present for exams as scheduled. Students absent from a final exam will earn a zero for the exam unless the principal approves an exception.

Truancy - A "truant" is defined as a child subject to compulsory school attendance and who is absent without valid **cause** from such attendance for a school day or portion thereof. "Valid cause" for absence shall be illness, observance of a religious holiday, death in the immediate family, family

emergency, or other circumstances approved by the administration (105 ILCS 5/26-2a).

A truant student may be assigned one (1) after-school detention per period of truancy and will receive a ZERO (0) for work missed. Repeated truancy may result in additional detentions, A.E.R., suspension, expulsion, or other consequence as determined by administration.

A “chronic or habitual truant” is defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for 10% or more of the previous 180 regular attendance days (105 ILCS 5/26-2a). Supportive services and available resources which are offered to chronic or habitual truants include, but are not limited to, the following:

- Parent-teacher conferences
- Student and/or family counseling
- Information about community agency services

A “truant minor” is defined as a chronic truant to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs and other school and community resources, have been provided and have failed to result in the cessation of chronic truancy, or have been offered and refused (105 ILCS 5/26-2a). The district may report a truant minor to outside agencies, such as the juvenile officer of the local police department or the truant office of the Regional Office of Education of Coles County.

Withdrawing From School – If a student and his/her parent or guardian decide that withdrawal from school is essential, the student and parent must meet with a counselor or administrator and complete a withdrawal form. **Students absent for ten (10) or more days without notification from parents may be withdrawn for non-attendance.** Generally, a withdrawn student may not re-enter during the semester he/she withdrew. A withdrawn student who wishes to re-enroll must meet with the principal and his/her guardian prior to re-enrollment

OTHER PRACTICES AND PROCEDURES

Lockers - Students are assigned corridor lockers for their books and other personal belongings. Each locker is equipped with a combination lock. In case of lock failure, the student shall immediately report to the main office for assistance.

Each student must have an authorized gym lock on his/her assigned P.E. locker. This lock is to be used to lock the small storage locker when not in gym class and to lock the large clothes locker during gym class. The larger P.E. lockers are only to be used during the time that the student is in P.E. class. At the beginning of the school year, the P.E. instructor will issue an authorized lock. This lock must be checked in at the end of the year, or the student may be charged the actual replacement cost of the lock. **Unauthorized locks will be removed from lockers.**

1. Do not reveal your locker combinations to other students.
2. Do not alter/rig your locker in such a way that permits the locker to be opened without the use of the combination lock.
3. Use only the locker assigned to you by the office or P.E. officials.
4. Opened food/drink containers are prohibited in lockers.
5. Do not place stickers on or write on any part of your locker.
6. Report locker damages/malfunctions immediately to the office.
7. Damages to your locker may require that you make restitution.
8. The administration reserves the right to open any locker by use of force. Damages will be assessed to the student.

NOTICE: The school is not responsible for items lost from lockers. School officials reserve the right to search a student's locker at any time.

Physical Education Uniform - Each student, while participating in a regularly scheduled physical education course, shall wear uniform attire as outlined below:

Shirt - Gray with scarlet lettering - Last name, first initial clearly printed on shirt (permanently marked).

Shorts - Red - Last name, first initial clearly printed on front, bottom left leg (permanently marked).

Shoes - Gym shoes only. No shoes that may mark the gym floor will be allowed.

Telephone Calls - Students will be called to the telephone **ONLY for an emergency**. If the student's parent(s)/guardian(s) must have an urgent message delivered, the office personnel will take the message and send a request for the student to come to the Attendance Office to obtain the message. *Reminders of various types of appointments, information concerning students coming right home after school, and similar messages are not considered urgent, and will NOT be sent to students.* Students and parent(s)/guardian(s) are urged to keep all telephone messages to a minimum. There is a telephone for student use available in the main office during school hours. Students must have a pass to use phones during class time

Visitors – Students desiring to bring a visitor to the campus of Charleston High School are expected to obey the following rules and regulations:

1. Students desiring to bring visitors to C.H.S. from other schools must obtain a "Student Visitor Application" form from the Attendance Office at least one day in advance of the desired visit (one visitor per student).
2. The student and his/her visitor must bring the completed "Student Visitor Application" form to the Attendance Office no later than 8:35 a.m. upon the day of the desired visit. At that time, an administrator may issue a visitor's pass.
3. All visitors must be enrolled in "good status" at a high school during the time of the visit.
4. School officials reserve the right to deny visitor's passes. No passes will be signed during exam weeks or the last week of school.
5. All visitors must produce a "Visitor's Pass" upon request.
6. The teacher(s) to be visited must give permission before the visitor will be allowed into the classroom. Visitors not permitted to enter classrooms are to report to the Attendance Office.
7. Any visitor who causes a disturbance or who violates the rules of Charleston High School will be asked to leave the campus.

Posting/Distributing Notices - Circulars, signs, posters, or notices directed to the interest of the student body must be approved and initialed by the administration before posting. Posters, signs, or notices posted without the administration's approval will be removed. All posters, signs or notices are to be removed by the persons who posted them at the conclusion of the activity or event. No poster may be displayed longer than seven days.

Special Events/Dances - It is part of the philosophy of Charleston High School that dances and other recreational events are important parts of school life. The primary purpose of these events is for the students of Charleston High School to have a place to go where they can enjoy themselves under adult supervision and learn proper social attitudes and skills through participation. Events that are held after a home game must close no later than 11:00 p.m. Other events, except those such as Homecoming, must close no later than 10:30 p.m. and may be no longer than two and one-half (2 1/2) hours. High school students may bring guests to dances; however, those guests must be registered in the office before the dance, and each student may bring only one (1) guest. Guests will not be admitted at the door unless accompanied by the student registering the guest.

All guests are expected to groom, dress, and behave in an appropriate manner, according to staff members and chaperones. **Any student or guest who leaves during any event will not be readmitted.**

Search and Seizure - For the safety and supervision of students in the absence of parent(s)/guardian(s), to maintain discipline and order in schools, and to provide for the health, safety, and welfare of students and staff, school authorities are authorized to conduct searches of students and their personal effects, as well as District property.

School property, including, but not limited to, desks and lockers, is owned and controlled by the District and may be searched by school authorities at any time. School authorities are authorized to conduct area-wide, general administrative inspections of school property (e.g., searches of all student lockers) without notice to or consent of the student and without a search warrant.

The school district reserves the right to reasonable search of any vehicle entering or parked on school grounds.

If a search produces evidence that the student has violated or is violating 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 (105 ILCS 5/10-22.6; Board Policy 7.140).

Abused and Neglected Child Reporting – A District employee who has reasonable cause to suspect that a student may be an abused or neglected child shall report such a case to the Illinois Department of Children and Family Services. The employee shall notify the principal that a report has been made.

Health Examinations, Immunizations, and Exclusion of Students - Parent(s)/Guardian(s) of students shall present proof of a health examination by a licensed physician and of having received the immunizations against and screenings for preventable communicable diseases, as required by the Department of Public Health rules:

1. upon entering ninth grade, and
2. whenever a student first enrolls in a school, regardless of the student's grade.

Parent(s)/Guardian(s) are encouraged to have their child undergo a dental examination whenever health examinations are required. Failure to comply with the above requirements by the beginning of the school year will result in the student's exclusion from school until the required health forms are presented to the District. A student may be exempted from this policy's requirements on religious or medical grounds if the student's parent(s)/guardian(s) present to the Superintendent a signed statement explaining the objection. A student may be exempted from the health examination or immunizations on medical grounds if a physician provides written exemption. During a child's exclusion from school for non-compliance with this subsection, the child's parent(s)/guardian(s) shall be considered in violation of 105 ILCS 5/26-1 and may be subject to any penalty imposed by 105 ILCS 5/26-10.

Homebound Students - Students who are placed on homebound instruction will have grades issued upon the recommendation of the homebound teacher. The homebound teacher will recommend to the classroom teacher a (P) for pass or (F) for failure based on the work assigned and graded. The classroom teacher will then decide whether to issue the homebound student a (P), (F), or a letter grade for the quarter and/or semester.

Transportation Reimbursement - During the school year, parents and guardians may be eligible for pupil transportation reimbursement under the provisions of 105 ILCS 5/29-5. Questions regarding reimbursement of transportation should be directed to the district office (345-2106).

Missing Children's Record Flag - 325 ILCS 50/0.01 provides for communication of information concerning missing children among state and local law enforcement authorities, state and local registrars of vital records, and schools. The law provides for alerting law enforcement authorities

when birth certificates and school records of missing children are requested. The law also provides that the school shall flag the records of a missing child and report to the Law Enforcement Agencies Data System any request concerning flagged records. The law requires that a new student enrollment shall include a certified copy of a birth certificate or other reliable proof.

Sexual Harassment – Sexual harassment of students is prohibited. An employee, district agent, or student engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. has the purpose or effect of:
 - a. substantially interfering with a student's educational environment;
 - b. creating an intimidating, hostile, or offensive educational environment;
 - c. depriving a student of educational aid, benefits, services, or treatment;
 - d. making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct which has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe they are victims of sexual harassment or have witnessed sexual harassment are encouraged to discuss the matter with a building administrator or report to a staff member of the student's same sex. Students who make good faith complaints will not be disciplined.

Any student of the District who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including suspension and expulsion (Board Policy 7.20).

NOTE: Procedures for the implementation of a School Environment Free of Sexual Harassment of Employees and Students may be reviewed and/or obtained from building principals. Employee complaints shall be initially filed with the building principal or the superintendent. Student complaints shall be filed with a Complaint Manager.

STUDENT FEES

Current fees charged for the use of textbooks, consumable materials, extracurricular activities, and other school fees as approved by the Board of Education are as follows:

Textbook/Materials Fee	\$70.00
Participation Fee-IHSA Activities	\$40.00
Dual Credit Class Textbook Fee	(Determined by Lake Land College)
Driver Education Fees	
Class Free (Behind the Wheel)	\$50.00
Student Permit (state fee)	\$20.00+/-

(State fee is an estimate, determined by the state.)

Parking Fee (Sophomores/Juniors/Seniors)\$55.00

School Lunch

Student	\$ 2.00
Adult	\$ 2.40
Reduced	\$.40
Milk	\$.40

School Breakfast

	\$1.20
	\$1.55
	\$.30
	\$.40

Student Insurance (It is up to the parents to enroll their student(s) for insurance with the selected insurance agency.)

Full time	\$40.00
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Health Occupations Course (student provides)

Malpractice Liability Insurance	\$35.00+/-
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(Insurance fees are estimates, as set by insurance costs.)

Band Fees

Uniform Cleaning	\$10.00
Marching Shoes	\$26.00
Band Shirt	\$19.00

P.E. Uniform (student provides) \$20.00+/-

Activity Pass to Athletic Contests

Student (K-16)	\$20.00
Senior Citizen (65 and older)	\$20.00
Individual (adult)	\$35.00
Family	\$120.00

Admittance to Athletic Contests

Students (K-16)	\$ 2.00
Adults	\$ 4.00
Senior Citizens (age 65)	\$ 2.00
Frosh/Soph games (adult)	\$ 3.00

Individual Events (such as holiday plays, musicals, band concerts, field trips, etc.) to be determined by the principal to cover necessary expenses.

Textbook Rental Plan - The registration fee includes hardbound and softbound textbooks, workbooks, magazines, handbooks, etc. It does not include paper, pencils, notebooks, and other expendable instructional materials. In certain vocational courses, supplies will be sold on a resale basis. In accepting the rental plan, students and parents agree to take good care of all books and to pay the amount assessed if books are lost, marked, or show unusual wear. Consumable supply fees may be charged in a class.

Waiver of School Fees – Students shall not be denied educational services or academic credit due to the inability of parent(s)/guardian(s) to pay fees and charges. Students whose parents are unable to afford student fees may receive a waiver of fees. However, these students are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment. Applications for fee waivers may be submitted by a student's parents(s)/guardian(s) who have been assessed a fee on an application form available from the building administrator. Questions regarding the fee waiver request process should be addressed to the principal's office (Board Policy 4.140). Questions regarding free and reduced-price food services should be addressed to the Superintendent's Office.

DISASTER DRILLS

Fire Drills – Fire drills are held at regular intervals. The signal for a fire drill is a continual blast of the fire horn. When the fire alarm is sounded, all work should be stopped immediately and persons in the high school building are to follow the procedures for evacuating the building. Such procedures are posted in all classrooms and each teacher informs his or her class of the procedures during the school year. Students should move to the exit indicated and away from the building in a quiet and orderly manner. The “all clear” signal will be announced over the PA system.

Tornado Drills - Tornado drills are held at regular intervals. Procedures to be followed in case of a tornado are posted in all classrooms and discussed by each teacher with his or her class during the school year. In the event of a tornado warning or a tornado drill, the warning is announced over the PA system. This announcement will indicate that the “take cover” is in effect and that no one should leave the building. The “all clear” signal will be announced over the PA system. Students are to return to the classroom in which they left. In the event of an emergency a “duck and cover” announcement may be made. Students should drop flat on the floor next to a wall away from windows or duck under a desk. Students should cover their eyes, face, and neck and should not look around.

GRADES

(105 ILCS 5/10-20.9)

Teachers shall administer the approved marking system or other approved means of evaluating pupil progress. The teacher shall maintain the responsibility and the right to determine grades and other evaluations of students within the grading policies of the District based upon his/her professional judgment of available criteria pertinent to any given subject area or activity for which he or she is responsible. No grade or evaluation shall be changed without the notification to the teacher concerning the nature and reasons for such change; and if such change is made, the person making the change shall assume such responsibility for determining the grade or evaluation and shall initial such change. Teachers shall inform students of their grading policies.

Progress Reports - Midway through each nine (9) week grading period, or anytime deemed necessary, progress reports will be issued to students. These reports are intended to provide students and parents with information regarding up-to-date academic performance. Conferences between parents and teachers are strongly urged when the situation indicates such a need.

Report Cards - Grades, honor roll, and class rank will be processed by computer at the end of each semester. Students will receive a total of four report cards, containing the total number of days absent, coded teachers' comments, and grades.

Grading Key

- A Excellent
- B Good
- C Average
- D Poor
- F Failing
- P Passing (not calculated in GPA)
- I Incomplete - Zero (0) points are assigned for incomplete grade. This means a student's honor roll and G.P.A. (grade point average) are affected adversely until the incomplete is removed by making up the work.
- AU Audit - Student taking a course without credit.

- U Unsatisfactory - Social Studies Department (Illinois & Federal Constitution test) and Driver Ed. (behind the wheel)
- S Satisfactory - Social Studies Department (Illinois & Federal Constitution Exam) Medical waivers. Drivers Education (behind the wheel), School Service.
- WP Withdrew Passing
- WF Withdrew Failing

Comment Codes Key

The following is the key to comment codes:

- 1 Cooperative and enthusiastic
- 2 Works hard and demonstrates good effort
- 3 Good attitude
- 4 Not working up to capacity
- 5 Wastes time and is often unprepared
- 6 Does not complete required work
- 7 Improper behavior, disrupts classroom activity
- 8 Parent conference urged
- 9 Frequent absences
- 10 Low academic scores

Grade Point Average - A student's G.P.A. is one of the criteria for college entrance. Employers may also use the G.P.A. for job placement. The G.P.A. of a student is compiled in the following manner: add the number of quality points that have accumulated and divide the total by the number of courses taken.

Grade points are calculated in the following way:

<u>NON-WEIGHTED</u>	<u>WEIGHTED</u>
"A" - (5) points	"A" - (5.5 or 6.25) points
"B" - (4) points	"B" - (4.4 or 5.0) points
"C" - (3) points	"C" - (3.3 or 3.75) points
"D" - (2) points	"D" - (2.2 or 2.5) points
"P" - (0) points	"P" - (0) points
"F" - (0) points	"F" - (0) points
"S" - (0) points	"S" - (0) points
"U" - (0) points	"U" - (0) points
"WP"-(0) points	"WP"-(0) points
"WF"-(0) points	"WF"-(0) points

Honor Roll - is determined by G.P.A.

High Honors - G.P.A. of 4.750 and above

Honors - G.P.A. of 4.250 to 4.749

If a student has a grade below a "C" he/she will not be eligible for the Honor Roll.

GRADUATION REQUIREMENTS

Forty-eight (48) units of credit are required for graduation. A unit is defined as successfully completing a one-semester course. Full-time students must carry at least six (6) credits per semester. The foundation curriculum (required courses) constitutes approximately half the subjects the student must take to graduate; the rest of the course work (electives) may be chosen according to the student's needs and interests. Each student must, in addition to other course requirements, successfully complete the following courses/requirements in order to graduate from high school:

ENGLISH - 8 credits

- 09 – English I or Honors English I
- 10 – English II or Honors English II
- 11 - Either English III, or Honors English III
- 12 – Two approved courses in English

SOCIAL STUDIES - 4 credits

- 10 – Civics (including a passing mark on the Constitution Test) & Modern European History
Option: Full Year of AP European History (replaces Modern European History – 1 sem.)
- 11 – 1st Semester: American History (Revolution-Civil War) or American History (1865-1929)
2nd Semester: American History 1929 to Present
Option: Full Year of AP American History

MATHEMATICS - 6 credits

- 09 - Algebra I or Honors Geometry
- 10 – Intermediate Algebra, Algebra I, Geometry, Honors Geometry, Algebra II, or Honors Algebra II

SCIENCE - 4 credits

- 09 - Biology I; 10-12 Chemistry, Physical Science, Physics, Astronomy or other approved physical science course

CONSUMER EDUCATION – 1 credit

- 12 - Consumer Education or enrolled in COOP (full year)

PHYSICAL ED, DRIVER ED, and HEALTH - 8 Credits

- 09 - Physical Education (2 credits)
- 10 - Driver Education (1 credit) and Health (1 credit)
- 11 - Physical Education (2 credits)
- 12 - Physical Education (2 credits)

Elective Subjects - 2 Credits Required from:

Art, Music, Foreign Language, or Vocational Education (Industrial Education, Agriculture, Business, Family and Consumer Sciences, Health Occupations)

Illinois College Entrance Requirements:

English	8 credits (minimum)
Social Studies	6 credits (minimum)
Math	6 credits (minimum)
Science (Laboratory)	6 credits (minimum)
Foreign Language, [Music and/or Art]	4 credits (minimum)

Transfer of Credits from other Institutions Students may transfer credits from an accredited high school program. A student must check with a counselor when a required course is involved to see if the course meets CHS course objectives. Students may transfer a maximum of six units of credit from a junior college and/or a four-year college/university, or an alternative education program approved by the Principal. Students will receive a grade of P or F for grades transferred from any institution other than an accredited high school.

Schedule Changes/Dropping a Class

1. All scheduling requests must be directed to the guidance counselors who are responsible for working with students and parents with schedule changes.
2. Students must be enrolled in seven periods of CHS classes – either six periods of class and one study hall or seven classes with counselor approval.
3. Students will generally not be permitted to have more than two study halls.
4. Schedules will not be changed to accommodate teacher or lunch period preference.
5. Schedules will not be changed voluntarily after the beginning of the school year.
6. **The deadline for dropping a class is the first progress report date of the semester.** After this deadline, dropping a class must be considered by the principal. A WP (withdrawal passing) or a WF (withdrawal failing) will be listed on the student's transcript.

Graduation Ceremony – A student may participate in the graduation ceremony only if all graduation requirements established by the State of Illinois, the Charleston Community Unit District #1 Board of Education, and Charleston High School have been met. The principal will meet with all seniors to discuss dates and times for graduation practice and any other information necessary for the graduation ceremony. It is the responsibility of the student to attend this meeting.

Early Graduation Option - Students may apply to their counselor for early graduation. Students may only graduate one semester early. All requirements for graduation as established by the Board of Education must be met before early graduation will be approved. Upon approval, the physical education requirement will be adjusted accordingly. If the early graduation is approved, the student is given his or her diploma at the next annual graduation ceremony following the completion of all requirements.

The early graduate option should be chosen only after much thought and deliberation by parents and students. **Application** for early graduation must be made by a student no later than **the end of the first grading period** of the year in which the student intends to graduate. A form is available from the student's counselor. Forms must be completed by the student and signed by the student's parent. Permission for early graduation may be granted a student by the Board of Education upon the recommendation of the Superintendent.

Charleston High School recommends all students attend eight semesters of high school. It gives students an opportunity to acquire skills, concepts and understanding of various subject disciplines, and also enables them to mature socially, emotionally, and mentally. For many students it is the last opportunity to prepare him or herself for the world of work or a post-high school education and to be contributing members of their future communities.

Required tutorial – Students whose grades indicate failures or unacceptable progress may be assigned to tutorial assistance daily.

Drivers' education enrollment privilege. All eligible students may take drivers' education by the second semester of their junior year. To be eligible to take the course before this time students must meet the following criteria.

1. Eight or more credits earned in the prior two semesters
2. Completed one semester of high school

3. Second semester freshmen must earn all C's or better on their mid-term grades the previous semester.

Once enrolled, students are responsible for paying all necessary fees. At this time, the fees are \$20 for licensing and \$50 for the course. The fees are subject to change based on changes in law.

Complete details about enrollment in drivers' education may be obtained from a student's counselor.

STUDENT RECORDS

State law requires the district collect school census information on all students residing within the district including:

1. Students and parents' name, address and phone number,
2. Schools attended and grade level,
3. Special education program assignment, and
4. Health records.

The Federal government requires additional information including:

1. Testing data,
2. Subject marks, and
3. Attendance.

Considering the transferring and filing of current or former students' records, including students who graduate, move away or withdraw:

1. The school records of enrolled students are kept in the Student Services Office.
2. Copies of student records shall be transferred to another school district upon request by the new district, parent(s)/guardian(s), or student.
3. Permanent records of students leaving the school system are kept in the Student Services Office or the school vault.
4. Permanent records and attendance data of former students are kept on file indefinitely by the school. These files are kept to fill requests for information from students who later need to verify school information.

Considering access to student records:

1. Parents have the right to see their child's school records. The parent may request and receive assistance from appropriate trained school employees, for interpretation of test materials or other information in the record.
 - A. Parents wishing to view their child's record should submit a written request to the building principal. Within 5 working days from the date of the request, the principal shall arrange a viewing.
 - B. Records may not be removed from the school.
 - C. The principal shall submit a report to the Superintendent of the viewing of the student's record by the parent.
2. Schools receiving transfer students shall be sent a copy of the student's record upon request.
3. Access to student records shall be afforded those members of the professional and administrative staff whose duties and responsibilities require such access.

No third party shall be permitted to view student records unless permission has been granted by statute, court order, Board policy, Superintendent of Schools, or parent, except schools to which a student is transferring. The principal shall notify the parent of the information that has been requested by that 3rd party.

In cases where parents are divorced or separated, both parents have the right to see their child's school record. Any information given to one parent is obtainable by the other upon request, unless stated differently in a court document.

Temporary Records - Student Temporary Records will be purged at the end of each school year. Should a parent desire a copy of a student's temporary record, a request must be made to the Student Services Office by June 1st.

Student Directory Information – The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that C.U.S.D. #1, with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from your child's education records. However, C.U.S.D. #1 may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the C.U.S.D. #1 to include this type of information from your child's records in certain school publications. Examples include:

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent (Section 9528 of the ESEA (20 U.S.C. 7908, as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110); the education bill, and 10 U.S.C. 503, as amended by section 544; the *National Defense Authorization Act or Fiscal Year 2002* (P.L. 107-107), the legislation that provides funding for the Nation's armed forces).

If you do not want C.U.S.D. #1 to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 1st. C.U.S.D. #1 has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received

- The most recent educational agency or institution attended

STUDENT SERVICES, PROGRAMS, & ACTIVITIES

Guidance Office - Charleston High School students have access to guidance counselors. The Guidance Office staff is concerned with counseling students about their educational and vocational planning as well as about problems of a personal or social nature.

One of the primary objectives of the Guidance Office is to help students in making wise choices and decisions so that they may live satisfying lives. In order to accomplish this objective, the counselors aim to:

1. *Aid students in the process of attaining self-understanding and acceptance.* The knowledge and acceptance of their abilities enables students to make realistic plans.
2. *Provide students with materials about various vocations to enable them to appraise the opportunities available after graduation.*
3. *Acquaint students with colleges and technical schools entrance requirements, costs, and scholarships and financial assistance.*
4. *Help students match their abilities and interests, by means of testing, with the requisites of various vocational areas.* The testing program provides students with information that will help them choose a career.

The Guidance Office offers the following tests:

1. A.C.T. - American College Test - (juniors and seniors)
2. P.S.A.E. – Prairie State Achievement Examination - (Required for juniors; includes A.C.T. and Work Keys)
3. P.S.A.T./N.M.S.Q.T. - Preliminary Scholastic Aptitude Test / National Merit Scholarship Qualification Test - (juniors)
4. PLAN - Preliminary ACT - (sophomores)
5. EXPLORE – (freshmen)

The Guidance Office also provides information about various tutoring opportunities available throughout the school year.

Teacher Collaboration Team – Each building in the Charleston School District has a Teacher Collaboration Team (TCT). The TCT at Charleston High School serves many purposes:

- Assists teachers in developing academic and behavioral strategies to support students who are experiencing difficulties.
- Collaborates with parents to problem solve for student success.
- Improves individualized support for students.
- Serves as documentation for early intervention efforts.
- Ensures appropriate referrals for initial case study evaluations.

Media Center - The media center is open for student use from 8:30 a.m. to 3:30 p.m. each school day for academic purposes. Students with no overdue material or fines are allowed in the media center before and after school; from study hall with a pass for a specific assignment or with special permission from the media specialist. While in the media center students should make appropriate use of the material available, be respectful of the learning atmosphere, talk only when necessary in low voices, and take care of all borrowed material. Students may only use the Internet with a class or a teacher pass and must adhere to the "Student Computer/Network/Internet Use Agreement".

Fines for overdue material will be charged on a per school-day basis. Overdue interlibrary loan material is fined by the loaning library.

Failure to follow the above rules may result in the assignment of points, return to study hall/class, and/or the loss of use of media center/Internet privileges. School officials may also require that the student make restitution.

EXTRA-CURRICULAR ACTIVITIES

Philosophy - A very important part of any high school program is the extra-curricular program. Charleston High School has a wide variety of extra-curricular offerings that are intended to meet the needs and interests of its student body. But no matter how extensive the offering, a successful extra-curricular program is dependent on student involvement. We strongly encourage every student to become involved in these activities and we are confident by doing so, that the student will find his/her years at C.H.S. more enjoyable, meaningful, and memorable. Clubs and organizations will meet during tutorial period and outside the school day. The organizations that are chartered by the Student Council may use the school facilities.

Events - All extra-curricular events associated with Charleston High School must be supervised by a staff member and have administrative approval. In cases where special custodial services are needed, the sponsoring group must make arrangements to cover the cost of the services. All extra-curricular events must be scheduled a minimum of one week in advance of the activity.

Participation - **Students who are absent from school for any part of a school day shall be ineligible for any activity on that day unless the absence has been approved in writing by the Principal or designee.** These activities include all athletic practices and events, plays, musicals, concerts, club meetings and any other school-sponsored activity.

Transportation - All students shall travel to events and return home from events with the group in which the student participates by use of school-approved means of transportation. A written waiver of this rule may be issued by a coach/sponsor or administrator upon advance written request of a student's parent or guardian and provided the parent or guardian appears and accepts custody of the student. In no case shall a waiver be issued unless the alternate means of transportation anticipated by the waiver will be provided by the parent. Oral requests shall not be honored and oral permissions shall not be valid.

ATHLETICS

Eligibility - A student who participates in athletics must have been enrolled and in attendance not later than the beginning of the eleventh school day of the semester. Under no circumstances is a student who is engaged in a high school varsity sport allowed to practice or play on any team outside the school. Violation of this regulation results in ineligibility in his/her high school sport. Requirements for athletic eligibility at Charleston High School are determined by the following four governing bodies: the Illinois High School Association, the Apollo Conference, the Board of Education, and the coaching staff. The coaching staff will inform students about requirements and expectations. Before a student can practice, he/she must be registered for school with all fees and obligations met. All athletic records must be cleared by the coach in season before an athletic award can be given. To be eligible for athletic competition, a student must be passing five academic classes.

Note: An athlete must have the following fully executed documents on file at the school's athletic office before the athlete's first participation in any activity:

1. A current physical examination report completed by a physician licensed in Illinois to practice medicine in all its branches which finds the athlete is physically able to participate; and

2. A permission slip to participate in the specific sport in which the athlete intends to participate signed by the athlete's parent or guardian and agreeing to the IHSA performance-enhancing substance testing policy; and
3. Proof the athlete is covered by medical insurance; and
4. A receipt showing the athlete and his/her parents received a copy of the Athletic Code, understand the terms of the Athletic Code and agree to abide by its terms and conditions.

Female - Our high school competes in interscholastic athletics in the following areas: cross country, volleyball, soccer, swimming, tennis, golf, basketball, softball, and track. Athletic teams participate in conference, non-conference, and tournament competition and Illinois High School Association sponsored state tournaments as scheduled by the athletic department.

Male - Our high school competes in interscholastic athletics in the following areas: cross country, football, soccer, swimming, tennis, basketball, wrestling, golf, baseball, and track. Athletic teams participate in conference, non-conference, tournament competition and Illinois High School Association sponsored state tournaments as scheduled by the athletic department.

Spectators – CHS welcomes spectators to activities and contests. Spectators to activities must conduct themselves in ways that support contestants and do not interfere with the event or call undue attention to the spectator. Use of artificial or mechanical noise-makers at indoor events is not acceptable. Any spectator behaving in a disruptive manner may be invited to leave any activity by school personnel or police.

CLUBS AND OTHER ACTIVITIES

Any club or organization existing within or affiliated with Charleston High School must be chartered, clearly defined as to purpose, and approved by the administration. Those organizations meeting the above requirements at this time are included in this handbook. Any club or organization to be formed must meet the stated requirements.

The list is not intended to exclude additional activities nor is it intended to guarantee the existence of those listed. The direction our club and activity program takes is based on student interest and involvement. If a group of students wish to establish a club, it should submit a membership list and advisor's name to the Student Council, for chartering by the Student Council and school officials.

It is the responsibility of organization sponsors to provide copies of bylaws or codes of conduct concerning expectations, rules, membership, and minimal due process prior to receiving administrative approval.

American Field Service -The American Field Service is a very active club at Charleston High School. Through it, students from foreign lands may come to live with Charleston families for a year of rewarding and unequalled experiences. AFS may also sponsor a student from Charleston and send that student to another country to study for a year. To raise money needed to finance these programs, the high school club works hand in hand with the adult chapter by having various moneymaking projects. Charleston AFS Chapter also sponsors an AFS Weekend and hosts an AFS tour bus group during selected summers.

"C" Club - Established in 1936 as the "Sons of Troy," the C-Club is for interscholastic athletes of C.H.S. The club objective is to support and promote athletics, unity, leadership and good citizenship at C.H.S. In order to be considered for membership in "C" Club, a student must earn a varsity letter and be in good standing with the athletic program.

Charleston High School Press – The CHS Press volunteer writers' function is to produce the school newspaper. *The Press is published each Saturday throughout the school year in the Charleston Times-Courier.* Any student who is interested in school news writing is invited to write

for the CHS Press by contacting the sponsor.

Cheerleaders - The objective of the cheerleading program is to promote school spirit through good citizenship, leadership, and cheering at athletic events. The opportunity exists to demonstrate athletic ability through participation in cheerleading competition throughout the year. Tryouts will occur annually in the spring.

Chess Club - The CHS Chess Club is an opportunity for students to learn and to play chess. The Chess Club competes with other schools in I.H.S.A. competition.

Diversity Council - The Charleston High School Diversity Council is a partnership of community members, parents, administrators, students, faculty and support staff that are dedicated to human harmony, understanding and mutual support of issues that deal with diversity. The mission of this council is to promote the development of just and caring individuals in a diverse democratic society, to help school administrators, teachers, support staff and students experience success in living and working together as we endeavor to create a harmonious and effective American society and to also ensure an emotionally and physically safe environment conducive to the educational process.

Family and Consumer Sciences Club - Students who are or have been enrolled in a Family and Consumer Science course are eligible to join the Family and Consumer Sciences Club. The club meets once a month.

Flag Corps - The Flag Corps is an extension of the CHS Band. The major objectives of the Flag Corps are to promote athletics and citizenship at Charleston High School and to perform at home football and basketball games.

French Club - Charleston High School French Club, le Cercle Francais, is open to current members of French classes and to those who have completed at least one year of French. Student officers run the monthly meetings held during tutorial period. Evening activities introduce students to different aspects of French culture. The highlight of the club's year is the annual French Club Dinner held in March. Students use the proceeds raised for a field trip in the spring.

French National Honor Society - The French Club supports the French National Honor Society, Societe Honoraire de Francais, chartered in 1992. The requirements for entry are an overall B-grade point average in all subjects and an overall A- grade point average for 3 years of French. Juniors will be elected in the spring.

FBLA - Future Business Leaders of America is a nationally recognized organization. The mission of FBLA is to bring business and education together in a positive working relationship through innovative leadership and career development. Students have the opportunity to compete at local, state, and national levels in events testing their business knowledge and skills. Membership is open to all students interested in pursuing a business or business-related career.

FFA - This organization is open to students who wish to become involved with parliamentary procedures, agriculture, judging contests in a variety of agriculture related fields, and many other related opportunities that come up during the year. Emphasis is placed on developing leadership skills, responsibility and cooperation.

National Honor Society - Membership is limited to those juniors and seniors having demonstrated scholastic achievement, school leadership, service, and attitudes in keeping with the ideals of the society. Students are selected based on an application and review process. As a service organization, members assist in tutoring other students. Anyone seeking this assistance should contact a counselor. Anyone desiring further information concerning the selection procedure should contact the NHS sponsor.

Performing Music Ensembles - An active music program is maintained for vocal and instrumental students. Students who are members of the CHS band or CHS Chorus and demonstrate gifted or talented abilities are eligible to audition for participation in the music department's performing

ensembles. These ensembles may include the Jazz Band, Latin Band, Show Choir, Prime Timers, and Madrigals. The Jazz Band is limited to eighteen (18) members, where the Latin Band, Show Choir, Prime Timers and Madrigals do not have a designated number for membership. Those who pass the audition for a specific ensemble secure membership in these ensembles.

Recorder Club - The purpose of the Recorder Club is to publish the high school yearbook. The club is organized as a class known as yearbook entrepreneurship. Students interested in photography and graphic design and who possess strong communication skills make good candidates for the class. Students interested in joining the staff must apply because of limited seating. Membership is subject to sponsor's approval.

Scholastic Bowl - Scholastic Bowl is Charleston High School's competitive activity. Each team is comprised of five (5) members. Sponsors select these members through preliminary testing and evaluation. The matches are triangular and involve questions and answers from the academic area. Points are awarded for toss-up questions and bonus questions. Preliminary testing is open to all classes. The junior varsity team will consist of freshmen and sophomore members, but the varsity team can include students from all four classes.

Spanish Club - The objective of "El Club de Espanol" is to promote leadership, cooperation and friendship through cultural and social activities. Officers are elected by members according to grade level. The officers are in charge of planning and holding meetings once each month during tutorial period. Current Spanish students are eligible to become members. The club's activities are an annual initiation party; Hispanic dances and float for the Homecoming parade; an annual Spanish Club Dinner; a spring film festival; ice skating; theater and cultural performances as available; guest speakers; an all day spring trip; the International Christmas fiesta and caroling (in cooperation with other foreign language clubs).

Spanish National Honor Society - The Charleston High School "Siglo the Oro" ("Golden Age") Chapter of the Spanish National Honor Society is an organization which honors students who have maintained a minimum of 4.5 GPA during three or more years of Spanish study and have demonstrated service and appreciation for the Hispanic cultures. As a service organization, members help other Spanish students during tutorial period; jointly with Spanish Club, and award prizes to 4th year students each spring.

Speech and Drama Team - Speech and Drama Team is an I.H.S.A. interscholastic competitive activity, which focuses on improving the acting and public speaking skills of C.H.S. students. The majority of the competition season focuses on tournaments offering 13 individual events, including comic and dramatic acting, comic and dramatic interpretation, public speaking, original comedy, radio broadcasting, and impromptu speaking. Furthermore, the Speech & Drama Team competes in two I.H.S.A group activities in the spring -- Group Interpretation & Drama (Contest Play). Throughout the season, the Speech and Drama Team also sponsors a number of variety shows, which include many other talented individuals and groups. In addition, the Speech and Drama Team does many social and enrichment activities. Students may earn varsity and junior varsity letters/awards, as well as other team awards for excellence.

Student Council - The purpose of student council is to open a line of communication among the student, faculty, and administration and to promote the general welfare of the entire student body of Charleston High School. Representatives are elected at large according to grade level at a ratio of one representative per forty class members. Representatives are elected each spring for the following academic year. The officers are elected by the council before the general election. The student council is involved in such activities as the following: Homecoming, Christmas activities, students' rights and responsibilities, Student Advisory Committee, and many others.

Trojets - The major objectives will be to promote athletics and citizenship at Charleston High School. We perform at all home football/basketball games. Another objective is performing at competition throughout the state, with the goal of making it to the state finals.

Student Authorization for Electronic Network Access
Charleston Community Unit School District #1

The purpose of providing access to the electronic network at school is to enhance students' educational experiences. All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. With this educational opportunity also comes responsibility. You and your child should read the enclosed Student Authorization for Electronic Network Access in the student handbook and discuss it together. This Authorization does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow the terms of the Authorization for Electronic Network Access will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signature(s) at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

General Terms and Conditions

- 1. Acceptable Use** - Access to the district's computers/network/Internet shall be for the purpose of education or research, and shall be consistent with the educational mission and objectives of the district or for a legitimate business use.

- 2. Privileges** - The use of the district's computers/network/Internet is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. The building principal, district superintendent and/or district technology coordinator will make all decisions regarding whether or not a user has violated this Agreement, and may deny, revoke or suspend access at any time.

- 3. Unacceptable Use** - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:
 - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law;
 - b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
 - c. Downloading copyrighted material for other than personal use;
 - d. Using the network for private financial or commercial gain;
 - e. Wastefully using resources, such as file space;
 - f. Hacking or gaining unauthorized access to files, resources or entities;
 - g. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature;
 - h. Using another user's account or password;
 - i. Posting material authored or created by another without his/her consent;
 - j. Posting anonymous messages;
 - k. Using the network for commercial or private advertising;
 - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and

- m. Using the network while access privileges are suspended or revoked.
4. **Network Etiquette** - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
- a. Be polite. Do not become abusive in your messages to others.
 - b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
 - c. Do not reveal the personal information, including the addresses or telephone numbers, of students or colleagues.
 - d. Do not use the network in any way that would disrupt its use by other users.
 - e. Consider all communications and information accessible via the network to be private property.
5. **No Warranties** - The district makes no warranties of any kind, whether expressed or implied, for the service it is providing. The district will not be responsible for any damages an individual suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by unforeseen computer/network/Internet problems or a user's errors or omissions. Use of any information obtained via the computers/network/Internet is at a user's own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services.
6. **Indemnification** - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this *Authorization*.
7. **Security** - Network security is a high priority. If you can identify a security problem on the Internet, you must notify the media specialist, and building principal. Do not demonstrate the problem to other users.
- a. Keep your account and password information confidential.
 - b. Do not tamper with or attempt to gain access to computer data for which the user lacks security clearance. This will result in cancellation of user privileges.
 - c. Do not use another user's account or password without written permission from that individual.
8. **Vandalism** - Vandalism shall result in cancellation of privileges and other disciplinary action. Vandalism shall be defined as any attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to,
- a. the uploading or creation of computer viruses
 - b. any action that inappropriately hinders, delays, or obstructs others in their use of school computers, networks, and/or files or information contained therein
9. **Online Charges** - The district assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges and/or equipment/line costs.

- 10. Copyright Web Publishing Rules** - Copyright laws and district policy prohibit republishing of text or graphics found on the Web or on district web sites or file servers, without explicit written permission.
- a. Students engaged in producing web pages shall provide their cooperating teacher or the building media specialist with hard copy permissions authorizing use of the material before the web page(s) are published. Printed evidence or the status of "public domain" documents shall be provided as well.
 - b. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Internet site displaying material shall not be considered a source of permission.
 - c. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.

11. Student work/photos/videos

- a. Student work, photos and/or videos may be published on district web pages upon receipt of this agreement unless the parent(s)/guardian(s) notifies the school otherwise. Students whose work, photo and/or video appears on the district/school web page(s) will be identified by first name only.

12. Internet Safety

- a. Internet access is limited to only those "acceptable uses" as detailed in these procedures. Internet safety is almost assured if users will not engage in "unacceptable uses," as detailed in this Authorization, and otherwise follow this Authorization.
- b. Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in this Authorization.
- c. Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.
- d. The system administrator and Building Principals shall monitor student Internet access.
- e. Students, parent(s)/guardian(s), and staff members need only sign this Authorization for Electronic Network Access once while enrolled or employed by the School District.

13. School Email

- a. Only the school district approved email system can be used by students at school. Use of any other email system than the approved district system is prohibited.
- b. The school district email system provides content filtering, and limits whom the student may email.
- c. E-mail accounts are not private in nature and remain subject to monitoring by the school district. Designated staff may search for potential violations and when there is evidence of a possible violation may read mail and attachments.

- d. The school administrators and district technology coordinator have the right to suspend or modify email access privileges when violations occur.

PARKING AND VEHICLE REGULATIONS

The following rules and regulations have been adopted for control of vehicles on the campus of Charleston High School (CHS) in order to promote the safety and convenience of students, staff, and visitors.

The Board of Education authorizes the administration of CHS to prescribe parking areas on campus and change the designation of parking areas as necessary. In order to protect property, prevent trespassing, and maintain peace and order, CHS staff members are authorized to enforce regulations controlling vehicles on CHS property. Failure to adhere to these regulations will result in fines, vehicle immobilization, towing (at owner's expense), revocation of this privilege, or other disciplinary consequences. Any revocation of vehicle permits will not result in a refund of the vehicle registration fee.

All students who operate or expect to operate a motor vehicle on the CHS campus, either regularly or occasionally, must register with school officials and secure and display a valid parking permit while the vehicle is on the CHS campus. This registration must occur before a vehicle is parked or operated on any part of the CHS campus.

FRESHMAN-SOPHOMORE REGULATION

No freshman or sophomore shall drive or park a motor vehicle on any CHS parking lot or property during the regular school day (7:00 a.m. until 3:20 p.m.), without administration approval.

PARKING PERMITS and FEES

Permits may be purchased at the CHS office for a \$55.00 fee. The permit will be good for the entire school year, provided that the student has not violated these regulations. If a student's permit becomes lost, a replacement permit may be purchased for a \$5.00 fee. Due to limited parking space, permits will be available only to seniors and juniors on a "first come" basis. The schedule for permit sales will be announced during the district's regular school registration sessions. The order for permit distribution will be as follows:

1. Seniors on the perfect attendance or honor roll list during the previous school year.
2. Additional Seniors.
3. Juniors on the perfect attendance or honor roll list during the previous school year.
4. Additional Juniors.
5. Sophomores

When all available student parking spaces have been assigned, permit sales will close. After permit sales close, a student may sign the parking permit waiting list in the office.

To be eligible to purchase a parking permit, junior and senior students must meet all the following criteria and maintain them to keep eligibility for the permit:

1. Have no more than one F for previous semester grades
2. Have nine or fewer days of absence for the prior semester
3. Have seven or fewer periods of truancy for the prior semester

Complete details about parking permits can be obtained from the Assistant Principal.

PERMIT PLACEMENT AND PARKING PROCEDURES

- A. Your valid CHS parking permit/temporary permit must be visible at all times.
- B. Your permit number matches your assigned space in the student parking lot.

- C. You must park ONLY in your assigned space. If you arrive at school and find that your space is occupied, park your vehicle in the lot directly east of the main entrance (visitor's spaces) and notify the office immediately. You will need to give the parking space number, vehicle description, and plate number of the vehicle in your space. DO NOT park in someone else's space; this adds to the existing problem.
- D. Your parking permit is only in effect from 7:00 a.m. to 3:30 p.m. on days when school is in session. Parking privileges begin the first day of school and terminate on the last day of school. Reserved parking is not in effect during any extra-curricular activities or during weekends.

Students must comply with the ILLINOIS MOTOR VEHICLE CODE. In addition, the following regulations shall apply 24 hours a day, 7 days a week, to all operators of motor vehicles, regardless of residency, as soon as the vehicle enters onto school property. Failure to obey these regulations concerning the use of motor vehicles on school property will subject the violator to fines, vehicle immobilization, towing (at owner's expense), revocation of this privilege, or other disciplinary consequences.

- A. **Speeding**. The speed limit on the CHS campus is ten (10) miles per hour. Operating any motor vehicle in a speed contest, including those commonly known as "drag racing," is prohibited.
- B. **Reckless Driving**. Reckless driving (as determined by staff) is prohibited. Any person who drives any vehicle with a willful or wanton disregard for the safety of persons or property is guilty of reckless driving. Operators of motor vehicles shall not transport students or other persons in the beds of pickups or on fenders of vehicles, etc. Driving or parking vehicles on unpaved areas is prohibited. All vehicles shall park with all wheels on the pavement and within parking lines.
- C. **Excessive Noise**. No person shall operate any motor vehicle in such a manner as to cause or allow to be emitted squealing, screeching, or other such noise from the vehicle's tires due to rapid acceleration or excessive speed around corners or other such reason. Unusually loud exhaust noise or sound from audio equipment is prohibited.
- D. Operators of motor vehicles must come to a complete stop at all stop signs, yield the right-of-way to school buses, and observe all signs posted or painted on driveways.
- E. No illegal material (such as drugs, alcohol, weapons, explosives, or stolen property) may be transported, secreted, or kept in any motor vehicle brought on school property.
- F. Cruising on school property is prohibited. Once a vehicle enters school property, it must be parked immediately and all persons in the vehicle shall vacate it immediately and clear the parking lot.
- G. Discarding any waste materials from any motor vehicle is prohibited.
- H. Inappropriate stickers/signage on or in vehicles is prohibited.
- I. Driving or using any motor vehicle without the knowledge and consent of the owner or other person in authorized control or possession thereof is prohibited.
- J. Any student who tampers with any car in the parking lot will be subject to disciplinary action.
- K. Parking privileges may be revoked based upon excessive absences or excessive discipline points.
- L. The school assumes no responsibility for loss of personal property or damage to cars parked on school grounds for any reason.
- M. The school district reserves the right to reasonable search of any vehicle entering or parked on school grounds.
- N. Fines may be assessed at \$10.00, or \$25.00 per citation. All fines must be paid within five

- school days of being issued.
- O. Parking permits may be revoked after the student's fourth violation.
 - P. Students with revoked parking permits may add their names to the waiting list one time only.

TRANSFER/TEMPORARY/REPLACEMENT PERMITS

- A. Permits are issued to the student and may be transferred from one vehicle to another. **Responsibility for vehicle violations lies with the registered student.** If a student drives a vehicle other than the one that has been issued a permit, the student must transfer the permit.
- B. In the event that your permit becomes lost or stolen, a replacement permit may be purchased in the office for \$5.00. Any duplicate permit use may result in disciplinary action.

MEDICATION POLICY

In accordance with Board Policy 7:270, students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent(s)/guardian(s) believe that it is necessary for the student to take a medication during school hours, they must request that the school dispense the medication to their child/ward and otherwise follow the District's procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent(s)/guardian(s). No student shall 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 policy and its implementing procedures. A student may possess medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent(s)/guardian(s) have completed and signed a "School Medication Authorization Form." The School 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 the medication's storage by school personnel. Parent(s)/guardian(s) must 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 medication or the storage of the medication by school personnel.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

ADMINISTERING MEDICINES TO STUDENTS

Guidelines and Procedures for Parents/Guardians

If at all possible, all doses of needed medication must be given at home rather than at school. Parent/guardians are responsible for the early morning doses at home, unless otherwise specified.

Parent/Guardians are encouraged to come to school to give any necessary medication. They should notify the school office prior to their administering the medication.

- A. Ask the child's physician, dentist, or other health care provider who has authority to prescribe medications if a medication, either prescription or non-prescription, must be

administered during the school day. "Medications" includes an epinephrine auto-injector ("EpiPen®") and asthma inhaler medication.

- B. If so, ask the health care provider to complete a School Medication Authorization Form. **This form must be completed and given to the school before the school will store or dispense any medication and before your child may possess asthma medication or an EpiPen®.**
- C. If a student is on a medication indefinitely, the parent/guardian must file a new School Medication Authorization Form every year.
- D. Bring the medication to the school office. If the medicine is for asthma or is an EpiPen®, a student may keep possession of it for immediate use at the student's discretion.
- E. Bring prescription medication to the school in the original package or appropriately labeled container. The container shall display:
 - a. Student's name
 - b. Prescription number
 - c. Medication named and dosage
 - d. Administration route and/or other direction
 - e. Dates to be taken
 - f. Licensed prescriber's name
 - g. Pharmacy name, address, and phone number
- F. At the end of the treatment regime or when the student is taken off the medication, notify the school nurse orally or in writing and remove any unused medication from the school within one week after the expiration of the physician's order or before the last day of the school year. Medicine not removed will be destroyed (in the presence of another staff member and documented as such). Bottles containing medication will not be sent home with students.

Non-prescription medications

If a student requires a non-prescription medication for a temporary condition (headache, toothache, etc.), he/she may bring a one or two day supply of the medication in the manufacturer's original container with the label indicating the ingredients and the student's name affixed. A signed note by the parent/guardian must accompany the bottle. The note needs to include the reason for the medication and the dose, the time of the day doses are to be given and how long the medication is to be given. The medication bottle must be given to and kept by the secretary until needed.

The school district retains the discretion to reject requests for administration of medicine either by the school or by the student.

If you need additional information about this topic or have special circumstances that are not covered within the guidelines and procedures outlined above, contact your child's school health care professional or your child's school principal.

Convicted Child Sex Offender and Notification Laws (Board Policy 4:170)

State law prohibits a child sex offender from being present on school property or loitering within

500 feet of school property when persons under the age of 18 are present, unless the offender is:

1. A parent of a student attending the school and the parent/guardian is: (i) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluations and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion and notifies the Building Principal of his or her presence at the school, or
2. Has permission to be present from the School Board, Superintendent or Superintendent's designee. If permission is granted the Superintendent or Board President shall provide details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity. If a student is a sex offender, the Superintendent or designee shall develop guidelines for managing his or her presence in school.

The Superintendent receives a list from law enforcement officials containing the names and addresses of child sex offenders. This information is used to screen individuals who have contact with students. The Statewide Sex Offender Database (aka Sex Offender Registry) can be found at www.isp.state.il.us/sor. Persons requesting additional information may contact local law enforcement officials.

Video Surveillance

Charleston CUSD #1 may employ the use of video surveillance camera in school district buildings or on school district property (including buses) as deemed necessary by district personnel. These cameras shall be used for the following purposes:

1. To better provide for the safety, health, and welfare of students, staff, and visitors.
2. For better detection, reduction, and/or prevention of occurrences of vandalism or theft.